



*Every Student Matters, Every Moment Counts*

**Morton School District #214**

***Home of the Timberwolves!***

PO Box 1219 ~ Morton, WA, 98356

p: 360-496-5300 ~ f: 360-496-5399

[www.morton.k12.wa.us](http://www.morton.k12.wa.us)

[@MortonSchoolDistrict214](https://www.facebook.com/MortonSchoolDistrict214) ~ [@MSD21214](https://twitter.com/MSD21214)

**Morton Jr/Sr High School**  
**Morton Intermediate School**

152 Westlake Ave. ~ Morton, WA, 98356

p: 360-496-5137 ~ f: 360-496-6035

**Morton Elementary School**

400 Main Ave. ~ Morton, WA, 98356

p: 360-496-5143 ~ f: 360-496-0327



## **MORTON SCHOOL DISTRICT STAFF HANDBOOK**

*The Morton 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 employees have been designated to handle questions and complaints of alleged discrimination: Jenna Haselwood, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Title IX); Tami Muth, P.O. Box 1219, Morton, WA 98356; (360) 496-5143 (ADA Coordinator/Compliance Coordinator for 28A.640 and 28A.642); Becky Brooks, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Section 504); Jenna Haselwood, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Harassment, Intimidation and Bullying Compliance Officer)*



## Executive Summary

Morton Jr./Sr. High School will operate under the Policy Governance model. This model is designed to focus the building's attention on student achievement results. The Board has established **Ends** policies that clearly describe our students as they complete each year and/or move towards graduation.

The building's policies fall into four categories:

- 1) **Ends** – Policies in this category describe the goal for all students by the end of the current school year or later if stated. These are monitored on a regular basis and the results are reported to the Superintendent and Board.
- 2) **Governance Process** – These policies state the rules of the building and how a variety of tasks, practices, and functions of the building are to be carried out; in other words they are the way business is done within our school. These policies are reviewed and/or monitored by the building's administration.
- 3) **Principal/Staff Relations** – Each of these policies outlines the work that occurs between administration and staff jointly in a variety of ways. These policies are reviewed and/or monitored by the building's administration.
- 4) **Executive Limitations** – The policies in this category define the expectations placed on staff in terms of what they are to do and with detailed descriptions of areas that shall be avoided. These policies are monitored by administration throughout the year and are reported to the Superintendent on a regular basis.



*Every Student Matters, Every Moment Counts*

**Morton School District #214**

***Home of the Timberwolves!***

PO Box 1219 ~ Morton, WA, 98356

p: 360-496-5300 ~ f: 360-496-5399

[www.morton.k12.wa.us](http://www.morton.k12.wa.us)

[f @MortonSchoolDistrict214](https://www.facebook.com/MortonSchoolDistrict214) ~ [t @MSD21214](https://twitter.com/MSD21214)

**Morton Jr/Sr High School**

**Morton Intermediate School**

152 Westlake Ave. ~ Morton, WA, 98356

p: 360-496-5137 ~ f: 360-496-6035

**Morton Elementary School**

400 Main Ave. ~ Morton, WA, 98356

p: 360-496-5143 ~ f: 360-496-0327

**Strategic Plan**

**Ends**

**E1 District Vision**

The Morton School District shall distinguish itself by producing students who reach their highest levels of individual success.

**E2 District Mission**

The philosophy of Morton School District is that every student matters, every moment counts. To achieve our mission the Morton School District will utilize the best instructional practices in all grades and classrooms; build, implement, and monitor student interventions; teach, monitor, and re-teach a system that supports a safe and inclusive environment; and, seek ways to enhance our learning culture through data-driven decisions.

**E3 Academic Performance**

By the end of the 2030/31 academic year, the District will be rated in the top five (5) districts in the following categories when compared to the other districts participating within WIAA's District 4 and in our classification.

- E3-1 Overall Composite Score (Combination of all following categories)
- E3-2 Elementary Schools (Combination of ELA, Mathematics, and Science)
- E3-3 Elementary ELA
- E3-4 Elementary Mathematics
- E3-5 Elementary Science
- E3-6 Junior High Schools (Combination of ELA, Mathematics, and Science)
- E3-7 Junior High ELA
- E3-8 Junior High Mathematics
- E3-9 Junior High Science
- E3-10 Senior High Schools (Combination of ELA, Mathematics, and Science)
- E3-11 Senior High ELA
- E3-12 Senior High Mathematics
- E3-13 Senior High Science

**E4 Reading and Mathematics**

E4-1 By the end of the 2030/31 academic year, 100% of all students in each grade K-6 will have met grade-level reading expectations as measured by the DIBELS Assessment.

E4-2 By the end of the 2030/31 academic year, 100% of all students in each grade 7-11 will have met grade-level reading expectations as measured by the STAR Reading Assessment.

E4-3 By the end of the 2030/31 academic year, 100% of all students in each grade 2-11 will have met grade-level mathematics expectations as measured by the STAR Mathematics Assessment.

**E5 Post-Secondary**

E5-1 Each academic year till the end of the 2030/31 academic year the post-secondary preparation of students will be measured according to the following ratings:

- Good - Greater than or equal to 40% of upper-class students in the Jr/Sr High School earn college credits
- Fair - Between 25% and 39.99% of upper-class students in the Jr/Sr High School earn college credits
- Low - Less than 25% of upper-class students in the Jr/Sr High School earn college credits

E5-2 Each academic year till the end of the 2030/31 academic year the post-secondary programming will be measured according to the following ratings:

- Good - Greater than or equal to 80 college credits are offered on-site
- Fair - Between 40-80 college credits are offered on-site
- Low - Less than 40 college credits are offered on-site

E5-3 Each academic year till the end of the 2030/31 academic year the post-secondary acceptance of seniors will be measured according to the following ratings:

*The Morton 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 employees have been designated to handle questions and complaints of alleged discrimination: Jenna Haselwood, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Title IX); Tami Muth, P.O. Box 1219, Morton, WA 98356; (360) 496-5143 (ADA Coordinator/Compliance Coordinator for 28A.640 and 28A.642); Becky Brooks, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Section 504); Jenna Haselwood, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Harassment, Intimidation and Bullying Compliance Officer)*

- Good - Greater than or equal to 95% of all seniors are accepted to a post-secondary institution/program
- Fair - Between 80% and 94.99% of all seniors are accepted to a post-secondary institution/program
- Low - Less than 80% of all seniors are accepted to a post-secondary institution/program

#### **E6 PBIS**

Each academic year till the end of the 2030/31 academic year less than 35% of all students will have been issued a referral.

#### **E7 Extracurricular**

Each academic year till the end of the 2030/31 academic year the participation of students in all extracurricular activities will be measured according to the following levels:

- Good - Greater than or equal to 40% of students in the Jr/Sr High School will participate in at least one extracurricular activity
- Fair - Between 20% and 39.99% of students in the Jr/Sr High School will participate in at least one extracurricular activity
- Low - Less than 20% of students in the Jr/Sr High School will participate in at least one extracurricular activity

#### **E8 Staffing**

E7-1 Each academic year till the end of the 2030/31 academic year both the elementary and secondary buildings will have a dedicated principal for each building.

E7-2 Each academic year till the end of the 2030/31 academic year the Jr/Sr High School will have at minimum 35% of its staff CTE certified.

E7-3 Each academic year till the end of the 2030/31 academic year the District will employ at least a 0.5 FTE Music and/or Art educator.

E7-4 Each academic year till the end of the 2030/31 academic year the Elementary school will employ at least a 1.0 FTE specialist certificated teacher.

E7-5 Each academic year till the end of the 2030/31 academic year the Elementary school will employ at least a 0.8 FTE Pre-School certificated teacher.

#### **E9 Financial**

E9-1 Each academic year till the end of the 2030/31 academic year the District's financial health of the general fund will be measured according to policy 6022:

- Good - General fund exceeds 10% of the budgeted expenditures plus one month's payroll.
- Fair - General fund is between 5% and 9.99% of the budgeted expenditures plus one month's payroll.
- Poor - General fund is below 5% of the budgeted expenditures plus one month's payroll.

E9-2 Each academic year till the end of the 2030/31 academic year the District's financial health of the capital projects fund will be measured according to policy 6022:

- Good - Capital Projects fund exceeds \$150,000
- Fair - Capital Projects fund is between \$125,000 and \$149,999.99
- Poor - Capital Projects fund is below \$125,000

#### **E10 Facilities**

Prior to the end of the 2030/31 academic year, the District will have successfully passed a bond that meets the needs of the District moving forward.



*Every Student Matters, Every Moment Counts*

## **Morton School District #214**

**Home of the Timberwolves!**

PO Box 1219 ~ Morton, WA, 98356

p: 360-496-5300 ~ f: 360-496-5399

[www.morton.k12.wa.us](http://www.morton.k12.wa.us)

[f @MortonSchoolDistrict214](https://www.facebook.com/MortonSchoolDistrict214) ~ [t @MSD21214](https://twitter.com/MSD21214)

## **Morton Jr/Sr High School Morton Intermediate School**

152 Westlake Ave. ~ Morton, WA, 98356  
p: 360-496-5137 ~ f: 360-496-6035

## **Morton Elementary School**

400 Main Ave. ~ Morton, WA, 98356  
p: 360-496-5143 ~ f: 360-496-0327

### **Governance Process**

#### **GP1 Accident Policy**

Whenever a student is injured on school grounds, first aid should be administered. The Principal and school officials must be notified immediately. If the student can be moved, he/she should be transported to the office. If there is any bone or nerve damage question, do not move the student and notify the office of the situation.

In case of an injury, no matter how minor, an accident form must be filled out and handed over to the building secretary on the day of the injury. No exceptions.

- ☒ Elementary Staff
- ☒ Intermediate Staff
- ☒ Jr/Sr High Staff
- ☒ Athletic Staff
- ☒ Transportation Staff
- ☒ Custodial/Maintenance Staff
- ☒ District Staff

#### **GP2 Accountability to Two Districts**

The MWP Athletic Co-op has been very successful since its inception. The goal of both districts is for this to continue. It is essential that all coaches understand that they always work for and represent two separate districts.

To be accountable to both districts all coaches are required to work equally with the staff of both districts, recruit participants to their program from both districts, inform the schools and communities of both districts in an equal manner, and keep in contact with both Athletic Directors equally.

- ☐ Elementary Staff
- ☐ Intermediate Staff
- ☐ Jr/Sr High Staff
- ☒ Athletic Staff
- ☐ Transportation Staff
- ☐ Custodial/Maintenance Staff
- ☐ District Staff

#### **GP3 Affiliations**

*The Morton 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 employees have been designated to handle questions and complaints of alleged discrimination: Jenna Haselwood, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Title IX); Tami Muth, P.O. Box 1219, Morton, WA 98356; (360) 496-5143 (ADA Coordinator/Compliance Coordinator for 28A.640 and 28A.642); Becky Brooks, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Section 504); Jenna Haselwood, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Harassment, Intimidation and Bullying Compliance Officer)*

MWP Athletics through the Morton School District and the White Pass School District are members of the WIAA. All the activities are sanctioned through them. The schools are subject to their rules and regulations as contained in the WIAA handbook. The Athletic Directors and Principals of each district are issued copies of the WIAA handbook annually. Coaches should become familiar with the WIAA regulations pertaining to their sport.

- ☐ Elementary Staff
- ☐ Intermediate Staff
- ☐ Jr/Sr High Staff
- ☒ Athletic Staff
- ☐ Transportation Staff
- ☐ Custodial/Maintenance Staff
- ☐ District Staff

#### **GP4 Assemblies**

All teachers are to accompany their classes to assemblies and sit in the appropriate place according to the assembly seating chart.

- ☒ Elementary Staff
- ☒ Intermediate Staff
- ☒ Jr/Sr High Staff
- ☐ Athletic Staff
- ☐ Transportation Staff
- ☐ Custodial/Maintenance Staff
- ☐ District Staff

#### **GP4 Assessment Security Procedures**

Paper/pencil tests (EOC) are stored in the District Assessment Coordinator's office. The only people with access to that locked area are the administration. All materials are always locked and inventoried to ensure proper security.

Online test access is granted to staff who will be administering online testing. All staff with access are retrained every year.

- ☒ Elementary Staff

- ☒ *Intermediate Staff*
- ☒ *Jr/Sr High Staff*
- ☐ *Athletic Staff*
- ☐ *Transportation Staff*
- ☐ *Custodial/Maintenance Staff*
- ☐ *District Staff*

#### **GP5 Attendance of Staff**

##### Elementary School

Staff shall be in the building and ready to begin work by 7:30 AM each school day and is not to be out of the building or done working till after 3:15 PM. If it is necessary to leave the building before the end of the day, you must get permission from the building administration and notify the office.

If you are late for any reason and for any time, you must notify the building secretary as soon as possible.

##### Intermediate/Jr/Sr School

Staff shall be in the building and working at 7:20 AM each school day and are not to be out of the building or done working till after 3:05 PM. If it is necessary to leave the building before the end of the day, you must get permission from the building administration and notify the office.

If you are late for any reason and for any time, you must notify the building secretary as soon as possible.

- ☒ *Elementary Staff*
- ☒ *Intermediate Staff*
- ☒ *Jr/Sr High Staff*
- ☐ *Athletic Staff*
- ☐ *Transportation Staff*
- ☐ *Custodial/Maintenance Staff*
- ☐ *District Staff*

#### **GP6 Attendance/Lunch Count of Students**

Attendance and lunch count for students is to be taken within the first 20 minutes of each class. Consistent and accurate roll-taking is an expectation of all staff. The roll must be taken on the computer through Skyward.

Excuses for absences and/or tardies are to be brought to the office, where all necessary corrections on the computer will be made.

- ☒ *Elementary Staff*
- ☒ *Intermediate Staff*
- ☒ *Jr/Sr High Staff*
- ☐ *Athletic Staff*
- ☐ *Transportation Staff*
- ☐ *Custodial/Maintenance Staff*
- ☐ *District Staff*

#### **GP7 Be On Time**

All staff members are expected to arrive by the meeting or in-service start time. Staff must stay for the entire meeting and be on task. Professional conduct will be expected at all times to ensure respect for others and oneself and to be able to gather and share information.

If issues need to be handled beyond a staff meeting, individual conferences with the Principal are welcomed.

- ☒ *Elementary Staff*
- ☒ *Intermediate Staff*
- ☒ *Jr/Sr High Staff*
- ☒ *Athletic Staff*
- ☒ *Transportation Staff*
- ☒ *Custodial/Maintenance Staff*
- ☒ *District Staff*

#### **GP8 Budgeting**

People responsible for a budget are expected to monitor their budget consistently. As you know, our district budget is often very tight, and there are little to no available funds beyond your allotment. The expectation is that funds spent stay within the budget amount.

All grant monies collected by the district are expected to be spent by March 31<sup>st</sup> of each school year. Failure to expend grant funds by this date may constitute a freezing of the grant by the district office.

- ☐ *Elementary Staff*
- ☐ *Intermediate Staff*
- ☐ *Jr/Sr High Staff*
- ☒ *Athletic Staff*
- ☒ *Transportation Staff*
- ☒ *Custodial/Maintenance Staff*
- ☒ *District Staff*

#### **GP9 Bulletin Announcements**

Each first-period teacher of each day is expected to follow the expected building practice of having announcements read at the start of the period.

- ☒ *Elementary Staff*
- ☒ *Intermediate Staff*
- ☒ *Jr/Sr High Staff*
- ☒ *Athletic Staff*
- ☒ *Transportation Staff*
- ☒ *Custodial/Maintenance Staff*
- ☒ *District Staff*

#### **GP10 Care of Equipment**

All equipment is owned by the district and has been paid for by taxpayers. All staff are to take measures to care for the equipment and ensure its long use in our programs.

- ☒ *Elementary Staff*

- ☒ *Intermediate Staff*
- ☒ *Jr/Sr High Staff*
- ☒ *Athletic Staff*
- ☒ *Transportation Staff*
- ☒ *Custodial/Maintenance Staff*
- ☒ *District Staff*

#### **GP11 Chain of Command**

The chain of command is essential in all organizations for them to operate and function appropriately. The chain of command for MWP Athletics must be followed. Below is the chain of command and how to progress from one level to another:

##### *Step 1: Head Coach*

Issues shall be first handled at an informal meeting with the head coach of the program in question.

##### *Step 2: Athletic Director*

If matters are not resolved in step 1, an appeal shall then be heard by an Athletic Director. The Athletic Director of the district where a student attends, or the Athletic Director of the district where the coach is paid will hear the matter. After meeting with those who have brought an issue forward the Athletic Director will submit their decision in writing within five (5) business days.

##### *Step 3: Athletic Review Committee*

Matters not resolved in step 2 are then referred to an Athletic Review Committee comprised of both Athletic Directors and both Jr/Sr High School Principals. The Athletic Review Committee will meet within ten (10) business days of having an issue brought to them in writing. After meeting with those who brought the issue forward the committee will have ten (10) business days to respond in writing.

##### *Step 4: Superintendents*

The final step is made to the Superintendents of both districts. Matters that reach step 4 must be submitted in writing. The Superintendents of both districts will review the issue as submitted in writing along with the previous written decisions from earlier steps. Superintendents will have twenty (20) days from the receipt of a written appeal to respond with their decision in writing. The decision of the Superintendents is final.

No coach is to bypass the Athletic Director and proceed to a league meeting or the WIAA for his or her own purposes.

- ☐ *Elementary Staff*
- ☐ *Intermediate Staff*
- ☐ *Jr/Sr High Staff*
- ☒ *Athletic Staff*
- ☐ *Transportation Staff*
- ☐ *Custodial/Maintenance Staff*
- ☐ *District Staff*

#### **GP12 Cheer Squad Size**

The districts do not limit the size of cheer squads, only the traveling squad. Cheer squad size is up to the determination of the Cheer coach; however, they are encouraged to provide a developmental squad like all other programs for their own benefit.

Due to the size of vans, traveling squads and coaches may not total more than ten (10). If there is one coach traveling then nine cheerleaders could travel, however, if two coaches travel then only eight cheerleaders could travel too. Taking a second van is not an option.

When space permits cheerleaders will travel with the athletic team competing that night. If more space is available in this circumstance then the cheer coach may take more cheerleaders, but not at the expense of the competing team.

- ☐ *Elementary Staff*
- ☐ *Intermediate Staff*
- ☐ *Jr/Sr High Staff*
- ☒ *Athletic Staff*
- ☐ *Transportation Staff*
- ☐ *Custodial/Maintenance Staff*
- ☐ *District Staff*

#### **GP13 Child Abuse Reporting**

Washington State Law (RCW 26.44.030 and 26.44.070) requires school personnel to report cases of suspected child abuse to the proper authority. If you have reasonable cause to believe a child is being abused or neglected, report the matter immediately to your building counselor or administrator. That person will ensure that an investigation occurs and that CPS is notified if necessary. Please document your contact with the counselor/administrator with the day, date, and time. This report must be made within 48 hours of learning of the alleged event.

If an investigation is made, and the decision is not to call CPS, and you disagree with this decision, you may contact CPS – please notify your administrator after doing this. There is nothing wrong with erring on the side of being too careful when it comes to the safety of a child.

Suppose you have a situation where a student has you as a confidante. In that case, you are still responsible for reporting suspected abuse, even if the student shares that information with you in confidence and the information is up to three years old. When a student begins to share such sensitive information, the staff member should inform the student that he/she must report such information. Since protecting children is our paramount concern, staff should discuss any suspected evidence with the Principal, nurse, or counselor.

You are reminded of your legal obligation to make such reports and your immunity from potential liability.

- ☒ *Elementary Staff*



- ☒ *Intermediate Staff*
- ☒ *Jr/Sr High Staff*
- ☒ *Athletic Staff*
- ☒ *Transportation Staff*
- ☒ *Custodial/Maintenance Staff*
- ☒ *District Staff*

#### **GP14 Classroom Phones**

The use of classroom phones by students is limited to emergencies only.

- ☒ *Elementary Staff*
- ☒ *Intermediate Staff*
- ☒ *Jr/Sr High Staff*
- ☒ *Athletic Staff*
- ☒ *Transportation Staff*
- ☒ *Custodial/Maintenance Staff*
- ☒ *District Staff*

#### **GP15 Coaching Duties**

##### Head Coach

Head coaches shall follow the generic job description which is in the appendix of this handbook. Sport-specific job descriptions can be picked up on request at district offices.

##### Assistant Coach

Assistant coaches shall follow the generic job description which is in the appendix of this handbook. Sport-specific job descriptions can be picked up on request at district offices.

##### Volunteer Coach

Volunteer coaches shall follow the same generic job description for assistant coaches which is in the appendix of this handbook.

##### Volunteer

Volunteers are those individuals who are present at practices. They are not approved by the school board to coach and therefore cannot supervise student-athletes on their own accord. They must be under the supervision of an approved coach at all times.

- ☐ *Elementary Staff*
- ☐ *Intermediate Staff*
- ☐ *Jr/Sr High Staff*
- ☒ *Athletic Staff*
- ☐ *Transportation Staff*
- ☐ *Custodial/Maintenance Staff*
- ☐ *District Staff*

#### **GP16 Code of Conduct**

Staff are expected to follow the code of conduct described in RCWs and WACs.

- ☒ *Elementary Staff*
- ☒ *Intermediate Staff*
- ☒ *Jr/Sr High Staff*
- ☒ *Athletic Staff*
- ☒ *Transportation Staff*
- ☒ *Custodial/Maintenance Staff*
- ☒ *District Staff*

#### **GP17 Code of Ethics – From NFHS**

The function of a coach is to educate students through participation in interscholastic competitions. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student should be treated with the utmost respect, and his or her welfare should be considered in decisions by the coach always. Accordingly, the following guidelines for coaches have been adopted by the NFHS Board of Directors.

- ☐ The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
- ☐ The coach shall uphold the honor and dignity of the profession. In all personal contact with students, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
- ☐ The coach shall take an active role in the prevention of drug, alcohol, and tobacco abuse.
- ☐ The coach shall avoid the use of alcohol and tobacco products when in contact with players.
- ☐ The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
- ☐ The coach shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
- ☐ The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.
- ☐ The coach shall respect and support contest officials. The coach shall not indulge in conduct that would incite players or spectators against the officials. Public criticism of officials or players is unethical.
- ☐ The coach should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.
- ☐ The coach shall not exert pressure on faculty members to give students special consideration.



- ☐ The coach shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

- ☐ Elementary Staff  
☐ Intermediate Staff  
☐ Jr/Sr High Staff  
☒ Athletic Staff  
☐ Transportation Staff  
☐ Custodial/Maintenance Staff  
☐ District Staff

#### **GP18 Concussion Protocol**

MWP Athletics and both school districts take the possibility of a concussion extremely seriously. Whenever a student-athlete is possibly suffering from a concussion the coach is expected to remove the student immediately from play, inform the parent and athletic directors, and not allow a student-athlete to return until a note from a doctor clears them is turned in.

To assist in helping doctors correctly identify concussions the districts will continue to offer the ImPACT testing for all programs. Due to the nature of the sport, Football players are required to participate in ImPACT testing unless a parent signs a document refusing their student-athlete(s) to participate. All other programs have the program offered to them at this time.

- ☐ Elementary Staff  
☐ Intermediate Staff  
☐ Jr/Sr High Staff  
☒ Athletic Staff  
☐ Transportation Staff  
☐ Custodial/Maintenance Staff  
☐ District Staff

#### **GP19 Confidentiality**

Conversations between adults and/or between adults and students around teaching, learning, discipline, and student learning styles may or may not fall within the parameters of confidentiality. Professionals should use their discretion when discussing these types of issues with others.

All conversations that involve students in any manner are not to be held in public areas. These conversations, if needed, are to take place behind closed doors and the noise level is to be held at an absolute minimum.

- ☒ Elementary Staff  
☒ Intermediate Staff  
☒ Jr/Sr High Staff  
☒ Athletic Staff  
☒ Transportation Staff  
☒ Custodial/Maintenance Staff

- ☒ District Staff

#### **GP20 Contact with Board Members**

All members of our community has the right to contact public officials such as Board members. However, when contact is made, and information is shared or expressed that stems from your knowledge as an employee, the chain of command is violated. Staff may not contact Board members and violate the chain of command. Employees who violate the chain of command may be subject to disciplinary action.

- ☒ Elementary Staff  
☒ Intermediate Staff  
☒ Jr/Sr High Staff  
☒ Athletic Staff  
☒ Transportation Staff  
☒ Custodial/Maintenance Staff  
☒ District Staff

#### **GP21 Directives**

The administration, or designee, of the building, will establish directives throughout the course of the year and these directives are to be met according to the established deadlines. Any directive from the office is to be considered a directive from the administration and needs to be followed as if it directly came from an administrator.

- ☒ Elementary Staff  
☒ Intermediate Staff  
☒ Jr/Sr High Staff  
☒ Athletic Staff  
☒ Transportation Staff  
☒ Custodial/Maintenance Staff  
☒ District Staff

#### **GP22 District Harassment and Lewd Policy**

Harassment in school is unwanted attention from adults, students, or anyone else the victim may deal with in school or at school-related activities. Harassment may carry the message that if the victim does not comply with the harasser's demands, there may be retaliation. Incidents of harassment may occur only once; sometimes, they are repeated. Often the situation gets worse if it is not stopped.

Because this is such a serious matter, harassment in any form is prohibited. It can cause serious psychological damage to students plus negatively impact grades, attendance, performance, and pride in one's work.

Any lewd, indecent, or obscene act or expression shall be grounds for disciplinary action.

All staff is to report any violations of these policies to an immediate supervisor or the next person in the chain of command as soon as reasonably possible.

- ☒ *Elementary Staff*
- ☒ *Intermediate Staff*
- ☒ *Jr/Sr High Staff*
- ☒ *Athletic Staff*
- ☒ *Transportation Staff*
- ☒ *Custodial/Maintenance Staff*
- ☒ *District Staff*

### **GP23 Dress Code**

Members of building Staff are always reminded to model professional and appropriate school attire. Jeans are appropriate on Thursday and Friday with the given conditions.

- Thursday jeans are allowed with college or postsecondary attire; this includes AVID. (Intermediate, Jr/Sr High, District)
- Friday jeans are allowed with our school colors, green and/or orange. (All)

### Spirit Days

Staff are strongly encouraged to dress in accordance with spirit days when they are scheduled. This helps with the culture/climate of the school for both students and staff.

- ☒ *Elementary Staff*
- ☒ *Intermediate Staff*
- ☒ *Jr/Sr High Staff*
- ☐ *Athletic Staff*
- ☐ *Transportation Staff*
- ☐ *Custodial/Maintenance Staff*
- ☒ *District Staff*

### **GP24 Emergency Plans**

Each teacher must ensure an emergency crisis plan is visible and accessible to all students and staff in your room near the exit door. This plan must be reviewed with all your students. It must be clear in your subfolder where the location of this crisis plan is and how it is to be used.

- ☒ *Elementary Staff*
- ☒ *Intermediate Staff*
- ☒ *Jr/Sr High Staff*
- ☐ *Athletic Staff*
- ☐ *Transportation Staff*
- ☐ *Custodial/Maintenance Staff*
- ☐ *District Staff*

### **GP25 Equal Rights Statement**

The Morton School District does not discriminate in any programs or activities based on 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 employees have been designated to handle questions and complaints of alleged discrimination:

Jenna Haselwood, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Title IX); Tami Muth, P.O. Box 1219, Morton, WA 98356; (360) 496-5143 (ADA Coordinator/Compliance Coordinator for 28A.640 and 28A.642); Becky Brooks, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Section 504); Jenna Haselwood, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Harassment, Intimidation and Bullying Compliance Officer)

- ☒ *Elementary Staff*
- ☒ *Intermediate Staff*
- ☒ *Jr/Sr High Staff*
- ☒ *Athletic Staff*
- ☒ *Transportation Staff*
- ☒ *Custodial/Maintenance Staff*
- ☒ *District Staff*

### **GP26 Evaluations**

#### Evaluation of Head Coach

Athletic Director(s) will evaluate each head coach of all programs. Submission of the final evaluation will be sent to both districts for personnel files. Final evaluations will be used to determine continued employment. Athletic Directors must use the district-approved evaluation.

#### Evaluation of All Other Coaches

Head coaches will evaluate each coach of their programs. This includes paid and unpaid coaches. Submission of evaluations will be sent to both districts for personnel files. Final evaluation will be used to determine continued employment. Head coaches must use the district-approved evaluation.

- ☐ *Elementary Staff*
- ☐ *Intermediate Staff*
- ☐ *Jr/Sr High Staff*
- ☒ *Athletic Staff*
- ☐ *Transportation Staff*
- ☐ *Custodial/Maintenance Staff*
- ☐ *District Staff*

### **GP27 Food on Buses**

MWP Athletes travel to athletics on either buses or vans. When students ride in vans the driver will determine the appropriateness of food on the bus. The transportation department does require that drinks be in plastic bottles only, as glass is not allowed by the Department of Transportation, with screw-on lids.

Athletic travel on buses can be split up into two categories, practices and games. For travel on buses, the districts provide transportation on an athletic bus. On these buses, no players or adults are to eat on the bus. For buses to games, food is allowed and the responsibility is with the coaches for making sure that the bus is cleaned on the way to game sites and on the way home. Teams that leave a bus with garbage will be

warned by the transportation department and continued violation may constitute the revoking of this privilege.

- ☐ Elementary Staff
- ☐ Intermediate Staff
- ☐ Jr/Sr High Staff
- ☒ Athletic Staff
- ☐ Transportation Staff
- ☐ Custodial/Maintenance Staff
- ☐ District Staff

#### **GP28 Fundraising**

All programs are expected to have fundraising activities to help support their program financially. All fundraising needs to meet the expectations of the district and be approved by via the appropriate process.

- ☒ Elementary Staff
- ☒ Intermediate Staff
- ☒ Jr/Sr High Staff
- ☒ Athletic Staff
- ☐ Transportation Staff
- ☐ Custodial/Maintenance Staff
- ☒ District Staff

#### **GP29 Gradebook**

##### Qmlative

Attendance and end-of-term grades are kept in this system.

- ☒ Elementary Staff
- ☒ Intermediate Staff
- ☒ Jr/Sr High Staff
- ☐ Athletic Staff
- ☐ Transportation Staff
- ☐ Custodial/Maintenance Staff
- ☐ District Staff

#### **GP30 Hall Passes**

As appropriate, students leaving class should be accompanied by a hall pass. While students are in the hallway, all staff members are expected to check students for a hall pass by asking, "Do you have a pass?" Students who do not have a pass shall be sent back to class to get one.

Also, students must sign out on the checkout sheet each time.

Students must use the key system to use the bathrooms. No more than one student with the bathroom key is allowed.

- ☒ Elementary Staff
- ☒ Intermediate Staff
- ☒ Jr/Sr High Staff
- ☐ Athletic Staff
- ☐ Transportation Staff
- ☐ Custodial/Maintenance Staff

- ☐ District Staff

#### **GP31 Hallway/Cafeteria Supervision**

Each teacher is required to help supervise the halls. It is considered the collective duty of every staff member to assist in the monitoring of students as they transition from class to class. During passing periods, all teachers must be in the hallway supervising students and welcoming them to their classrooms.

- ☒ Elementary Staff
- ☒ Intermediate Staff
- ☒ Jr/Sr High Staff
- ☐ Athletic Staff
- ☐ Transportation Staff
- ☐ Custodial/Maintenance Staff
- ☐ District Staff

#### **GP32 Hazing**

##### *RCW 28B.10.900 – Hazing Defined*

As used in RCW 28B.10.901 and 28B.10.902, "hazing" includes any method of initiation into a student organization or living group, or any pastime or amusement engaged in with respect to such an organization or living group that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any student or other person attending a public or private institution of higher education or other postsecondary educational institution in this state. "Hazing" does not include customary athletic events or other similar contests or competitions.

##### *RCW 28B.10.901 – Hazing Prohibited, Penalty*

- (1) No student, or other people in attendance at any public or private institution of higher education, or any other postsecondary educational institution, may conspire to engage in hazing or participate in hazing of another.
- (2) A violation of this section is a misdemeanor, punishable as provided under RCW 9A.20.021.
- (3) Any organization, association, or student living group that knowingly permits hazing is strictly liable for harm caused to persons or property resulting from hazing. If the organization, association, or student living group is a corporation whether for-profit or nonprofit, the individual directors of the corporation may be held individually liable for damages.

- ☒ Elementary Staff
- ☒ Intermediate Staff
- ☒ Jr/Sr High Staff
- ☒ Athletic Staff
- ☒ Transportation Staff
- ☒ Custodial/Maintenance Staff
- ☒ District Staff

#### **GP33 Keys**

Each staff member will check out the appropriate keys. Staff are not to loan keys to students, nor to duplicate keys. If a set

of keys are lost, this matter must be reported immediately to the office. You are always responsible for the keys checked out to you. The appropriate keys will be checked out to you, and it is assumed that care will be taken against losing them. If lost keys are not found, you may be charged for lost keys and core replacements.

- ☒ *Elementary Staff*
- ☒ *Intermediate Staff*
- ☒ *Jr/Sr High Staff*
- ☒ *Athletic Staff*
- ☒ *Transportation Staff*
- ☒ *Custodial/Maintenance Staff*
- ☒ *District Staff*

#### **GP34 Leave**

Submit all leave requests through Qmalative and all other pathways as directed by your administrator. It is recommended that you first speak with your administrator before submitting leave.

- ☒ *Elementary Staff*
- ☒ *Intermediate Staff*
- ☒ *Jr/Sr High Staff*
- ☒ *Athletic Staff*
- ☒ *Transportation Staff*
- ☒ *Custodial/Maintenance Staff*
- ☒ *District Staff*

#### **GP35 Library Usage**

Staff can utilize the library as part of their classroom; however, you need to work with the librarian to arrange dates and times. Staff and the librarian must work collaboratively to determine the best fit for the classroom and content.

##### Elementary and Intermediate School

Students attend the library weekly, and students are to check out books as part of the reading program.

- ☒ *Elementary Staff*
- ☒ *Intermediate Staff*
- ☒ *Jr/Sr High Staff*
- ☐ *Athletic Staff*
- ☐ *Transportation Staff*
- ☐ *Custodial/Maintenance Staff*
- ☐ *District Staff*

#### **GP36 Make-up Work**

Make-up work is allowed and expected practice. It is appropriate for students to have an alternative assignment rather than the original assignment. This assignment must be of equal difficulty and measure the same standards.

- ☒ *Elementary Staff*
- ☒ *Intermediate Staff*

- ☒ *Jr/Sr High Staff*
- ☐ *Athletic Staff*
- ☐ *Transportation Staff*
- ☐ *Custodial/Maintenance Staff*
- ☐ *District Staff*

#### **GP37 Movies in Class**

All videos shown in class must be part of the pacing guide and directly related to the learning objectives and standards of the content. Any movie being shown must be cleared through administration with prior approval. Any movie that is PG or higher must be cleared and be accompanied by parent permission for viewing, and include a plan for students without guardian permission.

- ☒ *Elementary Staff*
- ☒ *Intermediate Staff*
- ☒ *Jr/Sr High Staff*
- ☐ *Athletic Staff*
- ☐ *Transportation Staff*
- ☐ *Custodial/Maintenance Staff*
- ☐ *District Staff*

#### **GP38 Office Area**

Staff presence in the office should be limited to appointments with administration and requests for the secretaries.

1. Students do not come to the office area except for illness, injury, or on school business. Under these circumstances, they must have a pass from the teacher.
2. Please do not permit your students to use the phone except in an emergency.
3. Long-distance calls can be made for and on behalf of the district.
4. Please confer with the office before sending a pupil to the office for disciplinary reasons.
5. Please respect the confidentiality of materials on the office staff's desks and computers. Do not access any materials and/or information without the consent of office staff.
6. Report any copy machine problems immediately to the building secretary.
7. The district copier is off-limits to all staff except those assigned to the district office. Permission to use the district copier must be made through building administration, and permission granted is for one-time use. It does not constitute the freedom to use the district copier for future needs.
8. The building secretary is solely responsible for running the day-to-day operations of the office and working under the direction of the administration and their designee. The secretary does not have the following duties assigned:
  - a. Calling families for staff
  - b. Making copies
9. The office is a place of business for the office staff. Teachers and students are not to use the office for their workstations.

- ☒ Elementary Staff
- ☒ Intermediate Staff
- ☒ Jr/Sr High Staff
- ☐ Athletic Staff
- ☐ Transportation Staff
- ☐ Custodial/Maintenance Staff
- ☐ District Staff

#### **GP39 Out-of-Season Participation**

Coaches must be aware of the WIAA rules and regulations regarding out-of-season coaching and participation. The Athletic Directors are directly responsible to make sure that this regulation is reviewed with all coaches.

- ☐ Elementary Staff
- ☐ Intermediate Staff
- ☐ Jr/Sr High Staff
- ☒ Athletic Staff
- ☐ Transportation Staff
- ☐ Custodial/Maintenance Staff
- ☐ District Staff

#### **GP40 Policies**

All employees are to comply with district policies. A copy of the following is added to this handbook:

- Curriculum Development and Adoption of Instructional Materials (2020)
- Curriculum Development and Adoption of Instructional Materials Procedure (2020P)
- Education of Students with Disabilities Under Section 504 of the Rehabilitation Act of 1973 (2162)
- Education of Students with Disabilities Under Section 504 of the Rehabilitation Act of 1973 Procedure (2162P)
- Enrollment (3120)
- Enrollment Procedure (3120P)
- Nondiscrimination (3210)
- Nondiscrimination Procedure (3210P)
- Nondiscrimination and Affirmative Action (5010)
- Nondiscrimination and Affirmative Action Procedure (5010P)
- Sexual Harassment (5011)
- Sexual Harassment Procedure (5011P)

- ☒ Elementary Staff
- ☒ Intermediate Staff
- ☒ Jr/Sr High Staff
- ☒ Athletic Staff
- ☒ Transportation Staff
- ☒ Custodial/Maintenance Staff
- ☒ District Staff

#### **GP41 Post-Season Awards Banquet**

All high school programs are to have an awards banquet after their season. The banquets should take place within four weeks after each sport comes to an end.

Junior high programs are required to have an awards banquet, yet these can take place during the time of school lunches in each district. Junior high coaches are encouraged to have joint banquets like the high school programs.

- ☐ Elementary Staff
- ☐ Intermediate Staff
- ☐ Jr/Sr High Staff
- ☒ Athletic Staff
- ☐ Transportation Staff
- ☐ Custodial/Maintenance Staff
- ☐ District Staff

#### **GP42 Practices**

All programs are expected to practice each school day that there is no competition for their program. Coaches who choose to not practice on a school day must get approval from both Athletic Directors. Athletic Directors may approve the cancellation of practice, however, abuse of this may result in future denials and subsequent meetings with the administration.

- ☐ Elementary Staff
- ☐ Intermediate Staff
- ☐ Jr/Sr High Staff
- ☒ Athletic Staff
- ☐ Transportation Staff
- ☐ Custodial/Maintenance Staff
- ☐ District Staff

#### **GP43 Presence in the Classroom**

Staff must always be present. No students are to be alone in a classroom for any reason. Incidents in the classroom, if students are left alone, it will be handled through staff discipline.

- ☒ Elementary Staff
- ☒ Intermediate Staff
- ☒ Jr/Sr High Staff
- ☒ Athletic Staff
- ☐ Transportation Staff
- ☐ Custodial/Maintenance Staff
- ☐ District Staff

#### **GP44 Professionalism**

##### Contact With Parents/Community Members:

Interactions with community members should be positive. Gossip and negative comments are not acceptable. The community should receive immediate attention, be treated in a friendly, welcoming, and positive way, and be shown respect. Questions and concerns should be handled promptly and professionally.

##### Confidential Information:

As professionals, we deal with confidential information. This confidentiality must be respected. Special care should be taken to protect this confidentiality with parent helpers, visitors, volunteers, and other colleagues. Please remember that we share student information of a confidential nature only with those parents that have direct responsibility for the education of that child.

Participants:

We must treat all our participants with respect. Athletes will be asked to report inappropriate coach behavior to the Athletic Director.

Students:

We must treat all our students with respect. Students will be asked to report inappropriate staff behavior to the Principal.

Staff/Parents/District Personnel:

The same level of respect given to students must also be applied to staff members, parents, district personnel, and all others.

Communication Through E-Mail:

For no reason should you send an email to another district employee which could be considered overtly negative, sarcastic, or harassing. The district's Acceptable Use Policy also covers the appropriate use of district computers. Meeting in person helps resolve conflicts.

- ☒ *Elementary Staff*
- ☒ *Intermediate Staff*
- ☒ *Jr/Sr High Staff*
- ☒ *Athletic Staff*
- ☒ *Transportation Staff*
- ☒ *Custodial/Maintenance Staff*
- ☒ *District Staff*

**GP45 Rapport with Families and Fans**

Each coach is expected to build a positive rapport with the families of his or her participants and the fans of their athletic program. This is best done through communication, personal appearance, conduct, and respect for their participants and competitors, developing youth talent, working with lower-level programs, and having a highly competitive program.

- ☐ *Elementary Staff*
- ☐ *Intermediate Staff*
- ☐ *Jr/Sr High Staff*
- ☒ *Athletic Staff*
- ☐ *Transportation Staff*
- ☐ *Custodial/Maintenance Staff*
- ☐ *District Staff*

**GP46 References and Recommendations**

District staff are not permitted to provide information through reference checks beyond the acknowledgment of a

past or current employee's position and dates of employment.

District staff may submit letters of recommendation if requested by past or current employees. However, even if asked and agreed to provide letters of recommendation, follow-up reference checks are continually limited to only the past or current employee's position and dates of employment.

- ☒ *Elementary Staff*
- ☒ *Intermediate Staff*
- ☒ *Jr/Sr High Staff*
- ☒ *Athletic Staff*
- ☒ *Transportation Staff*
- ☒ *Custodial/Maintenance Staff*
- ☒ *District Staff*

**GP47 Spring Ball**

To assist sports in continuing to develop their student-athletes the districts will offer 3 days of spring ball for each sports season. During these days transportation will be provided like a normal practice day. All practices for these days will run from 3:30 till 5:30.

Fall Sports Spring Ball Days: Friday after Memorial Day, the next Monday and Wednesday.

Winter Sports Spring Ball Days: The Tuesday and Wednesday after Memorial Day, and the next Tuesday.

Spring Sports Spring Ball Days: The second Friday after Memorial Day, the next Monday and Tuesday.

- ☐ *Elementary Staff*
- ☐ *Intermediate Staff*
- ☐ *Jr/Sr High Staff*
- ☒ *Athletic Staff*
- ☐ *Transportation Staff*
- ☐ *Custodial/Maintenance Staff*
- ☐ *District Staff*

**GP48 Security**

Ensuring the security of the students, staff, building, and district assets is the responsibility of all staff. No persons other than those approved by the school board, or the temporary approval by building administration are allowed on campus during the school day.

- ☒ *Elementary Staff*
- ☒ *Intermediate Staff*
- ☒ *Jr/Sr High Staff*
- ☒ *Athletic Staff*
- ☒ *Transportation Staff*
- ☒ *Custodial/Maintenance Staff*

☒ District Staff

#### GP49 Stipend Positions

When funding is available, there are stipend positions offered to all staff as advisors.

The following list is for positions that are collectively bargained with the MEA due to the requirement of a teaching certificate. They are linked to certain positions:

- CTSO Advisor(s) (*Amount subject to CBA*)
- Band Director (*Amount subject to CBA*)

Positions listed below are open to all staff, and if not filled may be offered to the community members with no pay.

- HS ASB Advisor - \$1,500.00
- JH ASB Advisor - \$1,000.00
- Yearbook Advisor- \$2,575.00
- Highly Capable Director - \$2,500.00
- Senior Advisor - \$500.00
- Junior Advisor- \$500.00
- Sophomore Advisor- \$500.00
- Freshman Advisor- \$500.00
- National Honor Society Advisor - \$500.00

☒ Elementary Staff

☒ Intermediate Staff

☒ Jr/Sr High Staff

☐ Athletic Staff

☐ Transportation Staff

☐ Custodial/Maintenance Staff

☒ District Staff

#### GP50 Students After School

Students kept after school by the teacher, or for any other activity, are to be properly supervised. Parents/Guardians must be notified in advance by writing or phone – keep a copy of this for your records. If you keep a student late, arrange for transportation home.

Students detained must have had parent notification by note or phone call.

☒ Elementary Staff

☒ Intermediate Staff

☒ Jr/Sr High Staff

☒ Athletic Staff

☐ Transportation Staff

☐ Custodial/Maintenance Staff

☒ District Staff

#### GP51 Sub Folders

All teachers are expected to have an emergency sub packet prepared for an unexpected absence from class. All subfolders are to be completed and submitted to the office by the date Procedure:

1. Create a sub packet.

2. Fill out all required information, including the following:

- a. Daily class schedule
- b. Where to find:
  - i. lesson plans
  - ii. record book/class list
  - iii. seating chart (if applicable)
  - iv. teacher's manual/text/procedure manual
  - v. forms/passes
  - vi. paper/pencils
  - vii. other important items
- c. Contact people if help is needed
- d. List of reliable students for each period
- e. Procedures for absences/tardies
- f. Procedures for hall passes
- g. Classroom rules/regulations
- h. Discipline procedures
- i. Special notes/instructions
- j. PBIS/PAWS

3. Return the substitute folder to the office by the end of the 2<sup>nd</sup> week of school.

For grades using Canvas, the sub packet can be placed there but must be shared with the building administrator.

☒ Elementary Staff

☒ Intermediate Staff

☒ Jr/Sr High Staff

☒ Athletic Staff

☐ Transportation Staff

☐ Custodial/Maintenance Staff

☐ District Staff

#### GP52 Supervision

The supervision of all participants is an important part of being a coach. A coach is to ensure that his or her participants are under constant supervision from appropriate personnel.

☐ Elementary Staff

☐ Intermediate Staff

☐ Jr/Sr High Staff

☒ Athletic Staff

☐ Transportation Staff

☐ Custodial/Maintenance Staff

☐ District Staff

#### GP53 Summer Programs

It is the expectation that the following high school programs have summer activities:

☐ June

☐ Boys' Basketball

☐ Girls' Basketball

☐ July

☐ Football

☐ Volleyball



Both school boards, at the June board meetings, must approve these programs. Coaches are to work with the two Athletic Directors to complete the appropriate forms for submission to the school boards, as well as arrange for transportation.

- ☐ Elementary Staff
- ☐ Intermediate Staff
- ☐ Jr/Sr High Staff
- ☒ Athletic Staff
- ☐ Transportation Staff
- ☐ Custodial/Maintenance Staff
- ☐ District Staff

#### **GP54 Syllabus**

Each course you teach must have a syllabus. Staff will be provided with requirements of what is to be included. All syllabi are due to admin before the start of the school year.

- ☒ Elementary Staff
- ☒ Intermediate Staff
- ☒ Jr/Sr High Staff
- ☒ Athletic Staff
- ☐ Transportation Staff
- ☐ Custodial/Maintenance Staff
- ☐ District Staff

#### **GP55 Transportation**

Coaches are expected to work with the Athletic Directors to arrange for transportation needs. During the transport of participants, coaches are expected to maintain order and control.

For all transportation, coaches are to have a detailed record of who is present throughout a trip.

- ☐ Elementary Staff
- ☐ Intermediate Staff
- ☐ Jr/Sr High Staff
- ☒ Athletic Staff
- ☐ Transportation Staff
- ☐ Custodial/Maintenance Staff
- ☐ District Staff

#### **GP56 Transportation Limits**

Trips that exceed 150 miles or 15 hours in length are required to be overnight. The overnight approval process must approve all overnight trips.

- ☒ Elementary Staff
- ☒ Intermediate Staff
- ☒ Jr/Sr High Staff
- ☒ Athletic Staff
- ☐ Transportation Staff

- ☐ Custodial/Maintenance Staff
- ☒ District Staff

#### **GP57 Tuesday Packet**

Each building will send out a Tuesday packet. Each administrator will set the expectations for what needs to be ready, when, and how to submit the packet.

- ☒ Elementary Staff
- ☒ Intermediate Staff
- ☒ Jr/Sr High Staff
- ☐ Athletic Staff
- ☐ Transportation Staff
- ☐ Custodial/Maintenance Staff
- ☐ District Staff

#### **GP58 Uniform Rotation Schedule**

Both districts of MWP have committed to uniform purchases for the athletic programs. Uniforms are purchased on a 5-year rotation, with an approximate but not exact 4% increase after one full rotation.

##### 22/23

- ☐ \$4,700 - JH/HS Cross-Country
- ☐ \$10,000 - JH/HS Track
- ☐ \$840 - Cheer

##### 23/24

- ☐ \$4,200 - JH Football
- ☐ \$2,600 - JH Volleyball
- ☐ \$3,150 - JH Boys Basketball
- ☐ \$3,150 - JH Girls Basketball
- ☐ \$840 - Cheer

##### 24/25

- ☐ \$4,200 - HS Boys Basketball
- ☐ \$4,200 - HS Girls Basketball
- ☐ \$840 - Cheer

##### 25/26

- ☐ \$12,600 - HS Football
- ☐ \$4,200 - HS Volleyball
- ☐ \$840 - Cheer

##### 27/28

- ☐ \$4,200 - HS Baseball
- ☐ \$4,200 - HS Fastpitch
- ☐ \$840 - Cheer

##### 28/29

- ☐ \$5,000 - JH/HS Cross-Country
- ☐ \$11,000 - JH/HS Track
- ☐ \$900 - Cheer

##### 29/30

- ☐ \$4,500 - JH Football
- ☐ \$2,800 - JH Volleyball
- ☐ \$3,400 - JH Boys Basketball
- ☐ \$3,400 - JH Girls Basketball
- ☐ \$900 - Cheer

#### 30/31

- ☐ \$4,500 - HS Boys Basketball
- ☐ \$4,500 - HS Girls Basketball
- ☐ \$900 - Cheer

#### 31/32

- ☐ \$13,250 - HS Football
- ☐ \$4,500 - HS Volleyball
- ☐ \$900 - Cheer

#### 32/33

- ☐ \$4,500 - HS Baseball
- ☐ \$4,500 - HS Fastpitch
- ☐ \$900 - Cheer

- ☐ *Elementary Staff*
- ☐ *Intermediate Staff*
- ☐ *Jr/Sr High Staff*
- ☒ *Athletic Staff*
- ☐ *Transportation Staff*
- ☐ *Custodial/Maintenance Staff*
- ☐ *District Staff*

#### **GP59 Welcome Letter**

##### Elementary and Intermediate School

Each teacher will send home a welcome letter to parents with the following items:

- A description of each course (Reading Street, Engage NY, FOSS Science Kits, etc.)
- The learning goals for the year (CCSS standards that apply.)
- Classroom management plan.
- Grading system (standards-based grading)
- Homework requirements.
- Required materials, including books.
- Information about your parent contact procedures (This can be more frequent than school procedure, but not less than school procedure.)

All welcome letters are to be sent home by the end of the first week of school.

##### Jr/Sr High School

Secondary staff will also need to have a welcome message but will be done on Canvas. The information needed on the homepage needs to include the following:

- Link to syllabus
- Link to standards
- Classroom procedures
- Information about typical weekly schedule

- Make-up work
- Homework
- Contact information

- ☒ *Elementary Staff*
- ☒ *Intermediate Staff*
- ☒ *Jr/Sr High Staff*
- ☐ *Athletic Staff*
- ☐ *Transportation Staff*
- ☐ *Custodial/Maintenance Staff*
- ☐ *District Staff*

#### **GP60 Voicemail**

Every staff member is assigned a voice mailbox. Voicemail should be checked at least once daily, and calls, particularly from parents, should be returned within twenty-four hours.

- ☒ *Elementary Staff*
- ☒ *Intermediate Staff*
- ☒ *Jr/Sr High Staff*
- ☐ *Athletic Staff*
- ☐ *Transportation Staff*
- ☐ *Custodial/Maintenance Staff*
- ☒ *District Staff*



*Every Student Matters, Every Moment Counts*

## **Morton School District #214**

**Home of the Timberwolves!**

PO Box 1219 ~ Morton, WA, 98356

p: 360-496-5300 ~ f: 360-496-5399

[www.morton.k12.wa.us](http://www.morton.k12.wa.us)

[f @MortonSchoolDistrict214](https://www.facebook.com/MortonSchoolDistrict214) ~ [t @MSD21214](https://twitter.com/MSD21214)

## **Morton Jr/Sr High School Morton Intermediate School**

152 Westlake Ave. ~ Morton, WA, 98356  
p: 360-496-5137 ~ f: 360-496-6035

## **Morton Elementary School**

400 Main Ave. ~ Morton, WA, 98356  
p: 360-496-5143 ~ f: 360-496-0327

### **Relations**

#### **R1 Accountability to Building Initiatives**

Each building has multiple initiatives that all staff and administration must work together on. Everyone is accountable for these initiatives. The following is a non-exhaustive list:

- AVID (All schools)
- Cambridge International (High School)
- College in the High School (High School)
- Conscious Discipline (Elementary School)
- Honors (Jr/Sr High School)
- PBIS via PAWS (All Schools)
- Poverty Education/Awareness (All Schools)
- Response to Intervention (All Schools)
- Restorative Justice (Intermediate, Jr/Sr High School)
- Simple Six (All Schools)
- Standards-based Grading (All Schools)

- ☒ Elementary Staff
- ☒ Intermediate Staff
- ☒ Jr/Sr High Staff
- ☐ Athletic Staff
- ☐ Transportation Staff
- ☐ Custodial/Maintenance Staff
- ☐ District Staff

#### **R2 Checkout Procedures**

Checkout must be completed within one week of the last day of the school year. Teachers will receive a checkout list near the end of the school year to step them through the checkout procedure.

- ☒ Elementary Staff
- ☒ Intermediate Staff
- ☒ Jr/Sr High Staff
- ☐ Athletic Staff
- ☐ Transportation Staff
- ☐ Custodial/Maintenance Staff
- ☐ District Staff

#### **R3 Classroom Management**

Each teacher will maintain their classroom, assigned students, and/or environment in a manner conducive to a learning environment. Classroom management is not only the duty of a classroom teacher, it is the duty of all staff, and at all times.

Successful management of students is best achieved through a relational approach. Student behavior changes when the following are present:

- Positive relationship between student-student, student-staff, and staff-staff;
- Students believe and feel staff care about them;
- Consequences are related to offenses;
- Students feel that mercy and grace are possibilities from past experiences;
- Families and students are used to positive comments from staff;
- Harms that come from behaviors are addressed and restored; and,
- Procedures and expectations are consistent.

Relational discipline is an expectation of all staff in how they handle the behavior of students. Relational discipline is a practice that is incorporated into many other systems used in the district, such as Conscious Discipline, PBIS, and Restorative Justice. Relational discipline is grounded in research and shows that leveraging positive staff-student relationships is more effective in changing behavior.

Relational discipline is:

- Listening to students and acknowledging they are heard, not
  - Giving up authority in the classroom
- Taking time to collaboratively work through problems, not
  - Allowing one student's behavior to monopolize a classroom
- Using professional judgement to make disciplinary decisions based on the context of individual students, not
  - Using punitive discipline to address disengaged behaviors
- Respect student dignity through privacy and redirections, not

*The Morton 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 employees have been designated to handle questions and complaints of alleged discrimination: Jenna Haselwood, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Title IX); Tami Muth, P.O. Box 1219, Morton, WA 98356; (360) 496-5143 (ADA Coordinator/Compliance Coordinator for 28A.640 and 28A.642); Becky Brooks, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Section 504); Jenna Haselwood, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Harassment, Intimidation and Bullying Compliance Officer)*

- Being afraid of holding students accountable
- Stating the rationale behind rules and use “I” statements, not
  - Allowing students to break rules to build friendships with them

Common practices of relational discipline are:

- Make extended eye contact with students exhibiting off-task behavior;
- Use non-verbal communication consistently;
- Remind students of expectations, followed up by reteaching and practicing appropriate behavior if it continues;
- Maintain student privacy; and,
- Contact home for both positive and negative behaviors, with a goal of 5 to 1 (positive to negative).

- ☒ Elementary Staff
- ☒ Intermediate Staff
- ☒ Jr/Sr High Staff
- ☒ Athletic Staff
- ☒ Transportation Staff
- ☐ Custodial/Maintenance Staff
- ☒ District Staff

#### **R4 Failing Students Communication**

Teachers are to communicate with families of failing students. Teachers must document these contacts on a communication log, which is to be shared with their administrator each week.

Staff should be proactive and inform families and administration for students trending, or showing signs that they may soon be failing.

- ☒ Elementary Staff
- ☒ Intermediate Staff
- ☒ Jr/Sr High Staff
- ☐ Athletic Staff
- ☐ Transportation Staff
- ☐ Custodial/Maintenance Staff
- ☐ District Staff

#### **R5 Google Calendar**

Scheduling is key in meeting deadlines, attending appointments, and the overall management of professional life. Staff are to use Google Calendar to help manage their appointments and schedule.

- ☒ Elementary Staff
- ☒ Intermediate Staff
- ☒ Jr/Sr High Staff
- ☐ Athletic Staff
- ☒ Transportation Staff
- ☒ Custodial/Maintenance Staff
- ☒ District Staff

#### **R6 Home/School Communication**

Communication to families is a mandatory part of a staff member’s duty. Staff will contact home for the following items:

- Failing students
- 3 minors in one period
- Any major referral
- Positive behavior referrals
- Failed summative assessment to communicate make-up potential

Staff must make a minimum of five (5) home contacts a week of face-to-face or phone calls. These contacts will be logged in some manner and shared with the building principal and designee. Possible forms of logging communication:

- An email with a list of contacts and purpose
- Keeping a contact log form that states contacts made and purpose, a copy is emailed or given to the office

- ☒ Elementary Staff
- ☒ Intermediate Staff
- ☒ Jr/Sr High Staff
- ☐ Athletic Staff
- ☐ Transportation Staff
- ☐ Custodial/Maintenance Staff
- ☐ District Staff

#### **R7 Professional Development**

Professional development will be planned to address the needs of a building as determined by the administration. Administrators will seek to keep the number of initiatives be addressed in one year to a minimum, to improve staff abilities and practices to a deeper and more productive level.

- ☒ Elementary Staff
- ☒ Intermediate Staff
- ☒ Jr/Sr High Staff
- ☒ Athletic Staff
- ☒ Transportation Staff
- ☒ Custodial/Maintenance Staff
- ☒ District Staff

#### **R8 Shared Leadership**

Building administrators will utilize some form of shared leadership to help lead their buildings. How this will be accomplished will be shared by administrators with their staff.

- ☒ Elementary Staff
- ☒ Intermediate Staff
- ☒ Jr/Sr High Staff
- ☐ Athletic Staff
- ☐ Transportation Staff
- ☐ Custodial/Maintenance Staff
- ☐ District Staff

## **R9      Staff Meetings**

Administration will work diligently to reduce the need for excessive staff meetings. Items that can be shared electronically will be done most properly.

### Early Release (Schools)

Wednesdays are for professional development and planning. However, there will be times when these meetings must use some of the time for other purposes.

### Stand-up Staff Meetings

Stand-up meetings are for instances when information must be shared quickly and privately for various reasons.

Administrators will notify staff of stand-up meetings as soon as they are aware of the need.

- ☒ *Elementary Staff*
- ☒ *Intermediate Staff*
- ☒ *Jr/Sr High Staff*
- ☐ *Athletic Staff*
- ☐ *Transportation Staff*
- ☐ *Custodial/Maintenance Staff*
- ☒ *District Staff*



*Every Student Matters, Every Moment Counts*

## **Morton School District #214**

**Home of the Timberwolves!**

PO Box 1219 ~ Morton, WA, 98356

p: 360-496-5300 ~ f: 360-496-5399

[www.morton.k12.wa.us](http://www.morton.k12.wa.us)

[f @MortonSchoolDistrict214](https://www.facebook.com/MortonSchoolDistrict214) ~ [t @MSD21214](https://www.twitter.com/MSD21214)

## **Morton Jr/Sr High School Morton Intermediate School**

152 Westlake Ave. ~ Morton, WA, 98356  
p: 360-496-5137 ~ f: 360-496-6035

## **Morton Elementary School**

400 Main Ave. ~ Morton, WA, 98356  
p: 360-496-5143 ~ f: 360-496-0327

### **Executive Limitations**

#### What are 'executive limitations?'

All positions, in any organization, have tasks to accomplish. Staff need to know either how to accomplish a task, or how not to accomplish a task. Executive limitations are the latter. Rather than dictate step-by-step instructions to staff, these limitations help staff avoid pitfalls that are currently known. This allows staff to exercise their best judgment within the scope of their duties, responsibilities, and legal boundaries.

#### **EL1 Engage, Motivate, and Inspire Students**

Staff shall create an environment in their classroom where students engage in the curriculum and school culture. This type of environment is essential.

Accordingly, the staff may not:

1. Fail to implement all the components and procedures of Simple 6.
2. Fail to vary the instructional delivery format of their lessons.
3. Fail to progress and monitor their students periodically.
4. Violate the code of conduct of school staff as laid out in RCWs and WACs.
5. Break any laws, policies, or regulations.

- ☒ Elementary Staff
- ☒ Intermediate Staff
- ☒ Jr/Sr High Staff
- ☒ Athletic Staff
- ☒ Transportation Staff
- ☒ Custodial/Maintenance Staff
- ☒ District Staff

#### **EL2 Culture Builder**

Culture is part of a school that cannot be overlooked or underestimated. All staff have a role in the culture of the district. Each staff member must positively contribute to the culture experienced by students, staff, visitors, families, and community members.

Accordingly, the staff may not:

1. Fail to communicate positives of student conduct, performance, or improvement with families.
2. Fail to contribute to the district's social media work, or contribute inappropriately.

3. Create a culture for students that encourages them to avoid a classroom or staff member.
4. Create a culture where staff are fearful, dreading, or disliking their working conditions due to the personal conduct of another staff member.
5. Communicate in a manner that is continually inferred to be negative and/or mean.
6. Represent the district in any manner that can be inferred as negative or inaccurate.
7. Violate the code of conduct of school staff as laid out in RCWs and WACs.
8. Break any laws, policies, or regulations.

- ☒ Elementary Staff
- ☒ Intermediate Staff
- ☒ Jr/Sr High Staff
- ☒ Athletic Staff
- ☒ Transportation Staff
- ☒ Custodial/Maintenance Staff
- ☒ District Staff

#### **EL3 Manage Workload**

Each position has a workload of duties and responsibilities placed on it. No matter the classification of a staff member, they are to manage their workload in a manner where they are effective, timely, and efficient.

Accordingly, the staff may not:

1. Fail to meet deadlines set by the district or its representatives.
2. Leave students unsupervised.
3. Fail to follow directives of their supervisor(s).
4. Violate the code of conduct of school staff as laid out in RCWs and WACs.
5. Break any laws, policies, or regulations.

- ☒ Elementary Staff

*The Morton 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 employees have been designated to handle questions and complaints of alleged discrimination: Jenna Haselwood, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Title IX); Tami Muth, P.O. Box 1219, Morton, WA 98356; (360) 496-5143 (ADA Coordinator/Compliance Coordinator for 28A.640 and 28A.642); Becky Brooks, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Section 504); Jenna Haselwood, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Harassment, Intimidation and Bullying Compliance Officer)*

- ☒ *Intermediate Staff*
- ☒ *Jr/Sr High Staff*
- ☒ *Athletic Staff*
- ☒ *Transportation Staff*
- ☒ *Custodial/Maintenance Staff*
- ☒ *District Staff*

#### **EL4 Relationships**

Connections between school staff and students, families, and the community are essential to the overall success of the district. Staff is to build relationships with students, families, and the community.

Accordingly, the staff may not:

1. Fail to understand the learning styles of their students.
2. Fail to build relationships with all students in their charge.
3. Fail to communicate frequently with their students' families, including positive communication.
4. Fail to support the district's social media work.
5. Violate the code of conduct of school staff as laid out in RCWs and WACs.
6. Break any laws, policies, or regulations.

- ☒ *Elementary Staff*
- ☒ *Intermediate Staff*
- ☒ *Jr/Sr High Staff*
- ☒ *Athletic Staff*
- ☒ *Transportation Staff*
- ☒ *Custodial/Maintenance Staff*
- ☒ *District Staff*