



# Columbia School District No. 400

2018-2019

## Staff Handbook

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Columbia School District complies with all federal and state rules and does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. This holds true for all employment, activities, and/or extra-curricular activities. Inquiries regarding compliance procedures may be directed to the school district's Title IX Officer, Joan Dove or Section 504/ADA Coordinator, Zac Carpenter at Columbia School District, Maple Street, Burbank WA 99323, (509) 547-2136.

# Columbia School District

## Introduction

Columbia School District values each employee's contribution to our common purpose, the education of the young people within its borders. The District is indebted to each employee, past and present, who has contributed to the District's proud tradition of academics, athletics and the arts.



This employee handbook serves to communicate some of this proud tradition as well as employee opportunities and expectations. This handbook is not an all-inclusive document and is not intended to provide all information an employee may need. It does not abridge bargained agreements, and the handbook should not be considered an implied contract of employment. Because the needs of the District change, this handbook continues to evolve. Your written suggestions to the superintendent regarding changes to this handbook are encouraged and will be considered with the next handbook revision. As needed, please refer to or other resources, such as the board policy and the Curriculum Guide, for greater detail as needed.

## **BOARD OF DIRECTORS**

Members of the Board of Directors are elected for a four-year term. The board members include:

- Position 1 Hayley Shepard
- Position 2 Brad O'Brien
- Position 3 Angel Garcia
- Position 4 John Frase
- Position 5 Michael Scrimsher

The directors and superintendent developed operating principles that establish their roles and responsibilities. A copy of this document is available on the District website at <http://www.csd400.org>.

## **DISTRICT ADMINISTRATION AND LEAD DEPARTMENT HEADS**



The superintendent, elementary, middle and high school principals, athletic director, special programs director, business manager, transportation and maintenance/custodial supervisor, and food service administrator lead the District, the schools or specific departments. The following employees currently hold these positions:

- Todd Hilberg, Superintendent
- Ian Yale, Elementary Principal
- Mike Taylor, Middle School Principal
- Kyle Miller, High School Principal
- Jay Aune, High School Vice Principal and Athletic Director
- Zac Carpenter, Special Programs Director
- Travis Belisle, Business Manager
- Gary Jacobson, Transportation, Maintenance/Custodial Supervisor
- Josie Jacobson, Head Cook



## **BASIC EXPECTATIONS**

Any organization is only as good as its employees, and the Columbia School District recruits and employs high-quality employees. As vital service providers for the community, all District staff members are expected to maintain a high level of professionalism as exemplified in the following guidelines:

### ***Positive Attitude:***

District employees are encouraged to approach each day with a calm and positive attitude. This alone will make for a better workplace and learning atmosphere.

### ***District Ambassador:***

Each employee is expected to be a positive ambassador for the District. We all represent the District to students, parents and the community.

### ***Public Service:***

As public-funded District employees, we must commit to prompt, professional and respectful service to parents, students and other members of the community.

### ***Telephone Courtesy:***

The telephone is often the public's first contact with our District. When answering the telephone, remember to warmly greet the caller, state your location and name, and ask how you might help. (*Example:* Good afternoon, Columbia High School! This is Mrs. Brown. How may I help you?) While this basic courtesy sounds like a mouthful, with a bit of practice it becomes natural.

### ***Honest Communication:***

As with all organizations, issues between staff members may arise from time to time. Rather than talking to others about the issue, try to discuss the problem with the person(s) in question in a respectful manner. If the issue remains, go through the proper chain of command to resolve the issue as described in Policy and Procedure 5270 Resolution of Staff Complaints.

### ***Positive and Negative Student Discipline:***

Regardless of your job description, you are here for students. Reward their successes, and if students need correction, do your part to help. The student conduct policy and student and staff dress code are described in the back of this handbook and are available online as well (Procedure 3224P). In addition, Kindergarten through eighth grade uses the Make Your Day behavior program and the high school uses the Time to Teach behavior program. These programs also may be found on the District's webpage. Remember, education includes development of character as well as the mind. (Policy 3241)

## **EMPLOYEE REGULATIONS AND RESPONSIBILITIES**

Local, state and federal requirements regulate many of the responsibilities of District employees. Some of the basic employee regulations and responsibilities include but are not limited to the following:



### ***Equal Employment Opportunity/Affirmative Action Plan:***

Columbia School District complies with all federal and state rules and does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. This holds true for all employment, activities, and/or extra-curricular activities. Inquiries regarding compliance procedures may be directed to the school district's Title IX Officer, Joan Dove or Section 504/ADA Coordinator, Zac Carpenter at Columbia School District, Maple Street, Burbank WA 99323, (509) 547-2136.

### ***Employee Regulations:***

All District employees are subject to Board policies and administrative procedures of the District, provisions in this employee handbook, state law, and regulations of the State Board of Education and the Superintendent of Public Instruction.

### ***Disciplinary Action and Discharge:***

Employee behavior, conduct or action may warrant disciplinary action and/or discharge and includes, but is not limited to:

Insubordination, gross incompetence, immorality, sexual misconduct, felony conviction, unprofessional conduct, lack of mental or physical ability to perform the duties for which employed, intemperance, intentional discrimination, vulgar speech or actions, use of habit-forming drugs without pharmaceutical prescription by a doctor of medicine licensed to practice in the State of Washington, use of alcoholic beverages on District premises or at a District-sponsored activity off the school premises, and use of District supplies and equipment for personal betterment or financial gain. (Policy 5281)

### ***Evaluation:***

Each employee shall be evaluated at least once annually. A copy of the evaluation(s) will be kept in the employee's personnel file. (Policy 5240)

### ***Time Sheets/Leave Report:***

Every employee must personally complete and sign a monthly time/leave report. This must not be left for others to do for you.

### ***Normal Hours of Work:***

Teachers report to work at least half an hour before classes begin and to stay half an hour after students leave. Classified employees are contracted on an hourly or salaried basis. Please talk with your building principal or supervisor if you need to leave early or arrive late on occasion.

***Attendance Expectations:***

All employees who cannot report to work must follow the absence policy (Policy No. 5275). An employee must not be tardy or absent from their assigned position unless they are excused. If the reasons are not provided or do not justify the use of excessive leave, the supervisor will have a leave counseling session with the employee. If the employee's attendance continues to be an issue, progressive discipline will be employed.

***Certified Substitute Calling:***

Teachers file a request on Frontline to obtain a substitute when they will be absent. Teachers who fail to successfully secure a substitute on Frontline are to call the building office manager or principal of the building where they start their day.

***Classified Substitute Calling:***

Unless otherwise directed, *paraprofessionals* who need a substitute must inform the office personnel *of the school where they begin their day*. As needed, the office personnel will assist in securing a substitute. On the other hand, transportation and maintenance/custodial workers call the transportation/maintenance coordinator for a substitute; food service workers call the lead cook; and office assistants call their building principals.

***Salary Warrants***

Unless otherwise indicated, each staff member shall receive a salary warrant on the last working day of each month equal to 1/12 of the staff member's yearly salary less statutory, contractual and voluntary deductions. For payroll purposes, employees shall be paid on the last business day of each month. Furthermore, employees are encouraged to be paid by direct deposit to the bank, savings and loan, or credit union of their choice. However, if the employee chooses to receive payment by warrant they may collect their warrant from their place of employment or the district office. If the district office is scheduled to be closed on the last working day of the month, the warrant will be placed in the mail on this day. (AGLO 1976 No. 26 - April 05, 1976)

***Privacy Issues:***

Workspaces and equipment, including desks, computers/workstations, closets, storage areas, remain the property of the District. Accordingly, emergency response personnel, administrators or their designees may search them without the consent or knowledge of the employee.

***Personal Property:***

Per Policy 6540, the District will not be responsible for the maintenance, repair or replacement of any privately owned property brought to a school or District function unless the use of it has been specifically requested in writing by the administration. Policy 6540 and the request form may be found at the end of this handbook.

***Workers' Compensation:***

The District is a self-insured employer, and its workers' compensation program covers employees for work-related injuries or illnesses. Report an injury immediately to your supervisor and to the payroll officer. The District continues to pay employees while injured to the extent defined in the local contract agreements or statute, including RCW 51.32.090(6).

***Technology Equipment Use:***

The telephones, computers, fax machines, copiers and other technology equipment are the property of the District. The intended use is for educational purposes. Personal use is prohibited unless the District is reimbursed. Faxes are \$1 per page to send, \$.50 to receive; and copies are \$.10 per page for black and white and \$.25 per page for color. The District does not guarantee the privacy of communication, electronic or otherwise, and employees must consider the use of the District’s e-mail, instant messaging or voice mail systems to be open for public review as allowed by the Freedom of Information Act. Computers are to be turned off when practical and at the end of each workday.

***Facility Use:***

The facilities are owned by our patrons and are available for public use outside of regular school hours. Anytime you wish to use any facility in the district beyond your regular classroom, you must submit a facility use form with the appropriate building principal. This includes using the auditorium during the school day. Priority is always given to student use and school functions before allowing community use.

***Dangerous Weapons:***

Dangerous weapons are not allowed on campus except under specific conditions. Report any weapons to the building principal or supervisors. The sanction for a student who brings a firearm to school is a mandatory one-calendar-year expulsion with parent and law enforcement notification, subject to appeal. Those who hunt must remember to properly store hunting weapons off campus. (Policy 4210)

***Alcohol, Tobacco and Drugs:***

The use or distribution of alcohol, tobacco, vape pens, illegal chemical substances or opiates is prohibited by law in any school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities and off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district. Report infractions to your immediate supervisor. (Policy 5201)

***Child Abuse, Neglect and Exploitation Prevention:***

Staff members are required by law to report every instance of suspected child abuse or neglect. Policy and Procedure 3421 Child Abuse, Neglect and Exploitation Prevention may be found at the end of this handbook.

***Reporting Improper Governmental Action (Whistle Blower):***

Laws relating to the Whistle Blower Act protect employees who report improper governmental actions by their superiors or the organization (Board Policy 5271). As with many policies, primary national and state laws and regulations that support this policy are listed at the end of the policy.



## **IMPROPER STAFF AND STUDENT ACTIONS**

Board policies relating to sexual harassment (staff to staff, staff to student, student to student or student to staff) and workplace violence are to be reviewed annually by each staff member. A brief description of each of these and of their corresponding policy numbers follows:

### ***Prohibition of Harassment, Intimidation and Bullying:***

This policy is part of the District's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and working environment. "Harassment, intimidation or bullying" means any intentional written, verbal or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability, physical appearance, clothing or other apparel, socioeconomic status, gender identity and marital status, when the act physically harms a student or damages the student's property; or has the effect of substantially interfering with a student's education; or is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school. Harassment, intimidation or bullying may include slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral or physical actions. Policy 3207 Prohibition of Harassment, Intimidation and Bullying may be found online at [www.csd400.org](http://www.csd400.org).

### ***Sexual Harassment of Students, Employees and Others Involved in District Activities:***

Sexual harassment may include demands for sexual favors in exchange for preferential treatment or something of value; stating or implying that a person will lose something if he or she does not submit to a sexual request; penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does; making unwelcome, offensive or inappropriate sexually suggestive remarks, comments, gestures or jokes, or remarks of a sexual nature about a person's appearance, gender or conduct; using derogatory sexual terms for a person; standing too close, inappropriately touching, cornering or stalking a person; or displaying offensive or inappropriate sexual illustrations on school property. Policy 5011 Sexual Harassment may be found online at [www.csd400.org](http://www.csd400.org).

### ***Workplace Violence Prevention:***

The District does not tolerate violence in the workplace, including domestic violence or harassment of any employee or other person, and enforces a ban on verbal threats or physical actions by employees that create a security hazard for others. All violent incidents shall be reported and investigated (Policy 6513 Workplace Violence Prevention).

## **BUSINESS SERVICES**

The business office helps to monitor compliance details. Some areas of particular importance include the following:

### ***Travel for District Business:***

Several regulations cover District travel, including:

- Expense reimbursement forms and receipts must be turned in by the 10<sup>th</sup> day of a month for payment at the end of the month. Advance travel request forms are available in the office or on the district website under the forms link.
- Prior to transporting students, employees must provide the district office a copy of their *driver's license, a driving abstract, proof of insurance, and first aid card.*
- Employees are to use District vehicles, if available, for District business. If not they may rent a vehicle from Enterprise Rental or use their personal vehicle with prior approval.
- Meal reimbursements vary by location for District sponsored overnight trips. They are paid on a per diem basis at the GSA allowable rate. District gas credit cards are available for use when traveling in a District vehicle or a rental car from Enterprise Rental. **District credit cards must never be used for fueling private vehicles.** Rather, submit qualified mileage on a Travel Request form.

***Reimbursements:***

Request for payment and/or miscellaneous reimbursement requests must be turned into the District office by the 10<sup>th</sup> day of the month for payment at the end of the month.

***Packing Slips:***

When orders are received, packing slips and any other relevant paperwork must be signed and forwarded to the accounts payable clerk in the District Office. If items are returned, that information must be transmitted to the District Office so payments are made appropriately. All packing slips should be turned in no later than the 10<sup>th</sup> day of each month.

***Pre-Approval of Purchases:***

Principals, athletic director, special programs director, ASB advisors or the superintendent must pre-approve purchases made by employees. Employees who order, purchase, or make requests for services without following this process risk personal responsibility for payment.

***ASB Fundraising/Purchasing:***

Before handling cash or holding a fund raiser, an employee must read and acknowledge the ASB manual in Safe Schools. Failure of a coach or advisor to follow the ASB Manual per sports season or activity will include a direction from their supervising principal with the following steps as consequences and that the steps may be ignored for flagrant violations:

1. Step 1: *Letter of Direction* (requires a letter to be sent to the superintendent).
2. Step 2: *Management Letter* (requires a letter go into the personnel file).
3. Step 3: *Removal from Fundraiser* for the remainder of the season and possibly the next season.

**LEAVE**

The District supports a variety of leave, such as medical, emergency and vacation leave. Some of these include the following:

***Medical, Emergency, Personal and Bereavement Leave:***

The District provides leave as identified in the collective bargaining agreements. Any unpaid leave must receive specific approval from either the superintendent or board, depending upon the

situation. Teachers requesting unpaid leave of several weeks should consider requesting a leave of absence for a semester or a full academic year in order to reduce the negative academic impact on students.

***Judicial Leave:***

In general, leave will be approved if an employee is summoned to serve on a jury. If a staff member is released from jury duty or as a witness and four or more hours of the scheduled workday remain, the staff member is to call his/her supervisor and report to work if requested to do so. The District may grant a maximum of two days of leave to staff subpoenaed as witnesses in court or other legal proceedings; provided that a leave with pay shall not be granted to a staff member for a case brought or supported by a staff member union or association or for a case in which the staff member has a direct or indirect interest in the proceedings. In the event that an employee is a party in a court action, the employee may request a leave of absence. (Policy 5408)

***Family Medical Leave Act (FMLA):***

The Family and Medical Leave Act of 1993 requires employers to provide up to 12 weeks of leave during any 12-month period to eligible employees for certain family and medical reasons. Employees are eligible if they have worked for the District for a defined amount of time. Review your collective bargaining agreement or ask the human resource department for details.

***Maternity Leave:***

A pregnant staff member is requested to notify her immediate supervisor and the superintendent by the beginning of the fifth month of pregnancy. A pregnant staff member may continue working as long as she is capable of performing her normal duties, with the written approval of her physician or licensed practitioner. The staff member may return to work when physically able to perform her duties. If the employee intends to return to work within 60 days of childbirth, her personal physician or licensed practitioner must certify that the staff member is in good health and ready to resume her duties. (Policy 5404) Maternity leave does not qualify for shared sick leave unless there are extenuating medical circumstances that prevent the employee from returning to work.



**CURRICULUM AND INSTRUCTION**

The heart of the District is its students and staff. The primary mission of the District is to offer the highest quality curriculum and instruction. Some curriculum and instruction requirements of staff include the following:

***Unified Instructional Core:***

February, 2012, our school board adopted the Unified Instructional Core as detailed found on the District’s website ([www.csd400.org](http://www.csd400.org)). In brief, this student/teacher/content instructional core frames the Teaching for Learning and Content Frameworks and shapes the selection of the Fingertip Resources. This coherence supports both our instructional core and our day-to-day teaching and learning.

Moreover, the Teaching for Learning and Content Frameworks and the Fingertip Resources provide teaching flexibility within the Unified Instructional Core. This flexibility allows our teachers to plan/teach/increase effectiveness and select content for full classrooms of students, small groups of students, and for one-on-one individualization alike. The frameworks provide a common district-wide focus while allowing the individualism of teachers and students to flourish. In short, the Unified Instructional Core showcases both our theoretical essence and practical “how to” ideas; our uniform core aligns abstract notions with concrete suggestions.

The *Unified Instructional Core* and frameworks also provide the basis for collaborative work—the unification aligns and memorializes the past, current, and future collaborative student/teacher/content efforts. In short, our unified core anchors our past collaborative endeavors while giving trim and sail to our present and future work.

***Collaboration:***

The District collaborates on Monday mornings during a one-hour delayed start. Some of these sessions are eligible for teachers to obtain clock hours. These **MUST** be signed for each week. Clock hours will not be accepted with a postdated signature.

***Fingertip Resources:***

Fingertip Resources are tied to the Unified Instruction Core Framework. These resources, which are found on the district website, offer practical resources to the frameworks.

***Lesson Plans:***

Teachers are expected to keep lesson plans and to prepare lessons for the next day prior to leaving for the day. Teachers are also expected to guide the planning for all instructional paraprofessionals.

***Films: All films/videos/DVDs must be linked to the curriculum being taught.***

Any video from a source other than PBS or the ESD 123 media center must have approval of the principal prior to use. In general, the principal will allow K-6 students to view only videos with a G rating. Students in grades 7-12 may view PG-rated videos and PG-13 under special approval by the building principal. Only with written approval of the principal and parents may R-rated movies be shown to juniors and seniors. Movies with other ratings must never be shown.

***Curriculum Guide:***

Teachers are expected to use the approved curriculum as outlined in the Curriculum Guide. Change of curriculum must go through an adoption process, as is outlined in the Guide and Policy 2020, Curriculum Development and Adoption of Instructional Materials.

***Animals as Part of the Instructional Program:***

Due to safety, allergies and other issues, permission of the principal is required before animals are allowed in the classroom or school. Animals shall not be transported in a school bus (Policy 2029 Animals as Part of the Instructional Program).

## **STAFF AND STUDENT SAFETY**

Student and staff safety is an ongoing District priority and concern. The District’s safety and emergency plans include the following:

***Safety:***

In each school, at the bus garage and at the District Office is a safety bulletin board. Postings on the board include a number of safety items, including the names of the safety officer and safety committee members, safety meeting minutes and names of staff with current First Aid/CPR/AED cards. The safety bulletin board is also where other laws and policies regarding employment will be posted. Report unsafe conditions in writing to the safety officer or superintendent.

***Campus Security:***

When students are present, lock all unmonitored perimeter doors, except for the main entrances to the schools. If you find a door unlocked, lock it or call the office for assistance. During school hours, all doors, including the main entrance, remain locked. School visitors must request entry into each school and stop at the office, sign in and acquire a visitor's badge.

***Emergency Handbook:***

Emergency handbooks are prepared for all staff. In the event of an emergency, follow the guidelines as described therein. Display this handbook prominently, such as on a bulletin board.

***Interagency Response Plan:***

An Incident Command System, which provides a one-page snapshot for a variety of emergencies, was developed by the District and shared with the local law enforcement and the county emergency response teams. The interagency plan is found on the back of the Emergency Handbook.

***Staff Working with Individually Student:***

Staff should never put themselves in a situation where they work alone with an individual student. If individual work is necessary, do it in an open area where you are visible to others. Never work with an individual student in a classroom with a closed door or covered window to the hall.

***Staff Socializing with Students:***

All staff members must maintain the highest professional, moral and ethical standards in their interaction with students. The District supports the use of technology to communicate for educational purposes. However, district employees are prohibited from inappropriate online socializing or from engaging in any conduct on social networking Web sites that violates the law, district policies or other generally recognized professional standards. Employees whose conduct violates this policy may face discipline and/or termination, consistent with the district's policies, acceptable use agreement and collective bargaining agreements. (Policy 5253)

***Social Media Use:***

In general, the American Civil Liberties Union (ACLU) states that "if you use social media in your private capacity to express your beliefs on a matter of public concern, you may be protected. However, if you use social media to comment about students, school or other work-related matters, or use it to engage in what might be considered conduct impairing your functioning as a teacher [or public school employee], the First Amendment may not protect you."

Staff should consider the following guidelines when using social media:

- Be cautious – think before you post. Is this something that you do not mind seeing on the front page of the newspaper? Will this be something that you would want your own children or the students of the school district to see as a good example of the way to communicate or comment? Post responsibly.
- Be careful of what information you share. Do not share personal information about students, employees, yourself, and citizens.
- Be aware that social media sites are not the place for a private conversation. Face-to-face meetings or telephone conversations may be more appropriate.
- Do not allow anger or other negative emotions to cause you to post information that you will be sorry for later. Is this something that you would be ashamed of if you read it months, or years from now? Remember that what you place on social media sites, and in emails, text messages, and chat rooms can spread quickly and permanently remain on the internet or in someone's possession. Statements that are harassing, discriminatory, defamatory, and terroristic are not suitable and could subject the school district to legal action. Be polite.
- Do not use abusive, profane, threatening, or offensive language. Use appropriate language. Do not swear or use vulgarities or other inappropriate language.
- Do not post self-promotions, items for sale, commercial messages, and advertisements that are associated with the school district.
- Do not conduct school business on social media sites. Instead, use these sites for listening or reading about others' opinions, making announcements, having conversations, and obtaining feedback.
- Comply with the law and relevant policies including school districts' policies regarding acceptable use, student records, harassment and discrimination, and copyright laws; the internet service provider's terms; the website disclaimers, terms of use, and privacy policies; and federal, state, and local laws, including the open meetings act and public records act. Also respect the rights of other users to an open and hospitable technology environment, discharged veteran or military status, sex, sexual orientation, gender expression and identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability.

***Delayed Start:***

Any delayed start ordered by the superintendent or his/her designee will be for two hours. Typically a delayed start will be due to serious snow or ice conditions on the roads.

***Snow and ice removal (see map in back of handbook):***

If it snows, the following procedures will be used:

***Principals:***

- Maintain a map colored *red* for *primary snow/ice areas* (these areas will be done first).
- Maintain a map colored *blue* for *secondary areas* for remaining snow removal.
- Assist/direct building maintenance and custodial workers, as needed.

***Building maintenance worker, supported by principals:***

- Call grounds keeper with maintenance supervisor as backup.
- Report any tractor work areas the need ice and snow removal.
- Cast ice melt as needed.
- Clear all shovel work/snow blower areas from ice and snow.
- Once shovel work/snow blower is completed, assist grounds maintenance worker and maintenance supervisor with tractor work, if needed and as building schedule allows.

***Grounds maintenance worker, supported by maintenance supervisor:***

- Insure that sand is ordered (late September & as needed) and dried.
- Prepare spreader ready sand in advance.
- School Days: Begin as early as 4:00am to remove snow, if needed.
- Remove tractor work snow and ice from primary areas campus-wide.
- Cast sand with the tractor as needed.
- Remove bus lot snow/ice, as needed.
- Remove tractor work snow and ice from secondary areas as time allows.
- Call head maintenance for backup support as needed.
- Call afternoon maintenance worker and report afternoon and evening tractor work, if needed.
- *Non-school days & weekends:* snow to be removed from *primary areas* as directed by the head maintenance person or superintendent.

***Afternoon maintenance worker, supported by head maintenance:***

- Remove *tractor work* snow and ice from *primary areas* campus-wide.
- Remove *tractor work* snow and ice from *secondary areas* as time allows.
- Make report to grounds maintenance, head maintenance, principals and superintendent, as needed.

**School Messenger:**

The school district uses School Messenger as part of its alert system. Staff members will be alerted using this system for weather-related delayed starts or closures and for other emergencies as deemed appropriate. The staff member must keep personal information, including cell phone and land line numbers, updated in Skyward, which is the major data software system that the district utilizes.

***Emergency TV and Radio:***

In either a delayed start or an unscheduled early release, the district will do a press release to all local radio and TV stations. The following radio and TV stations are reliable sources to listen to or watch:

<u>STATION</u>	<u>CALL #</u>
<b>KONA</b>	<b>610 AM or 105.3FM</b>
<i>KNDU TV</i>	<i>Ch. 25</i>
<i>KEPR TV</i>	<i>Ch. 42</i>
<i>KVEW TV</i>	<i>Ch. 19</i>

***Flu Shots:***

The District shall provide flu shots annually for each employee who voluntarily chooses to receive one. Notification of when the flu shots will be given will be emailed to employees.

***Hepatitis B:***

Hepatitis B vaccine is available to staff members who may have occupational exposure to blood or other potentially infectious materials. Contact the school nurse, principal or superintendent for details.

***Medication for Students:***

Law prohibits the distribution of medication to students without express written consent by a licensed medical provider (RCW 28A.210.260). This includes dispensing of simple medicines, such as topical ointments or ibuprofen. (The ruling behind this stemmed from practices such as distributing aspirin upon request before discovering the relationship between aspirin and Reye's syndrome. Due to discoveries, such as this, the responsibility rests on physicians or other licensed health care professionals to determine the appropriateness of distribution of all medicines.) A law, however, allows students to self-administer medication for asthma and anaphylaxis under specific guidelines. (See Policies and Procedures 3416 Medication at School and 3419 Self-Administration of Asthma Medication.)

***Pesticide Notification:***

The District attempts to plan any necessary application of a pesticide for a time when students will not be present for at least two days. In large part, however, pesticide use is in the form of bait that is inaccessible to students. Procedure 6895, explains posting and other requirements.

***Transporting Students in Vehicles Other Than Buses:***

To transport students in private, rented or District vehicles other than buses, a requisition must be submitted, at least one week prior to leaving, in order to obtain insurance approval. The driver MUST be approved by the District and he/she must file the following with the District Office:

- Copy of current car insurance
- Copy of driver license
- Copy of a current first aid card
- Satisfactory yearly driving abstract (from the WSDOL)

### ***Taking Students on Overnight Trips:***

Overnight trip requests must be submitted by the principal to the superintendent at least *two* weeks prior to the trip, when possible. The board must be informed electronically or otherwise about field trips and excursions which are planned to keep students out of the district overnight. To ease the approval process, annual events such as state athletic travel, may be submitted to the board in August for the entire year.

### ***Transport of Injured Students or Staff:***

Transportation of students to medical providers in minor emergencies is acceptable in school vehicles; for liability reasons, transportation of seriously injured or ill students or staff is disallowed. If in doubt, do not transport; call Emergency Medical Services (EMS) at 911.

## **Transportation Behavioral Guidelines**

The methods employed in enforcing the rules of the bus involve professional judgment. Such judgment should be:

1. Consistent from day to day and student to student,
2. Balanced against the severity of the misconduct,
3. Appropriate to the student's nature and prior behavior,
4. Fair to the student, parent, and others, and
5. Effective.

### ***Exceptional Circumstances:***

Since these criteria may be in conflict, established procedures must be followed in correcting misbehavior. Once a driver has left the school pickup zone, misbehaving students will not be brought back to school. Drivers should pull the bus over to a safe area and contact dispatch.

### ***For the general education students:***

Normally, a student will receive two documented and written warnings before being removed from district transportation. Parents will be contacted by the bus driver after each warning and will receive the written warning through the mail. Warnings will be specific, confidential and worded professionally.

On the occasion that the student is *suspended from district transportation*, a parent conference must be held before the student can resume riding district transportation. *In all cases, the parent will be notified.*

The following matrix will be applied:

1. *First Suspension:* The student normally will be suspended 1-3 days and may receive up to three (3) weeks bus suspension.
2. *Second Suspension:* The student normally will be suspended 3-5 days and may receive up to five (5) weeks bus suspension.
3. *Third Suspension:* The student normally will be suspended 5-10 days and may receive up to ten (10) weeks bus suspension.

***For the special education bus:***

Instruction for Driver/Administrator:

1. Driver works towards correcting behavior of the student, this is done prior to leaving school pickup zone.
2. Driver will contact parent.
3. Contact Special Education Teacher for support and for initial evaluation of student misconduct. If needed, contacted administrator of building or Director of Special Programs for additional support.
4. Administrator or Office Manager of the student's building will contact parents on the occasion of removal from Bus.
5. Driver will contact dispatch regarding the need for a driver to transport student.

**Staff Injury and Returning to Work:**

The Columbia School District is committed to the safety and health of all employees. Through its district-wide safety program and the effort of all employees, Columbia School District seeks to achieve an accident and injury free environment. Unfortunately, incidents occur which sometimes result in the need for medical treatment that may result in restrictions for returning to work. When such incidents happen, our goal is to return the injured employee to work as soon as feasibly possible. We believe, and statistics show, that the longer employees are away from the job, the less likely it is that they will return to gainful employment. The results are a loss of experienced employees and an increase in workers' compensation costs.

When employees cannot return to their regular positions due to temporary physical restrictions, we will make reasonable effort to accommodate the restrictions. We may be able to do this by modifying the job either reducing hours or by reducing the physical demands.

Employees or situations, which would qualify for an early, return to work program must meet the following criteria:

1. Employee is expected to return to his/her regular position within 90 days.
2. Workflow is not unduly disrupted through temporary transitional job duty or reduced hours.
3. Resources to perform remaining duties are available.
4. Employee's physician agrees to restricted duties of the position.

Payment to employees during this period of temporary transitional job duty may come from two sources. The employee may receive his/her hourly wage for the work performed. In addition, the employee may receive benefits from Southeast Washington Workers' Compensation Trust to partially compensate for the loss of earning power that he/she may experience.

Each claim will be assessed for referral to the early return to work program. The intent of this program is to provide every opportunity for injured workers to regain full employment as quickly as possible.

***Employee Responsibilities:***

1. Report injury to your supervisor and ESD 112 Workers Comp Dept. within 24 hours. (1-800-749-5861)
2. Fill out the Employee Accident/Incident Report ( available on District Forms website)
3. Take documents to doctor
  - a. Physician Letter for Work Status (available on District Forms website)
  - b. Work Status Report (available on District Forms website)
4. Return doctor completed Work Status Report to Supervisor within 24 hours and fax a copy to ESD 112 WC Dept. (Fax 360-750-9836)
5. Work within restrictions and report any problems to supervisor and ESD 112 WC Dept.
6. Have doctor fill out Work Status Report at every appointment and return completed report to supervisor and ESD 112 WC Dept. within 24 hours of appointment.
7. Keep supervisor and ESD 112 WC Dept. updated on treatment plan and work status.
8. Attend all appointments as directed.

***District Responsibilities:***

1. Contact ESD 112 WC Dept. to report WC claim within 24 hours.
2. Receive Work Status Report from employee and fax to ESD 112 WC Dept. If employee is released to work with restrictions, create a light duty job description and fax to ESD 112 WC Dept. (Fax 360-750-9836)
3. Send the light duty job description and cover letter to doctor for approval and copy to ESD 112 WC Dept.
4. Once job description is approved, create a written job offer and fax to ESD 112 WC Dept.
5. Obtain a signed copy of the written job offer stating whether employee accepts or does not accept the light duty job and fax to ESD 112 WC Dept.
6. Maintain records of employee's hours scheduled, hours worked, and rate of pay. Fax records to ESD 112 WC Dept. every Friday by 2:00 PM.
7. Supervisor ensures assigned job duties are within restrictions stated by doctor.

***ESD 112 WC Dept. Responsibilities:***

1. Pay benefits appropriately.
2. Ensure all documentation has been received in order to stop benefits if light duty job offer is refused.
3. Provide assistance with light duty return to work process, when needed.

***Light Duty Return to Work Parameters:***

Light Duty positions are temporary. Employees are limited to 90 days on restricted duty assignment. At 90 days, the doctor's latest note will be reviewed and the restricted duty status may be extended, at the District's discretion, for up to another 30 days. After 120 days the employee must be taken off the restricted duty position and returned to full duty if appropriate or put on time loss.

**POLICY & PROCEDURE:**

Electronic Information Systems-See Policy 2022

Prohibition of Harassment, Intimidation & Bullying-See Policy 3207

Student Dress-See Procedure 3224P

Classroom Management, Corrective Actions or Punishment-See Policy 3241 & Procedure 3241P

Child Abuse, Neglect and Exploitation Prevention-See Policy 3421

Regulation of Dangerous Weapons on School Premises-See Policy 4210

Nondiscrimination and Affirmative Action-See Policy 5010

Sexual Harassment-See Policy 5011

Drug-Free Schools, Community & Workplace-See Policy 5201

Attendance Expectations and Job Abandonment-See Policy 5275

Family, Maternity and Military Caregiver Leave-See Policy 5404

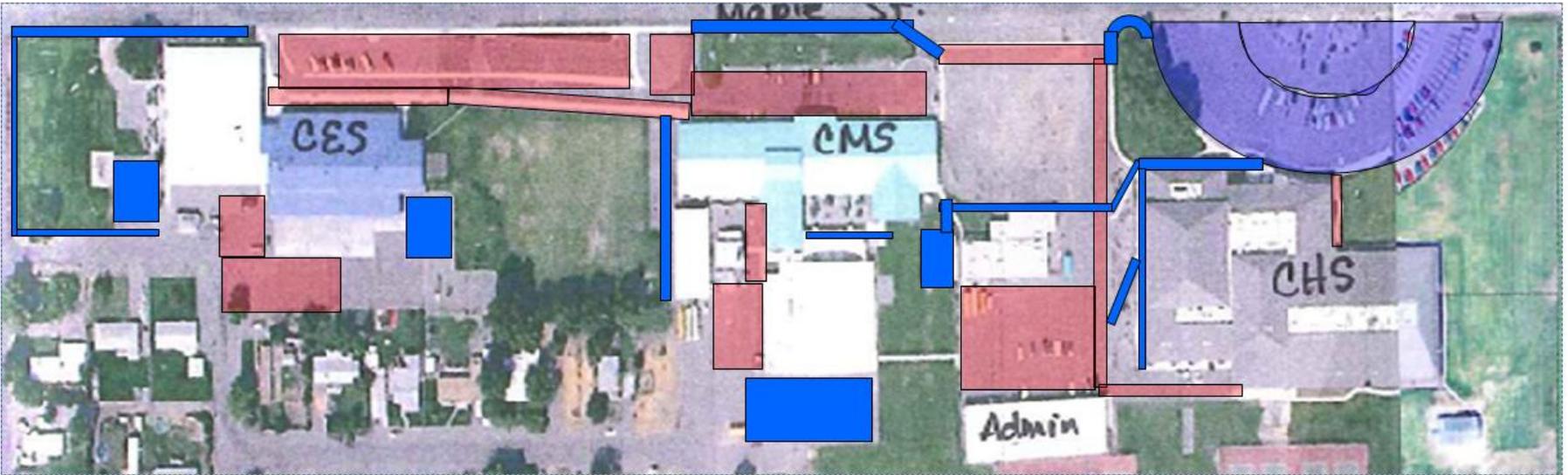
Resolution of Staff Complaints-See Policy 5207

Maintaining Professional Staff/Student Boundaries-See Policy 5253

School District's Responsibility for Privately Owned Property-See Policy 6540

Pesticide Notification, Posting and Record Keeping Requirements-See Policy 6895

# COLUMBIA SCHOOL DISTRICT Snow Removal Map



	Secondary Snow Removal
	Primary Snow Removal