

Districtwide Staff Handbook



Improving the Lives of Children and Families



VALLEY EARLY LEARNING CENTER
Early Childhood Learning



VALLEY SCHOOL
Traditional K-8 Program



PAIDEIA HIGH SCHOOL
Innovative Public HS



COLUMBIA VIRTUAL ACADEMY
Statewide Distance Learning, K-12



VL TRANSPORT CENTER
Transportation Co-op

Welcome!

Welcome to the Districtwide Staff Handbook for Valley School District (VSD) employees, substitutes and volunteers! Here is a little bit of the background on some of the thought that went into how it was assembled. Please feel free to offer feedback on what works and suggestions for improvement, any time. Your input will help inform the annual revision process as part of the cycle of continuous improvement. Happy reading!

Purpose of the Districtwide Staff Handbook

1. To provide comprehensive and consistent guidance to all VSD staff members about employee expectations, responsibilities, opportunities and resources.
2. To aggregate the above content in one place.
3. To ensure the district is in compliance with all staff information dissemination requirements.
4. Maintain a document that is reflective of our districtwide identity.

Structure of the Districtwide Staff Handbook

1. The Districtwide Staff Handbook should be easy to read and reference.
 - a. Concise and friendly language.
2. It should be easy to update for all staff.
 - a. Electronic copy maintained in one location.

Non-discrimination Statement

Valley School District does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a person with a disability in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups. The following employees of the Valley School District at 3030 Huffman Rd., Valley, WA 99181 are designated to handle questions and complaints of alleged discrimination: Danielle Tupek, Title IX Liaison; Ken Davis, Section 504/ADA Coordinator; Ben Ferney, Compliance Coordinator for State Law (RCW 28A.640/28A.642). A complaint regarding alleged discrimination may be made by e-mail to: compliance@valleysd.org, or by calling the district office at 509-937-2791.

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1. District Purpose

The Valley School District exists to improve the lives of children and families.

At its core, the reason the Valley School District exists is to improve the lives of children and families. This purpose focuses on both the present and the future. In the present, we provide learning experiences and services that are responsive to needs, engaging, supportive and safe. In the future, lives are improved through the positive skills, competencies and attitudes our students will apply in their homes, workplaces and communities.

All Valley School District staff have essential roles in realizing our essential purpose. Whether on the school bus or in the classroom, in the kitchen or in the board room, we are all constantly seeking to improve the lives of those we serve.

2. Mission and Values

The Latin root of the English word *educate* is *educare*, which means *to lead out* or *to bring out*. From that perspective, what we are striving to do when we educate, whether in the school, home, or community, is to bring out the best talents in each child and form those talents into strengths. Strong students develop into strong adults who contribute positively to their families and communities.

Mission

The mission of the Valley School District is to provide a positive educational experience which will assist all students in developing skills, competencies, and attitudes which are fundamental to being a contributing and responsible citizen.

Values

As we move through each school year, we continue to focus on developing the strengths of our students and staff. One of the most important foundations for developing the strengths of a group of people is to agree on the values that matter most. In 2014-15, our entire school district staff contributed to identifying a set of ethical and operating principles to which we have committed.

Ethical Principles

Respect

Acting in a way that shows others you care about their feelings and well-being.

Integrity

Demonstrating sound moral and ethical judgement and action.

Positivity

Encouraging and anticipating a successful outcome even in the face of adversity.

Trust

Relying on each other's character, abilities, strengths and honesty.

Student Centered

Focusing on the unique needs, interests and aspirations of each student.

Family Oriented

Respecting families as students' first and most important teachers and partnering with families to improve student success.

Operating Principles

Communication

Openly sharing important information in a way that builds mutual trust and respect.

Accountability

Accounting for one's actions and accepting responsibility for the results.

Teamwork

Contributing individual strengths to achieve the goals of the team.

Continuous Improvement

Ongoing efforts to improve district processes and results.

We believe that by living these principles and developing them in our students, our schools will be strong and contribute to improving the lives of the students and families in our community.

3. Foundations

Quality Learning

David Langford developed the Quality Learning philosophy through an evolution and adaptation of the works of Dr. W. Edwards Deming. The Quality Learning philosophy is based on theory, tools and processes that teach students to assess and monitor their own progress and identify, monitor and improve their intrinsic motivation for learning. In addition to applying Deming's Total Quality Management principles to education, Langford also emphasizes application of brain-research to learning processes and environments.

References and tools used in the Valley School District for Quality Learning include:

- *Tool Time for Education*
- *24 Elements of the Learning Code for Education.*

Strengths-Based Learning and Development

The essential principle of the Strengths-Based approach is that all people are more engaged, productive, and satisfied when the focus is on their talents and interests rather than their weaknesses. The Strengths-Based stance emphasizes abundance over deficit. Contemporary research in positive psychology continues to validate that investing in developing one's best qualities will yield much more positive results than trying to overcome weaknesses or deficiencies.

References used in the Valley School District for Strengths-Based Learning and Development include:

- *How Full is Your Bucket?*
- *StrengthsFinder 2.0*
- *Strengths-Based Leadership*

4. Overview of Programs

Through a variety of specialized programs, the Valley School District strives to provide educational services that cover the full spectrum of ages and learning needs and circumstances that may exist. Below is a brief overview of each of the district's programs. If you are unfamiliar with any of the programs in our district, you are encouraged and invited to learn more! And that doesn't mean just picking up a pamphlet or visiting the website (although those are both great things to do, too). No, you are truly invited to spend time with staff members from other programs and learn what they do, who they serve, and why. You are also invited to take it another step further and explore opportunities for collaboration between programs. If you need a substitute to cover your job duties, then let's get one. The more we know about our own district and understand how we are all working together to improve the lives of students and families, the better.

Valley Early Learning Center

The Valley Early Learning Center (VELC), located in the portables fronting Highway 231, offers preschool programming for children 3-5 years old and a year-round, learning-rich childcare program for children 2 1/2-12 years old. The VELC also offers Special Services, an Early Childhood Education and Assistance Program (ECEAP), a food services program and even transportation on district buses. As long as there is space available, the VELC can accommodate just about any family schedule and learning need. The VELC has met all the necessary licensing requirements and has voluntarily undergone a rigorous program audit and review processes, passing with enthusiastic commendations. The VELC started as a childcare program for staff in 2010, but quickly grew into the full-service childcare and preschool program that it is now. The curriculum is aligned with the Core Knowledge curriculum at the Valley School and nearly 100% of families choose to have their VELC students attend the Valley School when transitioning to Kindergarten.

Valley School

The K-8 school at Valley takes students on an academically rigorous journey through the Core Knowledge curriculum and Saxon Math while emphasizing citizenship and creativity. Time is intentionally built into the daily schedule to provide one-on-one instruction and learning help when and where needed. Student progress is gauged against the student's own work rather than his or her classmates and intrinsic motivation strategies are incorporated into the curricular model. Engaging in learning opportunities with students from other grades is encouraged. This is further supported through activities such as sports, pep club, choir and drama. The Valley School was first established in 1884.

Paideia High School

Paideia High School is an innovative, grades 9-12 program based on the Paideia concept developed by Mortimer Adler, which strives for the best education for all. Paideia (pronounced pie-dee-ah) High School was made possible by special legislation which allows two or more non-high school districts to form an inter-district cooperative high school. As the only one of its kind in the state, PHS includes partnership with Loon Lake, Orient, Orondo and Summit Valley school districts, who were all interested in the concept,

but the school itself is housed and operated exclusively here in Valley, across the street from the Valley School along Huffman Road. PHS is available to any high school student and offers an academically challenging learning environment with small class sizes, team teaching, multi-disciplinary classes and fantastic opportunities for individual growth and achievement. PHS students learn Latin, develop a keen musical sense in choir and piano classes, acquire skill in life-long sports such as archery, and gain confidence in themselves through weekly “seminar” where they are challenged to think critically, ask insightful questions and speak eloquently on a wide variety of subjects. Students can earn college credit through the school’s College in the High School program. Because PHS is a small school, it is like a big family where students and staff have tons of fun and get to pursue their individual interests. PHS was formed in 2010.

Columbia Virtual Academy

Columbia Virtual Academy is a statewide K-12, public education program that supports parents as the first and most important educators of their children, who have the fundamental right and duty to make educational decisions for them. Parents and guardians can choose from many options to meet the requirements of the law to ensure their children receive an education. With the guidance of a Washington State Certified CVA teacher, a parent or guardian can be highly involved in customizing an educational program for his or her student’s unique learning style and needs. CVA offers book and paper curriculum choices for grades K-6, a blend of book and paper and online options for grades 6-8, and a selection of online courses taught by Highly Qualified Teachers for grades 9-12. Unlike districts that contract with private companies, CVA is a partnership of two public school districts in Washington State. Valley serves grades K-8 while the Kettle Falls School District serves grades 9-12. Through CVA, families are able to enjoy the benefits of being highly involved in their child’s learning while accessing the resources made available to all public-school students in the state. CVA was established in 2006.

VL Transport Center

Safe and dependable pupil transportation is a critical component of our onsite education programs. The VL Transport Center, operated by the Valley School District, provides this service for the Valley and Loon Lake School Districts. In addition, the Center provides fuel to a number of partner districts throughout the region and has a fully equipped maintenance shop, complete with bus lift. Established in 2006, the transportation cooperative saves districts money through bulk purchasing of fuel, lubricants and parts and by keeping buses in top running order. This attention to quality helps to ensure student safety and makes the best use of our fleet by minimizing instances of out-of-service buses. Maintaining and repairing buses locally also saves time and money that would otherwise be expended by sending buses to a regional repair shop. VL Transport Center also has a training facility, equipped with audio/visual equipment and an attached kitchenette and public bathrooms. The training facility is used by the district, by regional and state agencies and by community groups.

5. Key Contacts

We are all professionals working together to improve the lives of children and families. We each bring our unique personalities, skill sets, roles and responsibilities and, together, we provide the very best environment for learning success for our students that we can. We will know the folks we rub elbows with every day but may not always know exactly who to go to for support or to get questions answered. Below is a list of contacts and their key areas of responsibility. If you don't see what you're after, your supervisor is always a good place to start. A complete staff directory for each program is also available on SharePoint. The bottom line is that we're all in this grand effort together and we are dedicated to making it as positive, fulfilling and efficient as possible.

District Administration

Superintendent	Ben Ferney	937-2770
Compliance coordination	Ben.Ferney@valleysd.org	
Civil Rights issues		
Compilation of the Board Meeting Agenda		
Personnel issues/complaints		
Unresolved complaints		
Emergency preparedness		
Family and community engagement		
Government relations		
Grants		
Executive Assistant	Robin Karsh	937-2771
Superintendent approval of reimbursement requests	Robin.Karsh@valleysd.org	
Superintendent approval of requisitions		
Continuing education clock hour offerings/approval		
Public records requests		
Friday Notes		
Board Agenda and documents		
District calendar		
District Data Security Manager-Educational Data System (EDS)		
CEDARS District Administrator		
District archiving		
Chief Financial Officer	Eileen Harris	937-2788
Financial management	Eileen.Harris@valleysd.org	
Program funding and approvals		
Budget		
Grant administration		
District enrollment		
School insurance		
Skyward access/setup		
Human Resource Director	Danielle Tupek	937-2773
Discrimination issues	Danielle.Tupek@valleysd.org	
Sexual misconduct issues		

Compensation and benefits
 COBRA/FMLA
 Highly Qualified Teacher information
 Incident reports
 Employee contracts
 Staff orientation
 Certificated staff clock hours and education
 Sick leave sharing
 Employment application processing

Payroll Specialist **Annette Willms** **937-2785**

Payroll forms (timesheets, extra hours, absence requests) Annette.Willms@valleysd.org
 W-2
 Direct deposit
 Time off
 Employment verification

Policy & Compliance Administrative Assistant **Diane Monasmith** **937-2759**

District Assessment Coordinator Diane.Monasmith@valleysd.org
 Policies and procedures development
 & library management
 Compliance and research
 District-level state reporting
 Master reporting calendar management
 Contracts
 Small Works Roster
 Contractor file management and support
 Form and document development
 District newsletter production
 Press releases
 Brochures/flyers/promotional materials
 Editing and staff support services
 Surplus sale support

Accounting Specialist **Teri Sassman** **937-2676**

Accounts receivable/receipts Teresa.Sassman@valleysd.org
 Monthly reconciliation all funds
 Issuance of Imprest checks
 Food service claims
 Postage/mail/bulk mailings
 District enrollment

Accounts Payable & Purchasing Specialist **Mary Monroe** **937-2786**

Accounts Payable Mary.Monroe@valleysd.org
 Statements/invoices
 Packing slips
 Vendor information
 Back orders
 P-card receipts
 Staff reimbursements and purchasing
 Requisitions (supplies, materials)
 Purchasing resources
 Staff travel arrangements

District Support & Student Data Specialist District Office reception and support Student data/enrollment/count Human Resources support Personnel file management Employment application processing Accounts payable and purchasing support Requisition and vendor processing support	Sarah Stevens 937-2789 Sarah.Stevens@valleysd.org
IT Systems Manager Oversees Information Technology for the district IT support (It@valleysd.org) Equipment setup/repair Password reset Tutorials	Forrest Miller 937-2782 Forrest.Miller@valleysd.org
IT Systems Technician IT support (It@valleysd.org) Equipment setup/repair Password reset Tutorials	Bryan Lentes 937-2783 Bryan.Lentes@valleysd.org
Transportation Supervisor Bus routes First Aid and CPR training Student information Transportation compliments and complaints VL Transport Cooperative Operations (distributing fuel to member districts)	Steve Templeton 937-2804 Steve.Templeton@vltc.org
Facilities Supervisor Facilities requests (facilities@valleysd.org) General operations Safety/security/sanitation trainings Building and equipment maintenance Building temperature regulation Grounds requests Custodial requests and supplies Vandalism/break-ins/fires/emergences Shipments received Pesticide/fertilizer applications Event set-up, tear-down and clean up	Jim Blair 937-2767 Jim.Blair@valleysd.org
Special Services Director/School Psychologist Coordination of district special education programs State/Federal special education compliance Special education professional development Develop program processes Therapist/ESA supervision Contracted services coordination Coordinate community-based services Special education evaluations Behavior consultation/planning District 504/ADA Compliance Officer	Ken Davis 937-2642 Ken.Davis@valleysd.org

Special Education Secretary	Caitie Klemish	937-2616
	Caitie.Klemish@valleypd.org	

Valley Early Learning Center

Program Director/ Family Engagement Committee Coordinator	Candace Harris	937-2638
	Candace.Harris@velc.org	

Assistant Director	Christie Carter	937-2630
	Christie.Carter@velc.org	

Valley School (K-8)

Principal	Becky Parrill	937-2632
	Becky.Parrill@valleyk8.org	

Athletic Director	Josh Clemmer	937-2846
	Josh.Clemmer@valleyk8.org	

Counselor Homeless Services Liaison Foster Care Liaison	Kimberly McNeas	937-2696
	Kimberly.McNeas@valleyk8.org	

Lead Secretary Drama Club Director	Theresa Carr	937-2826
	Theresa.Carr@valleyk8.org	

Office Secretary	Cristi Gentry	937-2639
	Cristi.Gentry@valleyk8.org	

Paideia High School

Principal	Kellie Martinez	937-2658
	Kellie.Martinez@paideiahs.org	

Counselors	Donny Miller	900-6001
	Donny.Miller@cva.org	

	Kimberly McNeas	937-2696
	Kimberly.McNeas@valleyk8.org	

Office Secretary	Amy Roy	937-2675
	Amy.Roy@paideiahs.org	

Columbia Virtual Academy

Principal	Dave Vail Dave.Vail@cva.org	563-4708
Assistant Principal District English Language Development Coordinator	Eldon Palmer Eldon.Palmer@cva.org	563-4679
Counselor	Donny Miller Donny.Miller@cva.org	900-6001
Support Services Manager	Melanie Bailey Melanie.Bailey@cva.org	563-3464
Senior Software Engineer CVA Student Record System (SRS) Office 365 Administration	Doug Killmer Doug.Killmer@cva.org	563-4600

6. Board of Directors

The Valley School District School Board of Directors is comprised of publicly elected members of our community. Our current school board directors are:

Bill Wilson, <i>President</i>	Bill.Wilson@valleypd.org
Doug Elledge, <i>Vice President</i>	Doug.Elledge@valleypd.org
Paul Voelker, <i>Legislative Representative</i>	Paul.Voelker@valleypd.org
Crystal Hubert, <i>Director</i>	Crystal.Hubert@valleypd.org
Nancy Cocroft, <i>Director</i>	Nancy.Cocroft@valleypd.org

The VSD Board meets the third Wednesday of each month at 6:00 p.m. in the Broadcast Studio, down the hall from the District Office. The board packets are prepared the week before so that the Board members have time to review all the documentation that will relate to that month's agenda. Meetings are also open to the public and include a public comment period. If you are interested in submitting content for consideration or would like to address the Board outside of the public comment period, you may submit your request to the Superintendent at least five business days prior to the meeting.

Board members are not paid for the work they do, which, generally speaking, is to oversee the operations of the district and supervise the Superintendent. According to the Washington State School Directors' Association (WSSDA):

School boards were created by the Legislature to formulate policies for the operation of school districts. School boards are agents of the state, charged with governance functions delegated to them by the Legislature. School boards have three types of power:

1. *That which is enumerated by the Legislature*
2. *That which is implied to carry out what the Legislature authorizes*
3. *That which improves public school programs or improves the administration of school districts*

School boards are the link between public schools and the communities they serve. As publicly elected officials and members of their local communities, school directors are uniquely positioned to:

- *Create a community-wide, shared vision and set goals for improving student achievement*
- *Create the conditions and direct the resources for accelerating improvement*
- *Hold the system accountable to high and equitable achievement for each and every student*
- *Communicate needs and progress of students to the community*
- *Build public will to improve outcomes for all students and succeed in reaching the district's student achievement goals*

To learn more about the role and responsibilities of the Board, visit the WSSDA website at wssda.org.

7. Leadership Team & Communications Code of Cooperation

The Valley School District Leadership Team, formed in 2014 by the Superintendent, has the following responsibilities:

- Advise the Superintendent
- Promote systems thinking and continuous improvement
- Foster positive and productive relationships
- Guide district initiatives
- Help all students and staff reach their full potential

The team, comprised of program and department heads, usually meets for a couple of hours once a month. The agenda includes current, district-level initiatives, a work session and an opportunity for sharing highlights and activities from each of the programs in the district. During the school year the meetings are held at various locations around campus, including at the VL Transport Center, and there is sometimes a discussion item related to a reading assigned the previous meeting by the Superintendent.

The leadership team meetings are also an opportunity for specific concerns to be addressed and successes celebrated, as appropriate. Meetings often incorporate Langford tools and strengths-based approaches. Early on, the team established its expectations for how the members would conduct themselves, which distilled down to *“Be nice, work hard and get the job done.”* The team also established a Communications Code of Cooperation, as follows:

Be Mission Focused

Be Respectful

Be Present

Be Accountable

Trust Each Other

Have Fun

8. District Business Office

The District Business Office team attends to work that happens behind the scenes, in support of those directly engaged in student learning activities. They take care of the financial end of things, all the mandatory tracking and reporting, human resources-related activities and more. Here's a more detailed list:

- Financial activities, including:
 - Purchasing
 - Accounts payable
 - Accounts receivable
 - Cash receipts
 - Payroll
 - General accounting functions (e.g., journal entries, reconciliation)
 - Grant management
 - Food service agreements and claims (National School Lunch Program and Child & Adult Care Food Program)
 - Districtwide asset inventory
 - Periodic financial reporting
 - Annual financial statements
 - Annual budget
- Human Resources activities, including:
 - Coordination of the staff recruitment/hiring process
 - Administration of employee benefits, including:
 - Resource to staff with benefits-related questions
 - Dissemination of all benefit-related information
 - Administration of COBRA, state retirement and family medical leave programs
 - District liaison with insurance brokers
 - Development of staff employment contracts
 - Completion of staff reporting requirements
- Other activities, including:
 - District enrollment and student data reporting
 - Archiving of records
 - Insurance policy renewal and claims
 - Coordination of hospitality services for district events
 - Public relations and press release coordination
 - General staff support (e.g., mailings, assistance during inspections and/or audits by outside agencies)
 - Public/Small Works Projects
 - Contracts

9. Human Resources & Training

As an employee of the Valley School District, it is good to know about your employment status, your benefits and coverages, and how to plan for the future. The Human Resources department is the place to get the details on all this and more. It can sometimes seem complicated, with forms for this and requirements for that and special exceptions for something else, but don't worry – we are happy to help and to answer all your questions. Here is the rundown on some of key things to know:

Getting Started

NEW EMPLOYEE ORIENTATION

All new employees to the district are provided an orientation with Human Resources. A packet with the necessary employment forms and information about district benefits is sent to all new employees for review in advance of the orientation meeting.

CONDITIONAL STATUS

This means that all new employees are hired on a conditional status pending successful background and fingerprint checks, in accordance with Washington State law. (*Policy 5000-Recruitment, Selection and Employment of Staff; Policy 5005-Employment and Volunteers: Disclosures, Certification Requirements, Assurances and Approval; Policy 5050-Contracts*)

CERTIFICATED EMPLOYEES

To be a certificated employee, all your applicable certificates must be valid and current. It is important for certificated employees to monitor the expiration date of their certificates. A valid Washington State Teaching Certificate or Temporary Teaching Permit must be registered and on file in Human Resources prior to your first workday. For questions regarding certification issues contact OSPI Certification at www.k12.wa.us/cert or 360-725-6400.

Salary Placement

Salary placement is based on the number of credits and clock hours earned after the first Bachelor's degree as well as the number of verified certificated years of experience. Salary advancement adjustments are based on the following guidelines:

- Coursework must be completed by October 1st.
- Official transcripts are due to Human Resources no later than close of business on November 1st in order to advance on the salary schedule for the current year.
- Payments for salary advancement will retroactively apply back to the first contracted day of the current school year.
- New employees have ninety (90) days from their date of hire.
- A new contract will be issued based on the current placement.

Transcripts

Keep in mind that college/university transcripts must be “official” for Human Resources to be able to use them.

Credits

Credits are earned through an accredited college or university. For salary placement all credits are counted in quarter hours (one semester is equivalent to one and one-half quarter credits).

Clock Hours

Ten clock hours are equivalent to one quarter credit. Clock hours must be offered by a Washington State approved clock hour provider and be posted on an ESD transcript to be eligible for salary placement (three hours minimum). Clock hours are applicable only to the renewal of a continuing or professional certificate, not to the renewal of an initial or residency certificate. ESD 101 will submit “official” transcripts to the employee in October for staff who have submitted new classes for posting since the previous posting cycle. You will receive a copy of this transcript after all new classes have been posted. If you have classes posted at a different ESD, you will need to contact them and ask that they send us an “official” transcript.

Verification of Experience

Certificated experience outside of the Valley School District must be documented on a *Verification of Employment Form: Cert*. This form is provided during the orientation and is available online in the new employee packet. It is the employee’s responsibility to submit the form to each of their previous educational employers.

Employment Contracts

Base contracts (185 workdays) are issued in late spring or early summer, depending on budget sessions, for the following year. Contracts must be signed and returned to Human Resources within ten days. If you have questions regarding your contract, contact Human Resources.

CLASSIFIED EMPLOYEES

“Classified” employees are non-certificated staff, and may be engaged to work year-round (12 months), on the academic calendar (9-10 months), or less (part-time) per year. Each position is defined by the number of employment days or hours in a year and/or the number of hours in the typical workday. Classified staff may be salaried under a written contract or be paid under the hourly compensation schedule.

Classified employees’ shift and work week are defined by position and needs of the district, with the employee being assigned to a regular shift during the typical work week by their supervisor. The district may change an employee’s shift and/or work week schedule as a result of an immediate need. (*Policy/Procedure 5229P1-Hours of Work and Overtime for Classified Hourly Employees*)

Professional Development Incentive

Classified employees will participate in an annual review process, based on the job responsibilities for their specific assignment and the continuous improvement goals of the affiliated program, school or department. The process will focus on professional growth and development through structured goal setting with and feedback from their supervisor. The purpose of the review exercise is to expand skills

and competencies and perhaps, through this process, alert the employee of any perceived performance deficits or concerns. (*Policy 5240-Evaluation of Staff; Procedure 5240P3*)

Classified staff are encouraged to pursue courses, workshops and/or training that will enhance skills and deepen knowledge to benefit their work within the district. Employees may discuss course payment arrangements with their supervisor, which will be determined on a case-by-case basis. As an incentive, at the conclusion of any course or training, employees may submit a Certificate of Completion or similar evidence to Human Resources to earn a payment for each clock hour of training accomplished. This professional development “stipend” is paid annually in January for any clock hours accrued during the previous year.

Worktime Reporting and Compensation

EMPLOYEE WORK CALENDARS

Work calendars are posted to SharePoint and distributed at the start of each school year and to new employees as part of new employee orientation.

SALARY SCHEDULE

Certificated

Salary placement is based on years of experience and education. Teachers are paid based on the current Certified Salary Schedule, adopted by the Board of Directors during the July 2020 board meeting. Salary schedules can be accessed on SharePoint (District Office Documents/Employee Resources/Salary Schedules). Additional information can be found under the Certificated Employees section of this handbook. This schedule will be valid for the next three years unless there is a substantial change in funding set forth by the state.

Classified

Placement on the appropriate salary schedule is based on position and experience. The current schedule is found on SharePoint (District Office Documents/Employee Resources/Salary Schedules).

TIME SHEETS AND CUTOFF DATES

In order to ensure proper payment, all payroll time sheets are due to the building level supervisor by the first day of each month and must be received by the Payroll Office by the fifth day of each month.

Forms

Timesheets and other forms can be obtained from the Payroll Specialist and/or each building’s main office secretary, as appropriate. Timesheets should reflect actual hours worked each day. Daily completion is required of all staff. Please check in with the Payroll Specialist to ensure you are using the correct timesheet based on your position with the district.

PAYMENTS

Contracted regular work time is paid over 12 months, September through August, in equal payments. Payment for extra hours worked, including in-services, additional days, overtime, etc., are processed the month following the activity. For example, if you work extra time in August, you will receive payment with your September paycheck.

Pay Dates

Pay dates fall on the last weekday (Monday-Friday) of the month, excluding holidays. The Payroll Specialist will deliver paychecks on each payday to staff that do not participate in direct deposit. During the summer and some holiday breaks, the paychecks are mailed to the employee's address on file. For those who are enrolled in direct deposit, paycheck details can be accessed via Employee Access in Skyward. Login to Skyward and select Employee Access to view and/or print your monthly pay stub.

Direct Deposit

An employee's wages can be directly deposited into a bank or a credit union account. Authorization for Direct Deposit forms are available in the Business Office and can be obtained from the Payroll Specialist. These forms are also available on the district website, on the Staff Resources page. The forms are due by the 10th day of each month for the new account information to take effect for the current payroll cycle. Staff can have a total of two automatic deductions set up. Both require a Direct Deposit form to be completed.

Payroll Records

Staff can access payroll and leave (time off) information online via Employee Access in Skyward. Employees will receive their Skyward account username and password at the new employee orientation.

Go to the [Skyward Login](#) page and enter your username and password to enter the system. You can also access Skyward from the district website at www.valleysd.org. Scroll to the middle of the page and select the Skyward icon.

Skyward Password Help

If you forget your password, on the Skyward Login page click on the "Forgot your Login/Password?" link to reset your password. If you do not remember your username, contact the Human Resource Manager.

Check Your Withholding Form

Since you last filed Form W-4, did you marry, divorce, gain or lose a dependent, or change your name? Have you had major changes to your family income or itemized deductions? If you answered yes to any of these questions, you may need to file a new Form W-4. Please contact the Payroll Office to update your filing status. You can also access the form on the district website, on the Staff Resources page. If you need to make changes to your withholding, the W-4 must be received by the 10th day of each month in order to be processed in the same month.

CHANGES TO NAME, PHONE, ADDRESS

Please inform Human Resources, in writing or via email, of any name, telephone or address change at the earliest time possible. If you require a legal name change, you will need to bring a copy of your new social security card to Human Resources along with a written request to change your name.

Benefits Program

Benefits for employees are provided through the School Employees Benefit Board (SEBB) Program. Employees are eligible for benefits if they are anticipated to work more than 630 hours in one school year. Once staff are eligible, they must enroll in the SEBB Program no later than thirty-one (31) days after the eligibility date or during the open enrollment period each year. After the open enrollment period, additions of family members to insurance policies may occur only when there is a qualifying event, which includes marriage, birth of a child, legal adoption, divorce, death, and loss of coverage. Addition of family members must take place within sixty (60) days of the qualifying event.

How to Enroll in SEBB

[SEBB website: hca.wa.gov/employee-retiree-benefits/school-employees/how-enroll](https://hca.wa.gov/employee-retiree-benefits/school-employees/how-enroll)

Create a profile online at SEBB My Account: <https://myaccount.hca.wa.gov/auth>

Eligible staff will create a username and password through Secure Access Washington (SAW) as a precursor to setting up an online profile at the 'SEBB My Account' website. This secure access supports online enrollment in most staff benefit programs. Staff can enroll and access coverage for themselves, spouses, and any dependents. Dependents and spouses require verification documents that must be uploaded to the SEBB site. Refer to the [SEBB School Employee Enrollment Guide](#) for specific requirements.

Staff will enroll in dental, vision, medical, basic life insurance, basic long-term disability and basic accidental death and dismemberment policies through SEBB.

Staff without internet access should contact Human Resources to obtain a paper copy of the enrollment forms.

FAMILY DENTAL PLAN

There are three dental insurance options available for eligible staff. Additional information is available in the [SEBB School Employee Enrollment Guide](#).

Dental plan options

Plan name	Plan type	Plan administrator	Plan network	Plan group number
DeltaCare	Managed-care plan	Delta Dental of Washington	DeltaCare	Group 09601
Willamette Dental Group Plan	Managed-care plan	Willamette Dental of Washington, Inc.	Willamette Dental Group, P.C.	WA733
Uniform Dental Plan (UDP)	Preferred-provider plan	Delta Dental of Washington	Delta Dental PPO	Group 09600

FAMILY VISION PLAN

Employees eligible for SEBB benefits includes vision coverage for themselves and eligible dependents. Valley School District pays the premium. There are three SEBB Program vision plans to choose from and

employees and dependents must enroll in the same plan. Before selecting a vision plan, check with the plan to see if your vision service provider is in the plan's network. Some vision plans have their own clinics providing the plan's best price for services and hardware.

Vision Plan Options

Plan details can be found on the SEBB website or in the [SEBB School Employee Enrollment Guide](#) to assist staff with selecting a plan that best meets their vision needs.

- Davis Vision, underwritten by HM Life Insurance Co.
- EyeMed Vision Care, underwritten by Fidelity Security Life Insurance Co. (FSL)
- MetLife Vision

LONG TERM DISABILITY PLAN

The SEBB Program provides basic long-term disability (LTD) insurance to all SEBB-eligible school employees at no cost. If you are eligible for SEBB benefits, you will automatically be enrolled in basic LTD insurance coverage, even if you waive SEBB medical coverage. Basic and supplemental LTD insurance are not available to employees eligible for benefits under [WAC 182-31-130](#) (staff on COBRA coverage).

What is basic (employer-paid) LTD insurance?

LTD insurance helps protect you from the financial risk of lost earnings due to serious injury or illness. When you enroll in LTD coverage, it pays a percentage of your monthly earnings to you if you become disabled.

- Benefit: 60 percent of the first \$667 of your pre-disability earnings (your monthly base pay), reduced by any deductible income
- Minimum: \$100/month; Maximum: \$400/month

Benefits start after the benefit-waiting period, which is the longer of:

- 90 days
- The period of sick leave (excluding shared leave) for which you are eligible under VSD sick leave paid time off (PTO), or other salaried continuation plan (excluding vacation leave)
- The period of Washington Paid Family and Medical Leave for which you are receiving benefits

Benefits continue during disability up to the maximum benefit period, which is determined by your age when disability begins.

If you need to file a LTD claim, visit The Standard Company at www.standard.com, which administers the plan. More information can be found at <https://www.standard.com/employee-benefits/washington-state-hca-sebb>.

MEDICAL

Eligible staff will select medical insurance based on plan options available for their county of residence. Staff will refer to the School Employee's Benefits Board (SEBB) Guide to determine the available options.

When making plan selections, employees will want to consider and review providers, network adequacy, preauthorization requirements, premiums and deductibles. Online tools to assist the selection process may be found on the SEBB website.

Flexible Spending Accounts – Medical Reimbursement/Dependent Care

The Medical FSA allows you to set aside pretax money from your paycheck to pay for out-of-pocket health care costs like deductibles, copays, coinsurance, dental, vision and more. You can use your Medical FSA to pay eligible health care expenses for you, your spouse, or your qualified tax dependents, even if they are not enrolled on your SEBB account.

Enrollment is voluntary for medical reimbursement accounts. The plan period is from January through December of each year. Enrollment forms are available during open enrollment, and upon hiring, if the two do not coincide.

RETIREMENT

Retirement contributions are mandatory for staff working at least seventy (70) hours per month for five consecutive months. The retirement contributions will be deducted monthly from your pay. The deductions are pre-tax, which means they will be deducted from the gross amount reported to the Internal Revenue Service on W-2 statements each year. Employee contributions are based on employee plan selections. Two options are available to eligible staff.

Classified Employees: School Employees Retirement System (SERS)

Plan 2: Defined Contribution: Variable Contribution Rate

Plan 3: Defined Benefit and Defined Contribution: Fixed Contribution Rate

Certificated Employees: Teachers Retirement System (TRS)

Plan 2: Defined Contribution: variable contribution rate

Plan 3: Defined Benefit and Defined Contribution: fixed contribution rate

Staff can review the plan choice booklet to help determine the best option. Staff may also seek personal financial advice from others outside the district. The district office staff is not responsible for helping staff select the retirement plan that best suits a staff member.

SALARY INSURANCE

Salary insurance is a voluntary participation program and entirely paid for by the employee. You can enroll through SEBB during the open enrollment period. This is administered by the Standard Insurance Group. See the information listed under the employer paid Long Term Disability above.

ANNUITIES

There are several annuity/mutual fund companies for employees to choose from, along with the Washington State Deferred Compensation Program. Employees must complete appropriate applications to participate in one of the approved program offerings. Salary Reduction Agreement forms are available in the Business Office and can be obtained from the Payroll Specialist or the Human Resource Director.

CHILDCARE AND PRESCHOOL

The Valley Early Learning Center (VELC) operates year-round and offers childcare for children 2 1/2-12 years old. The program offers preschool beginning at age three. An employee's monthly cost for VELC

services will be deducted from each month's paycheck. Additional information and enrollment materials for VELC can be viewed on the VELC page at the district website.

Personnel Leave

FAMILY MEDICAL LEAVE ACT (FMLA)

The Family Medical Leave Act requires covered employers to provide up to twelve (12) weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours in the previous 12 months, and if there are at least 50 employees within 75 miles. Valley School District defines the leave year as the contract year. *(Policy #5404-Family, Maternity and Caregiver Leave)*

MATERNITY LEAVE

A staff member may use accumulated, paid sick leave for the period of actual disability attributable to pregnancy or childbirth. This period of disability extends from the date of birth for a period of not more than forty-five (45) calendar days, unless an actual period of disability which begins prior to the date of birth or continues beyond 45 calendar days is otherwise verified in writing by the employee's physician. *(Policy #5404-Family, Maternity and Caregiver Leave)*

PERSONAL LEAVE

Personal Leave is granted to all regular part-time or full-time staff. Each staff member will receive three (3) days each contract year and may accrue up to a maximum of five (5) personal days in any one year. This leave will be pro-rated should the staff member begin employment after the first day of the contract year. *(Policy #5413-Compensated Leave)*

SICK LEAVE

Sick Leave is granted to all regular part-time or full-time staff. Each staff member will receive up to ninety-six (96) hours of sick leave each contract year. Sick leave is based on annual work hours of each staff member up to 1,387.50 hours. A staff member working as many annual hours as a full-time teacher will receive the full sick leave allocation based on their daily work hours. This leave will be pro-rated for staff working fewer than 1,387.50 hours. Sick leave is accrued year-to-year up to a maximum of 180 days. *(Policy #5401-Sick Leave)*

BEREAVEMENT LEAVE

Bereavement Leave will be granted to all regular part-time or full-time staff to a maximum of five (5) days of paid leave upon the death of employee's immediate family member, including spouse, child, parent, parent-in-law, or sibling. One (1) day of paid leave will be granted upon death of non-immediate family members. Bereavement leave is not cumulative and is not deducted from the employee's sick leave balance. Additional unpaid leave may be requested from the Superintendent. *(Policy #5413-Compensated Leave)*

LEAVE SHARING

The district's leave sharing program allows district employees to donate sick leave days which are eligible for leave sharing to an employee who is suffering from, or has a relative or household member suffering from, an extraordinary or severe illness, injury, impairment or physical or mental condition; who is sick or temporarily disabled because of a pregnancy disability; who is on parental leave; or who has been called

to service in the uniformed services. This program is intended to extend benefits, in a manner consistent with state law, to an employee who otherwise would have to take leave without pay or terminate his/her employment with the district. For additional information, please contact the Human Resource Manager at 509-937-2773 or via email Danielle.tupek@valleypsd.org. (Policy #5406-Sharing Sick Leave)

VACATION LEAVE

Vacation leave will be granted to all regular, full-time classified non-exempt staff that work 12 months per year on the following schedule.

Year of Employment	Number of Vacation Days
1	10 days
2	11 days
3	12 days
4	13 days
5	14 days
6	15 days
7	16 days
8	17 days
9	18 days
10	19 days
11	20 days
12	21 days
13	22 days
14	23 days
15	24 days
16	25 days

Staff members may accrue up to a maximum of thirty (30) vacation days in any fiscal year. This maximum annual vacation leave balance includes the vacation days granted for the new fiscal year each September 1st. Should a staff member's vacation leave balance be over 30 days (240 hours) on September 1st, any hours or days of accrued vacation leave over 30 will be forfeited and removed from the leave balance.

HOLIDAYS

The district observes the following holidays and will not operate on these days:

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- The day before Thanksgiving (1/2 day)
- Thanksgiving Day
- The day after Thanksgiving
- Christmas Eve Day
- Christmas Day

Leave Reporting

ATTENDANCE

All employees are expected to be at work on time, every day. Late or absent employees must contact their supervisor as soon as possible, in advance of time if able, to report a late arrival or absence. In an emergency, someone else may make contact on behalf of the employee.

LEAVE OF ABSENCE

Requests for leave of absence must be submitted in advance; however, emergency leave is an exception since the situation is usually of an urgent nature. The type of leave requested depends on the reason for the leave. Refer to the policies and procedures for specific leaves, definitions, and timelines. All policies and procedures can be found on the district website at <https://www.valleysd.org/policies-and-procedures>.

FRONTLINE (formerly AESOP)

Valley School District employees will maintain their paid leave and unpaid leave balances through the online Frontline Education absence management system. This system allows staff to schedule and view their leave balances in real time. Substitute staff will use this system as well. The Frontline system will automatically call to fill an absence for an employee who requires a substitute. Not all staff types require a substitute, and new staff should check with their supervisors to determine when a substitute is necessary. All staff will receive training on how to use the Frontline absence management system and will receive a username and pin so they can access the system. All issues pertaining to Frontline should be directed to the campus Users for each building.

Valley School: Theresa Carr

Paideia High School: Amy Gilbert

Columbia Virtual Academy: Dave Vail

Valley Early Learning Center: Candace Harris

VL Transport Center: Steve Templeton

Facilities Department: Jim Blair

If you experience technical difficulties using the Frontline system, please contact Annette Willms, Payroll Specialist, or Danielle Tupek, Human Resource Director.

LABOR AND INDUSTRIES

Valley School District employees are covered through the N.E. Washington Workers' Compensation Cooperative. Employees that are injured on the job are expected to complete an accident report which will notify the Valley School District Office of their work-related accident. The injured employee will submit the form to their supervisor for completion and then forward the form to the Human Resource Director. The accident report is forwarded to ESD 101, with a copy provided to the injured employee.

The injured employee will need to contact ESD 101 prior to seeking medical care, when possible. If employees miss work time, they can use any accrued sick leave that they have on record. The Department

of Labor and Industries will compensate a percentage of the employee's time-loss, starting after three (3) days of absence. Each employee pays a small portion of the cost for State Labor and Industry Insurance. The Valley School District pays a higher portion in order to insure all employees.

All in-district accident reports are confidentially reviewed by the Valley School District safety committees in order to avoid any possible future employee accidents. Accident reports can be obtained from the Human Resource Director.

Mandatory Trainings

The Valley School District has several mandatory trainings, such as Health Emergencies Overview, Bullying Recognition & Response, and General Safety. The district utilizes the *SafeSchools* online program as a tool for mandatory trainings. Training information will be disseminated by a variety of methods, including an email from the Human Resource Director to staff or via supervisors. Trainings may be covered in your building/site staff meeting or completed through *SafeSchools* online. All new employees are given mandatory training on district policies.

All staff can access *SafeSchools* at this website: www.valleysd.wa.safeschools.com. Staff can login to *SafeSchools* using their assigned work email address. Additional information will be provided about *SafeSchools* in separate materials.

- Safety Training
- Crisis Management and Emergency Preparation
- Blood-borne Pathogens, HIV/HEP B
- Communicable Diseases and Immunizations
- Affirmative Action/Nondiscrimination
- Sexual Harassment
- Harassment, Intimidation, Bullying
- Child Abuse and Neglect
- Fair Labor Standards Act (FLSA)
- Family and Medical Leave Act (FMLA)
- McKinney-Vento Homeless Assistance Act
- Drug-free, Tobacco-free, Gun-Free Workplace
- Leave Sharing
- Sexual Misconduct
- Cyber Bullying

FRAGRANCE IN THE WORKPLACE

Please limit the use of perfume, lotion, cologne and other personal care products out of respect to staff and students who are sensitive to fragrance.

10. Substitute Employees, Volunteers & Campus Guests

We have our crew and we work hard. There are times, however, when life doesn't go as planned, you catch a bad cold or you just plain need a break. This is when we call in the subs. The district is also committed to providing plenty of opportunities for quality professional development, and substitutes are utilized in these instances as well. Along with our substitutes, we also welcome volunteers who would like to contribute their time and expertise and care in support of improving the lives of students and families. Below is some information on this topic.

Substitute Coordinators:

<u>Valley Early Learning Center</u> : Candace Harris	(509) 937-2638 or Candace.Harris@velcsd.org
<u>Valley School (K-8)</u> : Theresa Carr	(509) 937-2826 or Theresa.Carr@valleyk8.org
<u>Paideia High School</u> : Amy Roy	(509) 937-2675 or Amy.Roy@paideiahs.org
<u>Columbia Virtual Academy</u> : Dave Vail	(509) 563-4708 or Dave.Vail@cva.org
<u>VL Transport Center</u> : Steve Templeton	(509) 937-2804 or Steve.Templeton@vltc.org

Substitute Resources:

<u>Human Resources</u> : Danielle Tupek	(509) 937-2773 or Danielle.Tupek@valleysd.org
<u>Payroll</u> : Annette Willms	(509) 937-2785 or Annette.Willms@valleysd.org

Substitute Employees

FIRST TIME SUBSTITUTES (Certificated and Classified)

Please arrive fifteen (15) minutes early and check in at the district office. Please see the Human Resource Manager to complete the substitute employment forms and any required orientation materials. In order to complete the forms, you will need to bring:

- A valid passport OR a valid driver license
- A social security card or certified birth certificate

REPORTING TO WORK

Be prompt! Upon arrival at the school, check in at the office. Introduce yourself to the building principal and other office staff. Explain for whom you are substituting as there may be more than one substitute in each building. Be sure to sign in on the report provided for substitutes. The office will provide information on class schedules, lesson plan books, roll books, room locations, extra duties, textbooks, recess times and emergency procedures.

CERTIFICATED SUBSTITUTES (Valley School and Paideia High School)

If you are a certificated substitute, please plan to arrive at your assigned school at least half an hour before the student day begins and expect to stick around for at least half an hour after the scheduled dismissal time for the students in that class/building. On early release days, plan on putting in at least 3.5 hours (a half day) or 7.5 (full day), even if the students have left the premises.

Upon Arrival

- Report to the principal or head secretary and sign in, get keys, etc. Remember to wear your badge or ask for a guest teacher security badge.
- Gather instructions for the building routines, bell signals, handling of intermissions and lunch hours.
- Determine if any building duties have been assigned to the regular teacher for the day.
- Attend meetings called by the principal, unless otherwise directed, and keep notes of such meetings for the regular teacher.

What to Expect

- An up-to-date seating chart in a folder for substitutes.
- An up-to-date daily schedule in use.
- Lesson plans for the day, which should assist you in carrying out regular educational activities, and current textbooks readily available.

Teachers, upon returning to work, should expect that substitutes have:

- Followed the lesson plans as closely as possible.
- Left a written account of the work done during the day summarizing accomplishments and problems, suggestions for improvements in substitute or classroom procedures.
- Corrected assignments handed in during the day.
- Left a record of school attendance.
- Taken care in the appropriate use of teaching materials, A-V equipment, and supplies.
- Left the room in the same order as found.
- Assumed the normal supervisory duties of the regular teacher.

CLASSIFIED SUBSTITUTES

If you are a classified substitute, please plan to be at your assigned school 15 minutes before the beginning of your scheduled shift. An office procedure notebook or daily schedule should be available for your reference during your assignment. On-the-job expectations include:

- Be pleasant and courteous.
- Leave a written account of the work done during the day summarizing accomplishments and problems, suggestions for improvements in substitute procedures.

- Answer the phone using the school name and yours, if applicable.
- Take messages quickly and efficiently. Have the staff roster close to the phone to ensure proper information. If you don't know how to respond to a particular question, kindly mention that you are a substitute and that you will make every effort to meet their particular need as soon as you can.

CLASSROOM MANAGEMENT (Valley Early Learning Center, Valley School & Paideia HS Substitutes)

As the teacher, you are responsible for the social organization of the class. If student behavior becomes a problem and your efforts at correction are unsuccessful, the principal or program director is to be consulted. Corporal punishment is not to be administered. If it is necessary to send the parents a communication about the behavior of a student, it is to be done only with the approval of the principal. If a person not connected with the school seeks information about a child or permission to take the child from the room, the teacher is to refer the person to the principal or program director. The principal or program director will review the circumstances, make a decision on the basis of school district policy and will notify you of the decision. Under no circumstances should a child be released to anyone without permission of the principal or program director.

CVA SUBSTITUTES

Training Prior to Substituting (CVA Classified and Certificated School Substitutes)

Prior to substituting at CVA, both classified and certificated substitutes will meet with the CVA principal or assistant principal to be oriented and trained in CVA work policies and practices. The training will last a half day and will be compensated. Once a substitute has completed the orientation and training, they will be eligible to be called for substitute work.

Upon Arrival

CVA Substitutes should check-in upon arrival with the District Office, then the CVA principal or assistant principal.

- CVA Substitutes should expect to have up-to-date substitute plans, which will include position duties and expectations along with login information and student rosters.
- CVA Substitutes should expect to attend meetings called by the principal, unless otherwise directed, and keep notes of such meetings for the regular teacher.
- At the conclusion of the day, substitutes should leave a written account of the work done during the day, summarizing accomplishments and problems, and suggestions for improvements in substitute procedures.
- Substitutes will complete the appropriate timesheet prior to leaving for the day. Timesheets should be completed each day.

COMPENSATION AND DEDUCTIONS

Substitute personnel are paid for the actual number of days/hours worked. All substitutes are paid once a month, on the last workday of each month. All time worked in one month will be paid the following month. Payroll deductions include the standard federal income and social security taxes and state industrial insurance.

CERTIFICATED COMPENSATION

The daily rate of compensation for certificated substitutes is paid in full-day increments (7.5 hours) or half-day increments (3.5 hours) for the first thirty (30) cumulative days worked each school year. The actual rate of pay is \$72.50 per half day and \$145 per full day. On the 31st cumulative day worked each school year, the daily rate of compensation increases. When substitutes are placed in one assignment to extend more than twenty (20) consecutive days, the substitute will be compensated at the equivalent rate of contract rate of pay. The rate is based on transcripts and verified experience in your personnel file. It is your responsibility to provide this information to the Human Resource Manager. All certificated substitute personnel are paid for the actual number of days worked.

CLASSIFIED COMPENSATION

Classified substitutes will be paid on a per hour basis, according to the current salary scale, Level 0 for most positions. Check with the Payroll Office or Human Resource Director for specific wage information.

CONFIDENTIALITY

We serve approximately 900 students and employ over 120 staff members. Confidential material is routinely gathered and maintained during normal operation in order to provide information on child development to professional staff. It is essential that you do not divulge any confidential information that has been received from contact with children or other people in the profession.

HOURS

Regular school hours are to be observed by substitute staff. The hours for each school are listed below. On days when many substitutes are needed, assignment calls may be delayed, and it may be impossible to arrive by the time school opens. In these cases, every effort should be made to reach the school within one hour of accepting the assignment. Contact the Substitute Coordinator, or the appropriate school, with your estimated arrival time if you will be delayed or have accepted the assignment after the start time.

<u>Valley Early Learning Center:</u>	8:20 a.m. to 3:20 p.m. (Preschool) 7:00 a.m. to 5:30 p.m. (Childcare)
<u>Valley School (K-8):</u>	8:40 a.m. to 3:10 p.m.
<u>Paideia High School:</u>	8:35 a.m. to 3:15 p.m.
<u>Columbia Virtual Academy:</u>	8:00 a.m. to 3:30 p.m.
<u>District Special Services Department:</u>	8:00 a.m. to 3:30 p.m.

SCHOOL CLOSURES AND LATE START

In the event of a school closure, all substitute assignments in school buildings will be canceled. If there is a late start, certificated subs are to report to their assignment as close to 'on time' as safe for driving conditions. (*Policy #5414-Inclement Weather Leave*) Classified subs may be rescheduled for a later start time. Call the school for further instructions. Information will also be broadcast on local radio and television stations regarding any school cancellations, delay of starting time or early dismissal due to weather conditions or other situations. You can also access updated information on the district website at www.valleysd.org.

Volunteers and Campus Guests

Valley School District welcomes the voluntary assistance of parents, guardians and community members in its schools, programs, departments and activities. The principal or administrator will determine the need for assistance and must approve any volunteer prior to engagement. Volunteer enlistment and coordination is managed at the school/program level. Prospective volunteers are asked to complete an application packet and successfully pass the Washington State Patrol Background check. Once that is done, the Human Resource Manager will inform the building secretaries and/or the building principals and they can schedule the volunteer in their building.

Staff and volunteers should follow the guidelines and requirements set forth in Policy 5630-Volunteers and Procedure 5630P1. Volunteer application packets are available through the school office or District Office.

FIRST TIME VOLUNTEERS (Certificated and Classified)

Please arrive fifteen (15) minutes early and check in at the school office. After that, volunteers can just sign in at the building they will be working in. Volunteers should follow the same general check-in procedures as described for substitute staff, as applicable to their area of service.

CAMPUS GUESTS

All campus building visitors are asked to check-in at the appropriate school or district office for assistance.

11. Counseling

Valley School District has two counselors, Kimberly McNees and Donny Miller, who work across all district programs. Kimberly McNees serves as the district Homeless Liaison and Foster Care Liaison, providing student support services required by the McKinney-Vento Homeless Education Act and Every Student Succeeds Act. Kimberly can be reached at 509-937-2696 or Kimberly.McNees@valleyk8.org.

STAFF RESOURCES

We currently do not have an Employee Assistance Program. Staff will use their medical plan coverage to enlist counseling services as needed.

12. Transportation

How students get safely to and from school is an important part of every school day. Our transportation staff have the responsibility of making that happen and the opportunity to make a difference in each student's day. Being a small school district, bus drivers know their student passengers and can greet them by name and take a genuine interest in their lives.

Another part of the equation is having effective management of services, a dependable fleet of buses and well-trained drivers. The VL Transport Center was formed in 2006 as a transportation cooperative with Valley School District as the host district, responsible for all aspects of transportation operations for both Valley School District and the Loon Lake School District. Evergreen and Summit Valley School Districts more recently shifted their memberships in the VLTC cooperative from fuel purchase and bus repair only to full management of their respective transportation operations by Valley School District as the host district of VL the Transport Center cooperative. Loon Lake, Evergreen and Summit Valley school districts assign their state transportation operations allocation to Valley School District and Valley employs all bus drivers, manages routes and maintains all buses for the districts. Bus purchasing is not included as part of the cooperative; each district continues to maintain its own transportation vehicle fund and to purchase/dispose of buses as necessary.

The cooperative also owns one fuel truck and leases another from one of the cooperative member districts. The district purchases fuel under its fuel bid from fuel terminals located in Spokane. With the ability to purchase fuel directly from the fuel terminals, the cooperative is able to realize substantial cost savings. As a result, other districts have joined the fuel cooperative in order to obtain fuel at lower prices. Currently, there are nine school districts that obtain fuel through their cooperative memberships, including Valley, Loon Lake, Evergreen and Summit Valley School Districts.

VL Transport Center also offers maintenance services on school buses with one member district occasionally utilizing these services in addition to Valley and the three local districts.

STUDENT TRANSPORTATION

Valley School District is responsible for not only transporting its own students but also for providing school bus services to Loon Lake students. Valley School is a non-high district while Loon Lake is a non-junior high and non-senior high district. Thus, Valley School District also transports 7th-12th graders who reside in Loon Lake School District and must be taken to their respective junior high and high schools as well as Valley's 9th-12th graders who must be taken to their respective high schools. The high school districts that Valley transports students to are Chewelah, Deer Park and Mary Walker (Springdale).

All school bus drivers are required to hold a valid driver's license and valid Washington State school bus driver certificate. Obtaining a school bus driver certificate requires approximately forty (40) hours of training from a certified trainer that includes time behind the wheel of a school bus as well as classroom time. VL Transport Center Cooperative has a certified trainer who trains not only drivers for Valley, Loon Lake, Evergreen and Summit Valley School Districts, but also for several of the fuel cooperative member

districts. All drivers must also maintain valid First Aid cards and must pass periodic random drug tests as required by law.

School bus fleets are subject to two rigorous inspections each year by the Washington State Patrol – one, conducted in the summer, includes all buses in each fleet. The second, conducted each winter, consists of a set percentage of the fleet selected randomly for inspection.

Transportation Supervisor	Steve Templeton	937-2804 Steve.Templeton@vltc.org
Head Mechanic	Flint Jones	937-2380 Flint.Jones@vltc.org
Secretary	Gloria Johnson	937-4021 Gloria.Johnson@velc.org

13. Nutrition Program

State Child Nutrition Services assists school districts and other institutions in providing quality nutrition programs that promote life-long healthful living while providing nutritious meals each day that prepare children for learning.

Valley School District participates in the National School Lunch Program (NSLP), School Breakfast Program (SBP), and the Child and Adult Care Food Program (CACFP). These programs are designed to promote the health and well-being of children by providing nutritious meals to children. The income eligibility guideline for school meals are intended to direct benefits to those children most in need. The guidelines are based on the federal income poverty guidelines and are revised annually. (*Child Nutrition Programs, OSPI*)

Staff can also purchase a school lunch or breakfast. A food services account will be created for staff that wish to eat the school breakfast or lunch. All purchases must be prepaid and funds are given to the Valley School Secretary or the Paideia Secretary, as appropriate.

There is no separate charge for meals at the Valley Early Learning Center.

MEAL PRICES (as of fall 2020)

Breakfast:

K-5	6-8	9-12	Adult
\$1.45	\$1.80	\$1.90	\$2.55

Lunch:

K-5	6-8	9-12	Adult
\$2.45	\$2.70	\$2.85	\$4.00

14. Technology

Staff Resources for Information Technology Help

Technology support articles, such as “how to install a printer” or “how to setup your email signature” can be found on the district [SharePoint](#) site in the Employee Resources > Tech Tips folders. Staff are encouraged to join the Microsoft Team, [VSD Technical Resources](#), to access additional help and resources. Click on this Team link to request to join the team.

If you can't find the answer you need or you require help with something not listed, create an IT Support Request (ticket) online, which generates an email to IT@valleysd.org and allows the IT staff to assist you as soon as possible. The support requests can be created from a quick link at the top of the SharePoint homepage, or the district website under the Staff menu.

The District Information Technology Team consists of the following individuals:

IT Systems Manager	Forrest Miller	937-2782
	Forrest.Miller@Valleysd.org	
IT Systems Technician	Bryan Lentes	937-2783
	Bryan.Lentes@valleysd.org	
Senior Software Engineer	Doug Killmer	563-4600
	Doug.Killmer@cva.org	
CVA Technical Support Representative	Linda Farrington	563-2815
	Linda.Farrington@cva.org	

Forrest and Bryan are responsible for troubleshooting questions for district staff regarding hardware and programs other than SRS (CVA), including SharePoint and Office 365. They provide Information Technology orientation to new staff members including how to login, password and username information, phone operation and how to use the support site and create IT Support Requests for computer issues and/or help desk topics.

Office 365 administration tasks for CVA staff are handled by Doug Killmer, with support by Linda Farrington. CVA staff may get assistance by emailing help@cva.org.

Another option for CVA staff is to submit a help request (ticket) to CVA Support via links on the CVA website:

- 1) Go to www.cva.org
- 2) At the top right of the homepage, click on “Support”
- 3) You can search here for additional guidance, or
- 4) At the top right of the page, click on “Submit a Request”

15. Facilities & Maintenance

“We are here to provide a safe, clean, healthy, well-functioning environment for students, staff, and the community. And we are a support in any emergency situation.”

Need to have a light replaced, shelves installed or something large moved? Perhaps your “little experiment” went south on you? The facilities and maintenance team is here for you. They are a small team of dedicated folks that work during the wee hours and throughout the day, every day, to make sure our workspaces, classrooms and common areas are always well cared for and ready for use. They keep our parking lots and sidewalks clear of snow and ice, our ball and playfields lush with healthy turf, and the whole district in smooth working order. They are also on call and ready for action in the event of an emergency, large or small. (You never know when a run-away llama needs escorted off the premises!) We may not always be aware of all the work they do, but we all certainly benefit from it.

Our Facilities and Maintenance team is made up of the following individuals:

Jim Blair: Facilities Supervisor

Tommy Clark: Groundskeeper/Maintenance/Valley School Custodial

Kristian Harris: Valley School Custodial/Maintenance

Drew Kofmehl: Paideia High School Custodial

Denise Smith: Valley School Custodial

Help Us Help You!

When you see a member of the facilities and maintenance team out and about, you may be reminded of that thing you needed someone to do. If so, or any other time that you have a facilities or maintenance-related request, please turn to your computer keyboard and submit a Maintenance Support Request online, which shoots an email to facilities@valleysd.org. Maintenance Support Requests can be created from a quick link available on SharePoint or the district website under the Staff menu.

This is the fastest way to make sure your request gets addressed. If you flag a team member down, you may be causing a delay for another project currently underway and you run the risk of your request not being remembered or appropriately followed up on. Using the email system means that a ticket is created, assigned and tracked through to completion.

16. Accident Prevention & Emergency Preparedness

The Accident Prevention Manual is offered to familiarize employees with the district's Accident Prevention Program. This program was developed to fully establish a safe and healthy work environment. The elements of this program cover a broad spectrum of areas, all designed to prevent accidents and injuries. Taken individually, the program elements have minimal effect, but as an integrated program, and with the support of employees at all levels, it can reduce the frequency and severity of job-related injuries to district employees. The Facilities Supervisor will provide the safety orientation that reviews this program for all staff upon hiring.

RESPONSIBILITIES

The district is responsible for providing a safe and healthy workplace free from recognized hazards, and establishing, supervising, and enforcing safety rules. We also provide the required safety training to all employees, ensure that personal protective equipment is worn when tasks dictate, and investigate all accidents, regardless of severity.

The employee is required to know and comply with all safety rules and procedures, immediately report all accidents to your supervisor, and identify and report all potential hazards. Employees are asked to play an active role in creating a safe and healthy workplace, take personal responsibility for working safely and use common sense while performing your job. Nothing we do is worth getting injured!

SAFETY POLICY

This district is committed to providing a safe and healthful work environment for all district personnel. It is our goal to reduce the frequency and severity of accidental injuries by providing our employees with safety information and appropriate safety training as a means of protecting employee welfare. Safety Rules are established to reduce the frequency and severity of accidental injuries. All accidents are preventable. Be sure to ask your supervisor for specific safety rules that pertain to your job, which are your responsibility to follow using common sense and being aware of the hazards of their work environment.

FIRST AID REQUIREMENTS

The district will provide first aid training to a sufficient number of employees. The law requires that we provide at least one CPR/First Aid qualified person per site. Please check with your site supervisor for the qualified person in your area. General first aid guidelines provide that First Aid Kits will be available for employee use.

- Valley School First Aid Kits can be found in the main office and in the gymnasium
- Columbia Virtual Academy/District Office First Aid Kit can be found on the second floor next to the staff room.
- Paideia High School First Aid Kit is located at the main office next supply office.
- Valley Early Learning Center has a First Aid Kit in each classroom located next to the door.

SAFETY COMMITTEES

The district has three safety committees, one for each building composed of staff members from that building. The main function of a safety committee is to monitor the effectiveness of the Accident Prevention Program. The committee accomplishes this by:

1. Reviewing inspection reports from outside agencies.
2. Reviewing accident investigations to ensure corrective actions have been taken.
3. Investigating any hazards reported to them by employees.
4. Providing safety information and safety meeting minutes to be posted on all district safety bulletin boards.

DISTRICT SAFETY TEAM – DISTRICT CRISIS TEAM

The Valley School District is committed to developing a culture of safety and security for all employees, students, parents/guardians and visitors on its campus. The intent of this work is to create school safety protocols that provide a standard response to critical incidents within the Valley School District.

Comprehensive safety is associated with both physical and psychological safety as well as academic achievement. The district is committed to coordinating with law enforcement, emergency medical services, fire district services and other community resources that are critical components in response and recovery after incidents occur. Good crisis planning and preparation help mitigate traumatic impacts on students, parents, staff and community in the event of a critical incident.

A team of district staff meets regularly in a district-wide systems approach to school safety. In the event of a district-wide situation, a District Crisis Team will be instituted to provide logistics, leadership and support to the district.

SAFETY AND HEALTH TRAINING

On-going safety and health education programs will be provided for all employees in an effort to increase awareness of accident causation factors, to improve morale by demonstrating management's concern for the safety of their employees, and to promote acceptance of safety and health regulations by presenting accident prevention as a positive, desirable, and integral part of all activities.

EMERGENCY ACTIONS

All employees will be provided training on emergency actions during the employees' safety orientation or transfer to a new building. The emergency action plans developed for each building will be used as a training guide. Each building has a red Emergency Response Plan binder that contains specific information for each building, including evacuation plans, etc. The quick reference sheet "In an Emergency, When You Hear It, Do It" is posted throughout offices and work areas around campus.

Check with your building administrator for further information. Here are some important points to remember:

1. Know your escape route in the event of an emergency (fire, earthquake, etc.). Learn your emergency evacuation procedures and participate in fire and emergency evacuation drills.

2. Know the location of emergency equipment (fire extinguishers, fire alarm pull boxes, natural disaster kits).
3. Be familiar with the district's Emergency Preparedness Plan (EPP) that addresses a variety of perils and actions to take in the event of an emergency or natural disaster.
4. Please check with your supervisor for the location of your posted emergency escape route.

HAZARD COMMUNICATION PROGRAM

The Hazard Communication Program was developed to ensure that employees are informed of the chemical hazards associated with products used in their work areas. This is known as the "Workers' Right to Understand" standard for chemicals in the workplace. This standard states that:

1. Employees will have access to SDS (Safety Data Sheet) information for all chemicals used in the workplace.
2. Employees will be trained on proper use of personal protective equipment (PPE) associated with the chemicals they are using.
3. Required PPE will be provided free of charge.

Please Note: Employees are discouraged from bringing household chemicals to work. Please check with your supervisor before using any consumer formulated cleaning product at work.

17. Professional Responsibilities

To promote a positive working and learning environment that is safe, productive, and nurturing, guidelines are established through several district policies and procedures to support and assist district employees in their professional interactions with students, other staff and community members. Staff members are expected to be familiar with all district policies, including:

5282-Civility

The district seeks to promote a school culture of respect and civility and encourages administrators, staff, students, parents/guardians, volunteers and interested community members to participate in maintaining an expectation of civil conduct, problem-solving and free-flow of ideas or viewpoints that support rather than impede the educational process.

4020-Confidential Communications

Staff must exercise a delicate balance regarding the treatment of information revealed in confidence, and must understand their responsibilities, limitations and restrictions in situations involving students and their private information, health, safety and general welfare.

5253-Maintaining Professional Staff/Student Boundaries

All staff members are expected to maintain the highest professional, moral and ethical standards in their interactions with students that are based on mutual respect and trust. Staff must understand and utilize appropriate boundaries between adults and students, both in and outside of the educational setting.

4314-Notification of Threats of Violence or Harm

Staff, students, volunteers and others involved in school activities are responsible for immediately reporting to their supervisor any knowledge of threats of violence or harm directed at individuals or district property.

3421-Child Abuse, Neglect and Exploitation Prevention

Protection of children is a paramount concern. Staff should be alert for any evidence of violations of a child's human rights, and as a district employee is legally responsible for reporting to his/her supervisor all suspected cases of child abuse and neglect.

5281-Disciplinary Action and Discharge

A failure to fulfill job responsibilities and/or behavior, conduct or action contrary to district policies, procedures, or legal standards may result in disciplinary action.

All district policies and procedures are available for viewing on the district website at www.valleysd.org.

Prohibition of Harassment, Intimidation or Bullying

Harassment, intimidation or bullying is any intentional electronic, written, verbal or physical act, including but not limited to, one shown to be motivated by any characteristic in RCW 28A.640.010 or 28A.642.010 (race, creed, color, religion, national origin, sex, gender, sexual orientation, gender expression or identity, mental or physical disability or other distinguishing characteristics), when the act:

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

Any school staff, employee or volunteer who observes, overhears or witnesses harassment, intimidation or bullying, or receives reports of such actions, must take prompt and appropriate action to stop the harassment and to prevent its reoccurrence.

How do I report harassment, intimidation or bullying?

Incidents of harassment, intimidation or bullying (HIB) can be reported verbally or in writing to any school staff member, supervisor, or to the district's Compliance Officer, Ben Ferney at 509-937-2791 or Ben.Ferney@valleysd.org. To submit a written statement, contact your school office to request the Incident Reporting Form #3207F1 or visit www.valleysd.org and go to Community/Public Notices.

To fully understand your responsibilities regarding HIB, review district Policy #3207-Prohibition of Harassment, Intimidation and Bullying and Procedure #3207P1. You may contact the district administrative office at (509) 937-2791 to request a paper or electronic copy, or translated information.

Prohibition of Sexual Harassment

Valley School District is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits the sexual harassment of students, employees and others involved in school district activities of any kind at any place, and takes seriously all reports and complaints alleging sexual harassment.

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

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

Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male and female to female. Examples of sexual harassment include, but are not limited to:

1. Demands for sexual favors in exchange for preferential treatment or something of value. Stating or implying that a person will lose something if he/she does not submit to a sexual request. Penalizing a person for refusing to submit to a sexual advance or providing a benefit to someone who does.

2. Standing too close, inappropriately touching, cornering or stalking a person. Unwelcome touching of a sexual nature. Physical violence, including rape and sexual assault.
3. Making unwelcome, offensive or inappropriate sexually suggestive remarks, rumors, 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.
4. Distributing sexually explicit text messages, emails or pictures.
5. Displaying offensive or inappropriate sexual illustrations or graffiti.

Reporting Sexual Harassment

Any school employee who witnesses sexual harassment or receives a report, informal complaint or written complaint is responsible for immediately informing the district's compliance officers listed below. You also may contact the compliance officers to receive further information about complaint procedures and/or register a grievance:

Title IX Liaison: Danielle Tupek

Compliance Coordinator: Ben Ferney

(509) 937-2791

Email: compliance@cva.org

Fax: (509) 937-2691

3030 Huffman Road

Valley, Washington 99181

To fully understand your responsibilities regarding sexual harassment, review district Policy #5011-Sexual Harassment of District Staff Prohibited and Procedure #5011P1. You may contact the district administrative office at (509) 937-2791 and request a paper or electronic copy, or translated information. Additional information about sexual harassment and the discrimination complaint process is available on the Office of Superintendent of Public Instruction website:

Equity & Civil Rights Office

<http://www.k12.wa.us/Equity/Families/default.aspx>

equity@k12.wa.us

(360) 725-6162

Complaints Concerning Discrimination and Harassment

What is discrimination?

Discrimination is unfair or unlawful treatment of a person or group because they are part of a defined group, known as a protected class. Discrimination may include treating a person differently or denying someone access to a program, service, or activity because they are part of a protected class, or failing to accommodate a person's disability.

What is a protected class?

A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal, state, or local laws. Protected classes under Washington state law include sex, race, color, religion, creed, national origin, disability, sexual orientation, gender

expression, gender identity, veteran or military status, and the use of a trained dog guide or service animal.

How do I file a complaint about discrimination?

If you believe that you or a student has experienced unlawful discrimination or discriminatory harassment at school based on any protected class, you have the right to file a formal complaint. Before filing a complaint, you may wish to discuss your concerns with your supervisor, principal or with the district's compliance officers. This is often the fastest way to resolve your concerns.

Compliance Coordinator (509) 937-2771 Ben.Ferney@valleysd.org	Title IX Liaison (509) 937-2773 Danielle.Tupek@valleysd.org	Sect. 504/ADA Coordinator (509) 937-2642 Ken.Davis@valleysd.org
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Anyone may submit a complaint by email to compliance@valleysd.org; U.S. mail: Valley School District, 3030 Huffman Road, Valley, Washington 99181; or Fax: (509) 937-2691. Filing a complaint involves submitting a written statement within one year from the date of the incident, following this general process until a resolution is reached:

- Step 1: Complaint to the School District
- Step 2: Appeal to the District Board of Directors
- Step 3: Complaint to the Office of Superintendent of Public Instruction

To fully understand your rights and responsibilities regarding discriminatory harassment or actions, review the full text of district Policy #3210-Nondiscrimination or Procedure #3210P1. You may call the district administrative office at (509) 937-2791 and request a paper or electronic copy, or translated information. Additional information about your rights and discriminatory complaints may be found on the OSPI website at <http://www.k12.wa.us/Equity/Complaints.aspx> or by contacting:

Equity & Civil Rights Office
PO Box 47200, Olympia, WA 98504-7200
(360) 725-6162
equity@k12.wa.us
Fax: (360) 664-2967

Tobacco-Free, Drug-Free and Weapons-Free Campus

Valley School District's campus is distinguished as a tobacco-free, drug-free, and weapons-free zone in accordance with state and federal laws. As a condition of employment, no employee will be engaged in work under the influence of alcohol or controlled substances, including marijuana and anabolic steroids, nor use, possess, solicit or transmit such substances in any amount or in any manner on district property at any time or when involved in school district activities on or off campus. Violations of district policy will be subject to disciplinary action.

District employees, in addition to students, parents, guardians and visiting citizens, are asked to be aware of these prohibitions, and be informed of and abide by the following district policies while on school property, transportation and other facilities when used exclusively for school activities:

4210-Regulation of Dangerous Weapons on School Premises (RCW 28A.600.420; RCW 9.41.280; RCW 9.91.160)

4215-Use of Tobacco, Nicotine Products and Delivery Devices (RCW 28A.210.310; RCW 70.155.080)

5201-Drug-Free Schools, Community and Workplace (RCW 69.50.435; 41 U.S.C. 8103; 21 U.S.C. 812; 20 U.S.C. 7101-7117)

To request a paper or electronic copy of these policies, or translated information, you may call the district administrative office at (509) 937-2791.

Student Records

Student records contain information which is collected and maintained by the school on a routine basis for educational or operational purposes. Student records are considered confidential and generally personally identifiable information may not be disclosed to an individual or agency (“third party”) without written parent/guardian consent, unless there exists a legitimate educational interest or other exception as allowed by the Family Educational Rights and Privacy Act (FERPA). One such exception is the transfer of student records and information to an official of another school or institution where the student has enrolled or intends to enroll.

Accessibility to student records is guided by Valley School District policy in accordance with state and federal laws. Parents, guardians and adult students have the right to: inspect and review their child’s record, and seek to amend information if they believe the record is inaccurate or misleading; consent to disclosures of personally identifiable information, except to the extent that FERPA authorizes disclosure without consent; and to file a complaint with the U.S. Dept. of Education.

Student Directory Information is the portion of the education record that generally would not be considered private information, and which may be included in district or community publications such as newsletters, theatrical playbills, yearbooks, honor roll or award lists and sports programs. Directory information may be released publicly without parental consent, though a parent/guardian has the option of restricting the release of such information without prior consent by providing written notice to the district administrative office within ten (10) business days of enrollment or first day of school. Additionally, secondary schools must provide military recruiters and postsecondary educational institutions, upon request, with student names, addresses and telephone numbers, unless a parent/guardian “opts out” in writing of the release of this information.

Valley School District identifies the following as directory information:

- Student name, address and telephone number
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Most recent previous school attended

For a full understanding of your responsibilities concerning the types, accessibility guidelines, maintenance and disposition of student records, review district Policy #3231-Student Records and

Procedure #3231P1. To request a paper or electronic copy, or translated information, contact the district administrative office at (509) 937-2791.

For more information about student privacy from the Office of the Superintendent of Public Instruction, visit <https://www.k12.wa.us/data-reporting/protecting-student-privacy>. For more information about FERPA, visit:

Family Policy Compliance Office
<http://www2.ed.gov/policy/gen/guid/fpco/index.html>
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920
Phone: 1-800-872-5327

McKinney-Vento Homeless Education Act

Assisting Children in Need

Staff may become aware that a student and his/her family has lost permanent housing and now live in a temporary shelter, inadequate housing and/or lack a fixed, regular nighttime residence. A student might be able to receive help through a federal law called the McKinney-Vento Homeless Education Act.

Under this Act, children and unaccompanied youth in homeless situations have the right to:

- receive a free, appropriate education and immediate enrollment in the school of choice (even if they are missing a permanent address, required records or documents)
- receive free meals at school and transportation assistance
- access the same academic program and school services for which he/she qualifies as available to non-homeless students

Staff should be aware of and look for common signs of homelessness in students. For assistance and more information about “Five in Five” ways you can provide support to a student in your role in the district, contact the Valley School District Homeless Liaison, Kimberly McNees at (509) 937-2696 or Kimberly.McNees@valleyk8.org.

Additional assistance and resources are available through the Washington State Homeless Education Coordinator, Melinda Dyer at Melinda.dyer@k12.wa.us or 360-725-6050; and the National Center for Homeless Education at 1-800-308-2145 or homeless@serve.org; www.serve.org/nche.

Become familiar with district Policy #3115-Homeless Students Enrollment Rights and Services or Procedure #3115P1. You may contact the district administrative office at (509) 937-2791 to request a paper or electronic copy, or translated information.

18. Policies, Procedures & Forms

What? Policies are Different than Procedures?

Policies are established to help employees, students, parents/guardians and community members know *what to expect of each other, act within established norms and make well-informed decisions* within the bounds of state and federal laws and OSPI rules and requirements. Policies express the principles of our district and identify the standards of conduct that must be observed. Policies guide those sometimes-tough decisions we make or actions we take in our overall processes and activities.

Procedures tell us *how to do things*. They guide staff in the steps or specific actions needed to implement policy requirements and describe individual staff responsibilities – who does what and when tasks need to be done. Procedures often are developed by OSPI and other state agencies to help us do our jobs and may include details about distinct practices established and used by staff in daily work routines.

Procedures may be supported by additional resources such as forms, charts and graphs, web links, guides and manuals. Forms are developed to help staff with the collection and communication of information, and/or to comply with procedural tasks, such as requesting student records from another district. Forms should connect with a district policy or procedure, and using an established form is usually mandatory for staff, students or parents.

How Are Policies Made?

The language in district policies may be based on model documents prepared by educational organizations, experts or state agencies, and sometimes other districts. The content is then customized for Valley School District in a numbered document template. Once written, policies are reviewed and approved by the Superintendent, and reviewed and adopted by the Board of Directors. Procedures are reviewed and approved by the Superintendent, and are presented to the Board for review, awareness and information, but do not require Board adoption. A new policy or policy revision generally goes to the Board for a “first reading” and “second reading” before adoption or approval, a process that happens over the course of several months to allow time for staff or community input and Board consideration. Procedures and forms are fine-tuned and ready to put into practice by the time they are presented to the Board.

The VSD “Master Policies” document library corresponds with the model policy system developed, written and organized by a legal team working for the Washington State School Directors Association (WSSDA). Most policies reflect state or federal laws, rules or requirements. District policy documents are revised and managed by the Policy and Compliance Administrative Assistant, under the Superintendent’s direction after administrative input and staff feedback. The Master Policy & Procedures document library is posted on SharePoint (Documents > Policies & Procedures), and PDF versions are available for downloading on the district website at www.valleysd.org under the “About” tab. Everyone is encouraged to be aware of and familiar with all district policies, procedures, forms and resources, and to be actively involved in development. Though observance of district rules, regulations and requirements is mandatory

for all employees, these documents exist as tools and references to help everyone do their job well and successfully fulfill the educational goals of the district.

STAFF ACKNOWLEDGMENT

I have read the Districtwide Staff Handbook and understand that I am responsible for following the guidance it provides.

If I have questions and/or do not find the information I need in this handbook, I will proactively seek out my supervisor, department head, building principal and/or Superintendent to address my question(s) and/or provide the information I seek.

This handbook supersedes any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with Valley School District #070.

Employee Name (*please print*)

Employee Signature

Date