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# Tukwila School District No. 406

## Tukwila, Washington

### Substitute Teacher Handbook

### 2011-2012 School Year



**Substitute Office:**

6:30 a.m to 7:30 a.m. – Jan Gallaway, 206-901-8029

7:30 a.m. to 4:30 p.m. - Sally Jerome, 206-901-8001

Substitute Online at [www.tukwila.wednet.edu](http://www.tukwila.wednet.edu)

Substitute Online Voicemail: 206-901-8019

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Board Of Directors

Mary Fertakis  
Steve Mullet  
Mark Wahlstrom  
Alicia Waterton  
Dave Larson

Superintendent

Ethelda Burke

The Tukwila School District complies with all federal rules and regulations and does not discriminate on the basis of age, race, gender, color, national origin, or disability. This holds true for all district students, employees, and district employment and opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.640 officer and/or Section 504/ADA coordinator located at 4640 South 144<sup>th</sup> Street, Tukwila, WA 98168: Nina Melencio, Title IX/RCW 28A.640 Officer (206.901.8005) and Gwen Estes-Zuehlke, Section 504/ADA Coordinator (206.901.8035).

U.S. Department of Education, Office for Civil Rights, Region X  
Henry M. Jackson Federal Building  
Mail Code 10-9010  
915 Second Avenue  
Seattle, WA 98174-1099

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\*A complete listing of District Board Policies is available at all school sites, the  
Administration Office and the district website.

Administration Building-4640 S 144th St, Tukwila, WA 98168, 206-901-8000

Ethelda Burke, Superintendent

Nina Melencio, Executive Director, Human Resources

Sally Jerome, Administrative Assistant for Human Resources/Substitute Coordinator

Jan Gallaway, Administrative Assistant for Learning & Teaching/Substitute Coordinator

Payroll: Bonnie Drew (901-8015) and Patti Goodall (901-8014)

Foster High School 4242 S 144th St, Tukwila, WA 98168, 206-901-7902

Forrest Griek, Principal

Daryl Wright, Assistant Principal

Glenda Morgan, Assistant Principal

Darlene Aguiluz, Office Manager

Showalter Middle School 4628 S 144th St, Tukwila, WA 98168, 206-901-7802

Brett Christopher, Principal

Adrian Laigo, Assistant Principal

Nichelle Page, Office Manager

Cascade View Elementary 13601 32nd Ave S, Tukwila, WA 98168, 206-901-7702

Jeffrey Baker, Principal

Tracii Schmidt, Office Manager

Thorndyke Elementary 4415 S 150th St, Tukwila, WA 98188, 206-901-7602

Brian Hutchison, Principal

Bev Miller, Office Manager

Tukwila Elementary 5939 S 149th St, Tukwila, WA 98168, 206-901-7502

Steve Salisbury, Principal

Molly Newcomb, Office Manager

Tukwila Education Association, 206-901-7981

Colleen Nohl, President

### 1. application

Candidates may apply for a substitute teaching position online through the district website: [www.tukwila.wednet.edu](http://www.tukwila.wednet.edu). A District online application form and other employment documents must be completed. A copy of a valid Washington state teaching certificate is required. As required by Chapter 29, Laws of Washington 2004 and Chapter 28.400 RCW, current and past employers are to disclose to the Tukwila School District No. 406 copies of all documents in the previous employer's personnel, investigative, or other files relating to sexual misconduct.

Substitute teachers are employed only as a casual day-to-day employee and will not in any way bind or require the Tukwila School District to continue employment.

### 2. certification

A valid Washington State teaching certificate (including a 30-day substitute certificate) will be acceptable for substitute teaching in the Tukwila School District. All current teaching certificates must be registered with the Administration office of the Tukwila School District before a substitute assignment can be given.

### 3. notification of bargaining unit rights

Substitute teachers who work thirty (30) or more cumulative days during any twelve (12) calendar-month period ending in the current or immediately preceding school year and who continue to be available for employment as substitute teachers or substitute teachers employed by Tukwila School District for more than twenty (20) consecutive days of continuous service during the current school year in the same assignment are included in the Tukwila Education Association and will be paid at the rate designated by the collective bargaining agreement and/or District policy. Such represented substitutes shall remain within the bargaining unit until a 12 calendar-month period passes in which the employee has not been employed for at least thirty (30) cumulative days.

After the above criteria have been met, the substitute teacher shall pay Association membership dues and assessments (membership form enclosed - please forward to TEA), or pay representation fees or charitable contributions equivalent to the membership dues, and assessments. The dues/fees/contributions will be deducted from the employee's paycheck.

Substitute teachers will not be called to substitute until all required paperwork is completed and returned to the Substitute Coordinator. This required paperwork includes the Notification of Bargaining Unit Rights form. Either Association membership dues and assessments or representation fees or charitable contributions will automatically be deducted from a substitute's paycheck upon the effective date of eligibility.

4. rate of pay

Monday-Friday: \$155.00 per full day (7.0 hours), \$80.00 per half day (3.5 hours)

Substitute teachers are eligible to become members of the Tukwila Education Association.

(Although membership is not a requirement, it is each employee's equal obligation to supply the financing of the cost of collective bargaining from which the employee receives benefits equal to those received by Association members.)

Lunch: Substitute teachers are given vouchers for lunch on days they substitute a half-day or more.

(Per IRS regulations, the cost of lunch is considered income and must be reported as such.)

5. retirement

For the purpose of applying for Service Credit at the Department of Retirement Systems, the number of days/hours worked each month and the amount of pay is reported to the Department of Retirement Systems.

6. the school day

Following are the schools' time schedules. Assuming adequate notification, substitutes should arrive 1/2 hour prior to school start time and must work through the end of the sub day to get paid a full day pay. Arriving late or leaving early will cause your pay to be docked appropriately. Substitutes do not get planning time, therefore, may be asked to substitute in another classroom during that time in the schedule. There is no extra pay associated with this.

Elementary	Grade Level	Sub Arrival	School Begins	End School Day	End Sub Day
	AM Kinder.	8:00 a.m.	9:00 a.m.	11:40 a.m.	12:00 p.m.
	PM Kinder.	12:00 p.m.	12:00 p.m.	3:10 p.m.	3:30 p.m.
	Grades 1-5	8:00 a.m.	9:00 a.m.	3:10 p.m.	3:30 p.m.
	AM Only	8:00 a.m.	9:00 a.m.	11:40 a.m.	12:00 p.m.
	PM Only	12:00 p.m.	12:00 p.m.	3:10 p.m.	3:30 p.m.

Showalter	Shift	Sub Arrival	School Begins	End School Day	End Sub Day
	All Day	7:30 a.m.	8:00 a.m.	2:30 p.m.	3:00 p.m.
	AM Only	7:30 a.m.	8:00 a.m.	11:00 a.m.	11:00 a.m.
	PM Only	11:00 a.m.	11:00 a.m.	2:30 p.m.	3:00 p.m.

Foster	School	Sub Arrival	School Begins	End School Day	End Sub Day
	All Day	7:30 a.m.	8:00 a.m.	2:30 p.m.	3:00 p.m.
	AM Only	7:30 a.m.	8:00 a.m.	11:00 a.m.	11:00 a.m.
	PM Only	11:00 a.m.	11:00 a.m.	2:30 p.m.	3:00 p.m.

## 7. SMART Wednesdays

On Smart Wednesdays, substitute teachers are to report to their assigned buildings at the normal start time (elementary 8:00 a.m., middle school and high school 7:30 a.m.). The building administrator will assign the substitute teacher supervision duties and/or other responsibilities prior to the start of the student day.

## 8. assignments

Assignments will be dispatched through the Internet, with access through the District's home page, which is [www.tukwila.wednet.edu](http://www.tukwila.wednet.edu). Substitute teachers will have the opportunity to "shop for positions" by viewing the Substitute Online (SOL) and clicking on the Open Jobs link. If you do not have Internet access, you may call the District office substitute line, at 206-901-8019 and leave a message that you are available to substitute. To reach the Substitute Coordinator, please call 206-901-8001.

## 9. assignment procedure

All substitute teachers must register in person at the school office at the time indicated on #6 of this section, prior to the opening of school. After signing the register, request any information necessary for the substitutes in that building. A full work day is seven hours plus a duty-free lunch period of 30 minutes for a total of 7.5 hours.

Substitutes are expected to be available until the teacher returns, unless notified otherwise.

You will be released or retained for the following day when the regular teacher calls the school to report that he/she will or will not return. Regular teachers will report to the school no later than 3:00 p.m. on the day of their absence to verify their return. Please check with the building secretary regarding this matter before you leave the building.

## 10. long term assignments

Beginning with the 21st day in a continuous assignment, you will be placed on the Tukwila Education Association salary schedule retroactive to your first day of employment at that particular assignment. If you are substituting on a long-term basis, official transcripts from all colleges you have attended and verifications of previous certificated experience (forms available from Administration) should be forwarded to the Administration Building. This will reduce delays in computing your salary for the assignment. However, your salary will not be changed until you have completed 20 consecutive days of teaching in the same assignment. In addition, upon completing 20 consecutive days of teaching in the same assignment, you will be included in the Tukwila Education Association. Refer to TEA bargaining agreement available online.

## 11. miscellaneous provision

In the event a substitute called by the district reports for duty, and no assignment exists, the substitute may choose to remain at the building on an alternate assignment designated by a building administrator for one-half day and receive one-half day's pay or may choose to leave the building and receive no compensation.



## 12. lesson plans and materials

Lesson plans are usually found in the absent teacher's classroom or in the school office. However, since it is impossible always to anticipate illness, and since lesson plans change with the regular teacher from day to day, it is advisable for the substitute to develop short units and activities to use when suitable. When lesson plans are provided, substitutes are to follow them. If you find no plans, please report to the principal immediately so that he/she may follow-up with the teacher or suggest alternatives for you.

## 13. room care

The care of the room is up to the substitute. It should be left clean, orderly and in good condition. Chairs should be in their proper places, paper picked up and windows closed. This is not, however, to suggest that the substitute teacher is expected to do the picking up, he or she should see that it is done by the students.

## 14. teaching the class

The substitute teacher has the prime responsibility to teach as well as possible what the regular teacher has outlined. The following suggestions are offered:

- a. Be prepared--through plans and materials left by the regular teacher or through the use of short units of your own.
- b. Begin on time--do not give the class time to develop restlessness and disinterest. Begin immediately and get the students involved.
- c. Introduce yourself--explain why you are there and emphasize that class will be conducted as usual according to the regular teacher's instructions. Write your name on the board. Start class with a highly motivational activity.
- d. Make clear presentations--what the children gain from the lesson will depend on how well you present it.
- e. Provide for child involvement--in a really good lesson, children should have an active part in discussion, planning, questioning and decision making. Be sure that directions are clear and supervision is provided.

## 15. accidents and injuries

Always use common sense when an accident or injury occurs. Do not leave the injured student. Attend to the injury and send for the nearest staff member for help. Particular attention to preventing accidents or injuries must be given when supervising playground areas, physical education classes and in shop and science classes.

The Tukwila School District has a standard accident form that must be filled out when an accident or injury occurs to any student. Forms are available from the school office manager. Children who become sick either in the classroom or on the playground should not be sent to the office or restroom alone. Either send a reliable child with him or get help from another staff member.

#### **16. resource materials**

Every school in the Tukwila School District has a library media specialist and/or a staff member who is in charge of audio-visual materials and resources. Note in your Substitute Teacher's Folder in each building you are assigned to who to contact in both areas.

There is also a professional library of books and periodicals on file in the staff room or library of each school that substitute teachers utilize. All materials are on loan.

#### **17. ending the day**

The substitute teacher, like the regular teacher, is required to complete a full school day. Besides leaving the room in good order the substitute should attempt to complete the following:

- a. The grading of any assigned papers.
- b. Preparing for the next day's classes (to the extent he/she is able)
- c. Attend any building meetings (if requested by principal)
- d. Return the Substitute Teacher's Folder and any building keys to the office.
- e. Leave a brief written comment on each class or subject if he/she is not returning the next day, noting any assignments or activities the class covered, particularly in reference to the lesson plans left by the regular teacher.

A substitute teacher, to be most effective, should not be expected to act as a baby sitter. You have a definite and important part in the education of children.

#### **18. professional ethics**

Substitute teachers are expected to maintain the same ethical standards as regular teachers. It is detrimental to speak negatively of other teachers to students, parents or other staff members. Discuss any problems or concerns with the building principal.

#### **19. release of students**

No substitute teacher in elementary, middle school, or high school should ever release a student from class without specific authorization from the school office. All parents or visitors to a building must obtain a pass from the office before visiting any classrooms.

## **20. review of school responsibilities**

Tukwila principals and staff members recognize their responsibilities toward the substitute teacher and agree that:

- a. Each building principal shall develop a Substitute Teacher's Folder which will contain all schedules, duty assignments, Special Service classes and building procedures that the substitute teacher might need during the assignment.
- b. Substitute teachers are welcomed to the Tukwila School District and all staff members will provide whatever help might be needed.
- c. Regular teachers who are absent have the responsibility of leaving clear direction for the substitute teacher, including a seating chart and/or class lists, name tags (elementary) and lesson plans.
- d. The building principal or authorized staff member will greet the substitute teacher, give the necessary materials and escort him or her to the classroom.

## **21. controversial issues**

Discussion of controversial issues in the classroom should be on an informative, not partisan level. Teachers should be careful not to bias the minds of students or present their own personal preferences. The policy must be defined in terms of rights of students rather than of teachers.

Students should have knowledge of modern problems and learn where to find facts and how to use them in reaching their own tentative conclusion. They should be encouraged to consider carefully all facts and viewpoints and to continue to search for more complete understanding.

## **22. staff members authority**

Staff members may not administer corporal punishment. No staff member may maltreat or abuse any students by administering unreasonable punishment and no staff member may inflict punishment about the head or face of any student.

## **23. detention of students**

Students may be detained in school for disciplinary or other reasons for a reasonable time, not to exceed forty (40) minutes beyond the maximum school day. Students will not be detained beyond the time of departure of the bus on which the student rides, unless prior arrangements have been made with parent or guardian.

## **24. staff development opportunities**

Substitutes may enroll in district staff development courses on a space-available basis. Substitutes should follow the application procedures listed for each particular course. Course applications received in the staff development office prior to the cut-off date will be waitlisted. If space is available in the course, the substitute will be enrolled. Notice of scheduled staff development activities is available in each district worksite.

## **25. employment opportunities**

District job openings are advertised at each school, on the job line, the district website, and WAteach.com. If you would like to apply for an opening, please apply online by the closing date. District website: [www.tukwila.wednet.edu](http://www.tukwila.wednet.edu)

Here are some suggestions to help you and the students enjoy your substitute experience:

1. Discipline is based on mutual understanding, through honest, open communication.
2. Problems do not usually develop if the content of instruction is worthwhile and is presented in an interesting manner.
3. The initial impact of the substitute teacher is a key factor in successful classroom management. Self-confidence, self-knowledge, resilience, initiative and resourcefulness are some necessary prerequisites.
4. Teach what the teacher asked you to cover and keep the students busy with that subject matter for the entire period scheduled. If you do not understand from the notes left by the teacher how the lesson should proceed, feel free to ask another teacher in the building of the same grade or course for some further information. The important thing is to convey to the students that you are a master of that subject matter and that the work you are asking them to do is as important as the work their regular teacher would be asking them to do at that time.
5. As a substitute, you can help set the stage for a successful experience by being prompt, neat, patient, honest, flexible, enthusiastic and accepting.
6. If there is time before the class arrives, review the day's schedule and become familiar with related activities. When the class arrives, introduce yourself and write your name on the board. Try to call students by their names. This tends to prevent problems. To help you remember the students' names, make a seating chart or use name tags.
7. If discipline problems arise that you are unable to manage, the principal should be contacted immediately for assistance.
8. In any situation, no matter how well managed, emergencies will arise. Accidents, illnesses, the administering of medications and other emergencies must be referred to the principal.
9. Good communication between you and the regular teacher is essential to the students' continuity of learning. You should provide the regular teacher with a summary of each day's accomplishments. You can do this either by writing a summary or calling the teacher.

Student behavior affects every aspect of school life. Teacher-pupil relationships; parent attitudes toward school; learning environment; student respect for one another; student pride in their school and their work, etc. all are reflected in the behavior students display. We, as teachers, can do many things that will cause students to behave in a positive manner. This, in turn, causes parents and other citizens to have a good image of our schools.

You should remember that you are part of a team. What you allow in your classroom is reflected in other rooms by the students. We need to work together. Discipline is one key component of successful teaching.

Classroom, halls and playground. Each teacher and substitute is responsible for correcting disruptive behavior in these and any other area at school. Ignoring a discipline problem is not proper execution of teacher responsibility. Suggested steps include the following:

1. Talk to the student(s) and request them to correct their behavior.
2. Take the student(s) to a relatively private area and visit more extensively and listen to each side of the dispute and come to some conclusion and closure.
3. After following step 2 and if, in your judgement, it is warranted, take the student(s) to the office for further action by a principal.
4. Corporal punishment is against District policy. Please refrain from putting hands on students as a means of discipline.

Any serious discipline problems should be relayed to the office in person or via the intercom including:

1. Fighting of any nature.
2. Disrespect toward substitute teacher (refusal to cooperate or insolence.)
3. Continued disruptive behavior that endangers class morale and/or control.
4. Any situation that endangers other students.

Notifying the office about a discipline problem is not seen as a weakness on the substitute's part, but as a tribute to his/her judgment. We appreciate knowing about a problem and want to assist in preventing it from getting out of control.

The Tukwila School District is committed to the teaching model of Instructional Theory Into Practice (ITIP). The model consists of four elements of effective instruction which are:

1. Teaching to an objective.
2. Using the correct level of difficulty.
3. Monitoring and adjusting.
4. Using the principles of learning.

As a substitute, designing an effective lesson is essential for maintaining continuity of the instructional program in the absence of the regular classroom teacher. Consistent with the ITIP model, essential components of a lesson design should contain the following:

1. Anticipatory set.
2. Statement of the objectives.
3. Instruction.
4. Checking for understanding.
5. Activities.
6. Time for responding to the learning.
7. Closure.

The district will provide additional teacher training workshops throughout the year. Please contact the district office for specific dates, times and locations.

TUKWILA SCHOOL DISTRICT NO. 406

GRADE OR SUBJECT AREA:

NAME OF SUBSTITUTE:

\_\_\_\_\_

\_\_\_\_\_

SCHOOL: \_\_\_\_\_

NAME OF REGULAR TEACHER:

DATE OF SERVICE: \_\_\_\_\_

\_\_\_\_\_

Please rate the substitute teacher on a scale of 1 to 5, with five being the highest rating.

Promptness: \_\_\_\_\_  
(arrival and remaining regular school day)

Ability to follow plans: \_\_\_\_\_

Appearance: \_\_\_\_\_

Initiative: \_\_\_\_\_

Cooperation: \_\_\_\_\_

Ability to Control: \_\_\_\_\_

Teaching Knowledge: \_\_\_\_\_

Teaching Skills: \_\_\_\_\_

This substitute teacher **WILL** **WILL NOT** be assigned here again.  
(circle one)

**COMMENTS**

\_\_\_\_\_

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date substitute was contacted

Instructions: The regular classroom teachers, secretary and principal/assistant principal should cooperate on completing this form for each substitute each day.

Reports should be shared with substitute teacher when appropriate to resolve problems and facilitate improvement or to recognize and encourage continued excellent performance.

Thank you for substituting in our building. Please complete this form and return it to the principal before leaving the building.

DATE: \_\_\_\_\_

SUBSTITUTE: \_\_\_\_\_

TEACHER: \_\_\_\_\_

GRADE: \_\_\_\_\_

YES   NO

Lesson plans were provided:      \_\_\_\_\_      \_\_\_\_\_

Plans were adequate and easy to follow:      \_\_\_\_\_      \_\_\_\_\_

Seating chart was up-to-date:      \_\_\_\_\_      \_\_\_\_\_

Classroom discipline plan provided:      \_\_\_\_\_      \_\_\_\_\_

Classroom procedure plan provided:      \_\_\_\_\_      \_\_\_\_\_

If called, I would substitute in this class again.      \_\_\_\_\_      \_\_\_\_\_

**DISCIPLINE:**

List specific students and pertinent information requiring discipline through the day.

Which students were particularly helpful today? If possible, tell how.

Additional Comments:



Dear Substitute:

The information in this folder has been prepared to provide you with a good deal of general information about my class. Specific daily lesson plans will be furnished in addition to this. I hope the material is useful and that you have a good day with my group.

When you have finished the day, please complete the enclosed evaluation sheet and return it to the office with this folder.

Sincerely,

Teacher: \_\_\_\_\_ Room: \_\_\_\_\_ Grade/Subject: \_\_\_\_\_

Home phone number: \_\_\_\_\_

**Inside you will find:**

Schedules (classroom and building)  
Emergency procedures  
Classroom rules  
Building and playground rules  
Attendance forms  
Class list  
Time schedule  
Seating chart (if name tags not used)

**TIME SCHEDULE**

Doors open at \_\_\_\_\_

School begins at \_\_\_\_\_

Recess is scheduled for \_\_\_\_\_

Lunch time is \_\_\_\_\_

Noon recess is \_\_\_\_\_

Dismissal is \_\_\_\_\_

My signal for getting student attention is: \_\_\_\_\_

**All students should STOP, LOOK, LISTEN**

Dependable Students: \_\_\_\_\_

\_\_\_\_\_

Possible Disciplinary Concerns: \_\_\_\_\_

\_\_\_\_\_

Name                      Activity                      Time

Out of Classroom Activities: \_\_\_\_\_

Speed reading, music, A.V. \_\_\_\_\_  
patrol, library, staff,  
kitchen, etc. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Health Concerns: \_\_\_\_\_

\_\_\_\_\_

Extra Duties:    Check daily bulletin for any recess, bus or hall duty.

Student Classroom Responsibilities. (i.e., End of day room pick-up, chairs, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Fire Drills: \_\_\_\_\_

Correspondence from home: \_\_\_\_\_

Restroom: \_\_\_\_\_

Drinking fountain: \_\_\_\_\_

Pencil sharpener: \_\_\_\_\_

Talk among students: \_\_\_\_\_

Passing out books/supplies: \_\_\_\_\_

Out-of-seat policies: \_\_\_\_\_

What to do when finished with work: \_\_\_\_\_

Where to turn in completed work: \_\_\_\_\_

Failure to bring materials (pencil, paper, textbook): \_\_\_\_\_

Dismissal procedures: \_\_\_\_\_

Dear Substitute:

The following are the guidelines for the Discipline Plan in my classroom. Please follow them exactly. I want you to leave me a list of each student who broke one or more rules.

CLASS RULES:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

WHEN STUDENTS BREAK A RULE

1ST CONSEQUENCE: \_\_\_\_\_

2ND CONSEQUENCE: \_\_\_\_\_

3RD CONSEQUENCE: \_\_\_\_\_

4TH CONSEQUENCE: \_\_\_\_\_

5TH CONSEQUENCE: \_\_\_\_\_

WHEN STUDENTS BEHAVE

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## Payroll Schedule for 2011-2012

### Pay Day

Friday, Sept. 30<sup>th</sup>

Monday, Oct. 31<sup>st</sup>

Wednesday, Nov. 30<sup>th</sup>

Friday, Dec. 30<sup>th</sup>

Tuesday, Jan. 31<sup>st</sup>

Wednesday, Feb. 29<sup>th</sup>

Friday, Mar. 30<sup>th</sup>

Monday, Apr. 30<sup>th</sup>

Thursday, May 31<sup>st</sup>

Friday, June 29<sup>th</sup>

Tuesday, July 31<sup>st</sup>

Friday, Aug. 31<sup>st</sup>

September is the start of paperless payrolls for the District. All payrolls will continue to be directly deposited into your account on the above dates; however, no direct deposit slips will be generated by the Administration Building.

If you would like to review details of your pay records, please log into Skyward and select the tab for "Employee Access". If you do not have a Skyward account or need assistance with this process please contact the Payroll Office at 206-901-8015 or 8014.

# Tukwila School District No. 406 2011-2012 School Calendar

Approved by School Board,  
September 13, 2011

### Important Dates

#### August 2011

- 29 – New Staff Day (mandatory for all new cert staff)
- 30 – New Staff Day (mandatory for all new cert staff)
- 31 – Mandatory day for cert staff

August 2011				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

### February 2012

### Important Dates

#### February 2012

- 17 – Early Release
- 20 – Presidents' Day Holiday (No School)
- 21 – Mid-Winter Break (No School) (19 School Days)

February 2012				
M	T	W	T	F
		1	2	3
6	7	8/LA	9	10
13	14	15	16	17/ER
20/H	21/NS	22	23	24
27	28	29/LA		

#### September 2011

- 1 – Optional Day for cert staff
- 5 – Labor Day Holiday (No School)
- 6 – First Day of School
- (19 School Days)

September 2011				
M	T	W	T	F
			1	2
5/H	6/FD	7	8	9
12	13	14/LA	15	16
19	20	21/LA	22	23
26	27	28/LA	29	30

### March 2012

#### March 2012

- 19-22 – Elementary Evening Conferences
- 21 – Early Release for Elementary Conferences
- (22 School Days)

March 2012				
M	T	W	T	F
			1	2
5	6	7/LA	8	9
12	13	14/LA	15	16
19	20	21/ER	22	23
26	27	28/LA	29	30

#### October 2011

- 14 – No School/Teacher Prep
- (20 School Days)

October 2011				
M	T	W	T	F
3	4	5/LA	6	7
10	11	12	13	14/NS
17	18	19/LA	20	21
24	25	26/LA	27	28
31				

### April 2012

#### April 2012

- 2-6 – Spring Break (No School)
- (16 School Days) – 147

April 2012				
M	T	W	T	F
2/NS	3/NS	4/NS	5/NS	6/NS
9	10	11/LA	12	13
16	17	18/LA	19	20
23	24	25/LA	26	27
30				

#### November 2011

- 1-10 – Evening Conferences
- 8-10 – Early Release for Conference
- 11 – Veterans' Day Holiday (No School)
- 23 – Early Release
- 24-25 – Thanksgiving Holiday (No School)
- (19 School Days)

November 2011				
M	T	W	T	F
	1	2	3	4
7	8/ER	9/ER	10/ER	11/NS
14	15	16/LA	17	18
21	22	23/ER	24/H	25/H
28	29	30/LA		

### May 2012

#### May 2012

- 23 – Early Release for Conference
- 25 – Snow Make-up Day if Needed; No School if not
- 28 – Memorial Day Holiday (No School)
- Secondary student led afternoon/evening conferences May 14-24
- (21 School Days) 167

May 2012				
M	T	W	T	F
	1	2	3	4
7	8	9/LA	10	11
14	15	16/LA	17	18
21	22	23/ER	24	25/SD
28/H	29	30	31	

#### December 2011

- 16 – Early Release
- 19-30 – Winter Break (No School)
- 23, 26 – Christmas Holiday (District Closed)
- (12 School Days) 70

December 2011				
M	T	W	T	F
			1	2
5	6	7/LA	8	9
12	13	14	15	16/ER
19/NS	20/NS	21/NS	22/NS	23/H
26/H	27/NS	28/NS	29/NS	30/NS

### June 2012

#### June 2012

- 19 – Last Day of School – Early Release
- 20 – Snow Make-up Day if Needed
- (13 School Days) 180

June 2012				
M	T	W	T	F
				1
4	5	6/LA	7	8
11	12	13/LA	14	15
18	19/LD	20/SD	21	22
25	26	27	28	29/DO

#### January 2012

- 2 – New Years Holiday (District Closed)
- 3 – First Day Back from Winter Break
- 16 – Martin Luther King Holiday (No School)
- 27 – End of First Semester (89 days)
- 30 – No School/Teacher Prep
- (19 School Days) 90

January 2012				
M	T	W	T	F
2/H	3	4	5	6
9	10	11/LA	12	13
16/H	17	18	19	20
23	24	25/LA	26	27
30/NS	31			

### July 2012

#### July 2012

- 4 – Fourth of July Holiday (District Closed)

July 2012				
M	T	W	T	F
2	3	4/H	5	6
9	10	11	12	13/DO
16	17	18	19	20/DO
23	24	25	26	27/DO
30	31			

Symbols:

FD – First Day of School      LA-Late Arrival Day  
DO – District Office Closed, Summer Schedule

ER – Early Release Day  
NS – No School

H – Holiday (No School)  
LD – Last Day of School



# TUKWILA SCHOOL DISTRICT #406

4640 South 144th Street

Tukwila, WA 98168

Ph: 206.901.8051 or 8050



## \*\*\* IMPORTANT - SAVE \*\*\* EMERGENCY, SNOW AND ICE BULLETIN 2011/12

Dear Parent or Guardian,

The winter months occasionally bring weather conditions which require school delays or closures. Each family should have a plan covering what to do when children arrive home early due to an emergency situation. Arrangements have been made with radio and TV stations to broadcast information regarding the operation of school during emergency situations. Please listen to announcements throughout the a.m. and the day, as weather conditions can cause changes to previous announcements. Please, do not call the schools or the Transportation office.

### NO ANNOUNCEMENT MEANS NORMAL OPERATION

Announcements will be heard as follows:

1. **SCHOOLS CLOSED-** All district schools are closed and all scheduled activities at the schools are canceled for that day and evening.
2. **LIMITED TRANSPORTATION - NO Preschool, ECEAP, Special Education, PSSC, Door to Door, or out of District Transportation provided.**
3. **TWO HOURS LATE -** Buses will start their routes two hours late, a.m. only. Schools will start two hours late. **No AM or PM Special Ed Preschool, ECEAP, or PSSC, Out of District Transportation, or Special Needs.**

Other announcements may be made but will be self-explanatory. The following stop changes will be in effect when **LIMITED TRANSPORTATION** is announced. Other route changes may occur if the bus driver determines that road conditions are unsafe.

**Bus 03** HS/MS stops on 53<sup>rd</sup> & Klickitat and 160<sup>th</sup> - Wait at 42<sup>nd</sup> & 158<sup>th</sup> (7:33 AM)

**Bus 03** Elem. stops on 53<sup>rd</sup> & Klickitat and 160<sup>th</sup> - Wait at 44<sup>th</sup> & 157<sup>th</sup> (8:05 AM)

**Bus 03** Elem. stops on 51<sup>st</sup> Ave. - Wait at Showalter (8:20 am for Bus7)

**Bus 07** Elem. stop at 40<sup>th</sup> & 131<sup>st</sup> & 40<sup>th</sup> & 132<sup>nd</sup> - Wait at E.Marg. & 130<sup>th</sup> (8:07 AM)

**Bus 07** Elem. Stop at 42<sup>nd</sup> & 137<sup>th</sup> - Wait at 139<sup>th</sup> & 41<sup>st</sup> (8:02 AM)

**Bus 08** Elem. stop at 130<sup>th</sup> & 37<sup>th</sup> - Wait at 128<sup>th</sup> & 37<sup>th</sup> (8:26 AM)

**Bus 10** No changes – Regular Stops

**Bus 11** Elem. Stop at Thorndyke – Wait at 150<sup>th</sup> & 42<sup>nd</sup> (8:15 AM)

**Bus 11** HS/MS stop at 65<sup>th</sup> & 153<sup>rd</sup> - Wait at 154<sup>th</sup> & 65<sup>th</sup> (7:21 AM)

**Bus 14** HS/MS/Elem. stops at Military & 117<sup>th</sup> - Wait at Military & 124<sup>th</sup> (7:28/8:09 AM)

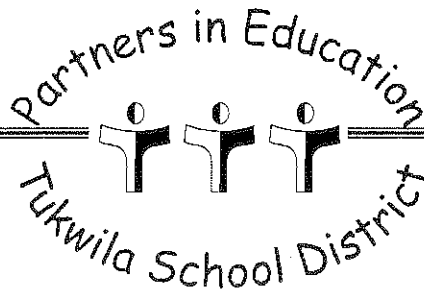
The following radio and TV stations will be broadcasting emergency school announcements:

**KIRO AM 710      KRWM FM 106.9      KMPS FM 94.1      KLSY FM 92.5**

**KOMO AM 1000      KIXI AM 880      KMTT FM 103.7      KBSG FM 97.3**

**KIRO 7 TV      KOMO 4 TV      KCPQ 13 TV      KING 5/KONG6 TV**

*Log on to the Public Schools Emergency Communication System at [www.schoolreport.org](http://www.schoolreport.org).  
You may want to bookmark this address to find it quickly during an emergency. Revised 6/23/11*



Tukwila School District No. 406  
4640 South 144<sup>th</sup> Street  
Tukwila, WA 98168  
Phone: 206.901.8000  
Job-line: 206.901.8018  
Website: <http://www.tukwila.wednet.edu>  
E-mail: [jobs@tukwila.wednet.edu](mailto:jobs@tukwila.wednet.edu)

Tukwila School District Mission Statement  
Tukwila School District educates all students to achieve academic and personal excellence.

## CERTIFICATED POSITION OPENING For the 2011-2012 School Year

Posting Date: July 28, 2011  
Closing Date: Open until filled.

New Substitute Orientation is Tentatively Scheduled for Thursday, September 1, 2011 at 10:00 a.m.  
in the Administration Building Board Room.

You will be contacted to attend the meeting when you have been approved for the substitute list. Approved Substitutes must attend orientation to complete paperwork prior to substituting. Please note that a completed application includes the district's on-line application, letters of reference or placement file, cover letter, resume' and a copy of your valid Washington State teaching certificate.

**POSITION:** Substitute Teacher (all levels)

**LOCATION:** Various Locations

### PURPOSE STATEMENT:

The Substitute Teacher works on an on-call, day by day basis, substituting for certificated staff members of Tukwila School District.

### TERMS OF EMPLOYMENT:

On-call positions only. No guarantee of hours.

Pay Rate: \$155.00 per full day (7.0 hours; with 30 minutes unpaid lunch equates to 7.5 hours for a full day), \$80.00 per half day (3.5 hours)

Lunch: Substitute teachers are given vouchers for lunch on days they substitute a half day or more\*\*.

\*Although membership is not a requirement, it is each employee's equal obligation to supply the financing of the cost of collective bargaining from which the employee receives benefits equal to those received by Association members.

\*\*Per IRS regulations, the cost of lunch is considered income and must be reported as such.

**EXPERIENCE AND EDUCATION REQUIREMENTS/JOB RELATED COMPETENCIES:** *To perform this job successfully, an individual must be able to perform the responsibilities satisfactorily. The requirements listed below are representative of the requirements that would enable an individual to perform at appropriate levels. Reasonable accommodations may be made to enable individuals with disabilities to meet the required responsibilities.*

1. Valid Washington State teaching certificate.
2. Evidence of successful knowledge and experience in working as an instructor with students.
3. Demonstrated ability to work and plan successfully with other staff members. Must be a teamplayer.
4. Demonstrated ability to work with parents and to clearly articulate school programs.
5. Successful experience with classroom management systems that are appropriate to the developmental level of students.
6. Demonstrated ability to work with a diverse population of abilities in the classroom.

7. Knowledge of performance assessment and evaluation models.
8. Demonstrated ability to communicate effectively, both orally and in writing.
9. Demonstrated ability to establish and maintain successful working relationships with students, staff, parents, and the community.
10. Significant multicultural experience and expertise preferred.
11. Successful background check with Washington State Patrol, the FBI, and previous school districts.

**ESSENTIAL FUNCTIONS:**

1. Provide instruction as assigned including assessment, instruction, and evaluation of students in the absence of the regular instructor.
2. Plan, implement, and evaluate classroom instructional activities consistent with building and adopted District curriculum as required.
3. Diagnose and prescribe learning and training programs for individual pupils based on individual needs, interests, abilities, and learning styles as necessary.
4. Provide an enthusiastic and positive learning climate which promotes appropriate behavior and successful learning progress.
5. Interact positively with students, colleagues, parents, and patrons of the school district.
6. Assess the accomplishments of students on a regular basis, provides progress reports as required, and communicate with parents as deemed necessary.
7. Maintain accurate, complete, and correct records as required by law, District policy, and administrative regulation.
8. Follows teacher's lesson plans and gives regarding substitute assignment as necessary.

**OTHER FUNCTIONS:**

1. Participate in appropriate courses/in-services as deemed necessary for assignment.
2. Interact positively with students, colleagues, parents, and patrons of the school district.
3. Promote appreciation for cultural and racial diversity among students.
4. Performs related duties of a similar scope and nature as required.

**WORKING CONDITIONS:** While performing the duties of this position, the employee is regularly required to focus on a computer screen for two or more hours at a time; exercise precise control of fingers and hand movements; experience demands from a diversity of others, including, students, parents, community and staff resulting in constant change; dealing with distraught or difficult individuals; exposed to diseases of students; may be required to attend evening/weekend meetings or activities.

**IMMEDIATE SUPERVISOR:** Building Principal

**CONTACT PERSON:** Sally Jerome, Substitute Coordinator, 206-901-8001

**APPLICATION PROCEDURES:**

1. Complete the Tukwila School District Application Form available on-line at [www.tukwila.wednet.edu](http://www.tukwila.wednet.edu)
2. Please call Human Resources at 206-901-8001 if you have questions regarding the application process.

**ABOUT OUR DISTRICT**

Our students will inspire you. More than 2,800 are enrolled in five schools located within the limits of historic Tukwila. The teacher-student ratio averages 1:25. Students represent many cultures and ethnic groups and speak approximately 65 world languages. Thirty-five (35) percent of students qualify for English Language Learner services. Seventy-nine (79) percent of students are eligible

for free/reduced school meals. A certified staff of 184, classified staff 137, and an administrative team of 18 full/part time employees serve the district. As of November 2009, the district has 39 National Board certified teachers.

Tukwila Schools:

- located in King County, Washington
- schools are close to the I-5 and I-405 freeways and major arterials, 20 minutes from downtown Seattle and Tacoma
- near Sea-Tac International Airport, Westfield Shoppingtown regional mall and other retail/office/high-tech/industrial complexes
- Geographical area: 8.6 square miles
- Population: Approximately 17,110 residents
- Schools: Foster High School, Showalter Middle School, Cascade View Elementary, Thorndyke Elementary, and Tukwila Elementary

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AN EQUAL OPPORTUNITY EMPLOYER

**ENGLISH**

The Tukwila School District complies with all federal rules and regulations and does not discriminate on the basis of race, creed, color, national origin (including language), religion, gender, marital status, sexual orientation (including gender expression or identity), veteran or military status, non-program-related physical, sensory or mental disabilities, or the use of a trained dog guide or service animal by a person with a disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities, or in the recruitment and employment of personnel. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.640 officer and/or Section 504/ADA coordinator located at 4640 South 144th Street, Tukwila, WA 98168: Nina Melencio, Title IX/RCW 28A.640 Officer (206.901.8005) and Gwen Estes-Zuehlke, Section 504/ADA Coordinator (206.901.8035).

The Tukwila School District will also take steps to ensure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services or transitional bilingual education programs, contact the Student Services Department at 206-901-8025.

Rev. 2/25/11

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**SPANISH**

El Distrito Escolar Tukwila cumple con todas las reglas y reglamentaciones federales, y no ejerce discriminación por motivos de raza, credo, color, origen nacional (incluyendo idioma), religión, sexo, estado civil, orientación sexual (incluyendo expresión o identidad de sexo), condición de veterano o militar, discapacidades físicas, sensoriales o mentales no relacionadas con el programa, o el uso de un perro guía entrenado o un animal de servicio por una persona con una discapacidad. Esto se aplica a todos los estudiantes que tengan interés en programas educativos y/o actividades escolares extracurriculares, o en el reclutamiento y contratación de personal. Las preguntas acerca del cumplimiento de estas disposiciones y/o los procedimientos de quejas y reclamos pueden dirigirse a la Funcionaria del Encabezado IX/RCW 28A.640 o a la coordinadora de la Sección 504/ADA del distrito escolar, ubicados en 4640 South 144th Street, Tukwila, WA 98168: Nina Melencio, Funcionaria del Encabezado IX/RCW 28A.640 (206.901.8005) y Gwen Estes-Zuehlke, Coordinadora de la Sección 504/ADA (206.901.8035).

El Distrito Escolar Tukwila tomará asimismo medidas para asegurar que las personas de origen nacional que carezcan de aptitudes del idioma inglés puedan participar en todos los programas educativos, servicios y actividades. Para obtener información acerca de servicios de traducción o programas educativos bilingües de transición, comuníquese con el Departamento de Servicios para Estudiantes llamando al 206-901-8025.

Rev. 2/25/11

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## SOMALI

Dugsiga Dagmada Tukwila wuxuu waafaqsan yahay dhammaan shuruucda iyo xeerarka dawiada dhexe oo ma midab takooro isagoo u eegaya qabiil, caqiido, midab, isir iyo ab (marka lagu daro luuqada), diinta, sinji, xaas, ku guubaabin galmo (oo ay ku jirto faafaahin sinjiama aqoonsi), shahiid ama xuquuq militari, barnaamij aan xidhiidh lalahayn jidhka, daree dareenka ama kala dhantaalnaanta maskaxda, ama isticmaalka hagida ay tababaran ama adeegga xawayaanka uu isticmaalo qof naafaa. Arrintani waxay xaqiiq ka siinaysaa dhammaan ardayda xiisaynaysa ka qaybqaadashada barnaamijyada waxbarashada ee/ama hawlaha manhajka dheeraadkaa ee dugsiga, ama shaqaalo qorista iyo shaqaale shaqaalaysiinta. Baadigoobada la xidhiidha waafaqsanaanta ee/ama nidaamyada saluuga ayaa laga yaabaa in lagu jiheeyo Xeerka dagmada dugsiga ee Title IX/RCW 28A.640 masuulka ee/ama Qaybta 504/ADA Isuduwaha ku yaala 4640 South 144th Street, Tukwila, WA 98168: Nina Melencio, Title IX/RCW 28A.640 Masuulka (206.901.8005) iyo Gwen Estes-Zuehlke, Qaybta 504/ADA Isku duwaha (206.901.8035).

Dugsiga Dagmada Tukwila ayaa sidoo kale qaadi doonta talaabooyin si loo xaqiijiyo in dadka muwaadiniinta dhaladka ahi een lahayn xirfadaha Luuqada Ingiriisidu ay ka qaybqaadan karan dhammaan barnaamijyada waxbarashada, adeeggyada iyo hawlaha. Macluumaad la xidhiidha adeegga tarjumaada ama barnaamijyada waxbarashada kala guurka luuqadaha badan, kala xidhiidh Waaxda Adeegga Ardaydga telefoon lambarka 206-901-8025.

Rev. 2/25/11

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## VIETNAMESE

Nha Học Chánh Tukwila tuân thủ tất các các luật lệ và quy định của liên bang và không phân biệt dựa trên cơ sở chủng tộc, tín ngưỡng, màu da, nguồn gốc quốc gia (kể cả ngôn ngữ), tôn giáo, giới tính, tình trạng hôn nhân, khuynh hướng tình dục (kể cả biểu hiện giới tính hoặc nhân dạng), tình trạng cựu chiến binh hoặc quân nhân, khuyết tật thể lực, giác quan hoặc tâm trí không liên quan đến chương trình, hoặc sử dụng chó hay thú vật được huấn luyện để phục vụ người khuyết tật. Việc này cũng áp dụng đối với tất cả những học sinh muốn tham gia vào các chương trình giáo dục và/hoặc các hoạt động ngoại khóa, hoặc trong vấn đề tuyển dụng và thuê mướn nhân viên. Các câu hỏi liên quan đến các tiến trình tuân thủ và/hoặc than phiền có thể được gửi tới nhân viên Title IX/RCW 28A.640 và/hoặc điều phối viên Section 504/ADA của nha học chánh nằm tại 4640 South 144<sup>th</sup> Street, Tukwila, WA 98168: Nina Melencio, Nhân Viên Title IX/RCW 28A.640 (206.901.8005) và Gwen Estes-Zuehlke, Điều Phối Viên Section 504/ADA (206.901.8035).

Nha Học Chánh Tukwila cũng sẽ tiến hành các biện pháp để bảo đảm những người có nguồn gốc quốc gia khác và thiếu kỹ năng Anh ngữ có thể tham gia vào tất cả các chương trình giáo dục, dịch vụ và hoạt động. Để biết tin tức về dịch vụ phiên dịch hoặc các chương trình giáo dục song ngữ chuyển tiếp, xin liên lạc Student Services Department (Ban Phục Vụ Học Sinh) ở số 206-901-8025.

Hiệu chỉnh ngày 2/25/11

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Tukwila School District is a drug free/tobacco free and alcohol free workplace.

All newly hired employees must complete an Employment Eligibility form and present identification for review and verification in accordance with the Immigration Reform and Control Act requirement.

All new employees who will have unsupervised access to children must complete a satisfactory fingerprint check with the Washington State Patrol and FBI. All employment is considered temporary until receipt of the satisfactory background check.

As required by Chapter 29, Laws of Washington 2004 and Chapter 28.400 RCW, current and past employers are to disclose to the Tukwila School District No. 406 copies of all documents in the previous employer's personnel, investigative, or other files relating to sexual misconduct.

Pursuant to Chapter 206, Laws of 1989, Tukwila School District will accept applications from individuals wishing to share a position.

7/28/11

## Miscellaneous Board Policies

## NON-DISCRIMINATION POLICY

In compliance with Title IX, of the Education Amendment of 1972, to the Civil Right Act of 1964, the South Central School District affirms that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity.

This applies to the right of every student/individual to:

- a). Access to all courses - general physical education vocational education;
- b). Counseling;
- c). Equal treatment;
- d). Be free of discrimination in policies, programs, or student marital or parental status;
- e). Participation in interscholastic, intermural and club athletics;
- f). Eligibility for financial assistance;
- g). Employment and all conditions and benefits thereof;

with regard to race, color, religion, sex, age, national origin, marital status or the presence of any sensory, mental or physical handicap as required by Title IX regulations and chapter 392.190 WAC.

## REGULATIONS

The superintendent of school board shall designate one or more compliance officer(s). The selected individual(s) shall be a "responsible employee" of the district as required by Title IX Regulations.

It shall be the responsibility of the compliance officer(s) to coordinate efforts to comply with the following Title IX requirements:

- a). An initial and continuing notification of the district's non-discrimination policy.
- b). Investigate the resolve Title IX complaints in accordance to the provisions of the grievance procedures.
- c). Maintain self-evaluation procedures, including necessary modifications and remediation.
- d). Maintain records for reporting modifications made and reports of noncompliance and the results of investigations and dispositions.
- e). Maintain favorable relationships with student, employee, parent and other groups interested in policies related to the treatment of students and employees.

The compliance office shall have ready access and direct reporting responsibility to the Superintendent.

Sex Discrimination Inquiry Forms, to be used in expressing concerns about alleged violations and grievance procedure guidelines are available in school offices, at the administration building or from the Nondiscrimination Compliance Officer.

Approved 5/25/76

Revised 4/27/99

Tukwila School District #406

Board of Directors



**SAFETY****Playground Equipment**

The Board recognizes that playground equipment is an essential part of a complete school facility. All playground equipment, whether purchased by the district or donated by a community or school-related group, should be assessed in terms of suitability and durability and for possible health or safety hazards. Consideration shall also be given to potential hazards when the playground is unsupervised during non-school hours.

The superintendent shall develop specifications for playground equipment and related play surfaces. These specifications shall serve as criteria for the selection of playground equipment. Selection and installation of playground shall be based upon safety and contribution to child development.

**Chemical and Laboratory Safety**

The Board recognizes the potential health and safety hazards that exist as a result of chemical storage and handling. Instruction shall be emphasized in the safe and proper use of chemicals and substances and proper laboratory techniques. All students and staff are to wear safety glasses or goggles whenever they are working under potentially hazardous conditions. Laboratories should be ventilated sufficiently enough to provide a healthful, non-hazardous environment.

The superintendent is directed to establish safety guidelines and procedures which will minimize the hazards inherent in the science classes and laboratories in the schools.

Legal Reference: RCW 28A.335.300 Playground matting

Approved 10/28/80  
Board of Directors  
Tukwila School District No. 406  
Revised 5/25/99

## PLAYGROUND EQUIPMENT

Plans to install playground equipment, either temporarily or permanently at a school site, shall be reviewed by a committee appointed by the school principal and other appropriate staff members. A representative from the current insurance carrier shall be contacted prior to installation.

### Guidelines:

Equipment must meet the safety criteria listed below:

- All playground equipment must have an immediate ground surface which limits the impact from a fall, according to ASTM F-355-72. The safety surface must extend to the maximum distance to which a fall could occur.
- Equipment is to be placed so as to take advantage of topography of surrounding terrain and far enough apart so that there will be a dispersement of children allowing safe, free movement with the least possible congestion.
- All equipment is to be free from hazardous protrusions, points and sharp edges.
- Exposed component materials are to be rust-free, clean and durable to use and weather with a minimum amount of splintering, flaking or other deterioration. Lead paint and creosote shall not be used.
- Equipment that is low to the ground and with a six (6) foot maximum vertical limit is preferred.
- All moving parts are to be concealed and be designed to minimize the chances of pinching or catching of clothing or of body.
- All equipment must be securely anchored according to manufacturer's recommendations and installed by the manufacturer or his/her authorized representative.

Equipment should require a minimum of maintenance, specifically for replacement of parts and painting.

Equipment should be aesthetically appealing, and encourage active and creative use.

Equipment should be difficult to vandalize.

Unpadded cement or steel stationary poles should not be in areas intended for running games.

The maintenance supervisor shall coordinate installation of approved equipment with the school principal. Quarterly inspections will be conducted.

REPORTING IMPROPER GOVERNMENTAL ACTION

The Tukwila School District encourages the reporting of improper governmental actions by any district officer or employee and will protect employees against retaliatory employment actions for reporting improper governmental actions when the reports are made in compliance with this policy and related procedure.

District officers and employees are prohibited from taking retaliatory action against an employee because the employee has in good faith reported alleged improper governmental action in accordance with this policy and related procedure.

The Superintendent shall establish procedures for receiving and acting on employee reports of improper governmental actions and responding to allegations of retaliation.

Legal References:

RCW 42.41.010 to 42.41.060 - Local Government Whistleblower Protection

Tukwila School District No. 406  
Board of Directors  
First Reading – June 24, 1997  
Adopted – August 12, 1997  
Revised December 14, 1999

**INDUSTRIAL INSURANCE (WORKERS' COMPENSATION)**  
**POLICY AND COORDINATION OF EMPLOYEE BENEFITS**

**POLICY**

The industrial insurance program of the District shall be under the direction of the Superintendent who is authorized to select industrial coverage for employees for occupational injuries and illnesses subject to the approval of the Board of Directors.

The Tukwila School District recognizes that the prevention of occupational injuries and illnesses is worthy of high priority and will establish and require an accident prevention program that emphasizes the integration of safety and health measures into each job task so that safety/health and job performance become inseparable.

This goal will be accomplished through the cooperative efforts of administrators, supervisors, and employees who will seek to obtain the lowest possible industrial accident rates.

Industrial insurance shall be administered in compliance with the regulations established by the State Department of Labor and Industries.

**COORDINATION OF BENEFITS**

**REGULATIONS**

Medical aid and time loss compensation for occupational injuries or illnesses shall meet the following guidelines:

1. Employees may receive payments from the Puget Sound Workers' Compensation Trust, in accordance with State laws and regulations, beginning with the fourth day of absence due to an industrial accident/illness. If the injury causes the employee to be off work 14 consecutive days or more, the Puget Sound Workers' Compensation Trust will then also pay the first three days at the same rate as the other days.
2. Beginning with the first day, the employee will use sick leave and continue on regular salary. The District will be notified of the Workers' Compensation Trust payments to such individuals. The amount will be deducted from the employee's next paycheck, and a corresponding value of sick/vacation leave reinstated. The employee may elect to sign a waiver agreement not to accept Workers' Compensation payments or reinstate the value as sick/vacation leave.
3. If the individual has no sick/vacation leave or is absent beyond the amount of sick/vacation leave accumulated, District payments will not be made nor will any deductions be made from future salary for money received from Puget Sound Workers' Compensation Trust.
4. Detailed procedures for establishing claims for benefits for occupational injuries and illnesses shall be published and distributed to all employees of the Tukwila School District.

## PROCEDURES

The District will pay the difference between the employee's time loss compensation from the State and his/her regular salary by utilizing accumulated illness/injury credits and/or vacation credits.

The employee shall receive full illness and injury pay or vacation pay until eligibility for Workers' Compensation is determined or until his/her District pay is exhausted, whichever occurs first.

The Workers' Compensation Trust will notify the District of the amounts of Workers' Compensation payments made to its employees, and the period covered.

When the notice of payment of Workers' Compensation is received by the District, the District will determine if the employee received any illness and injury pay or vacation pay for the period covered by the Workers' Compensation.

If any illness and injury pay or vacation pay was received by the employee for the period covered by Workers' Compensation, the District will reduce the employee's gross salary by the amount of the Workers' Compensation payment. Compute withholding tax, OASI, and retirement contributions on the adjusted gross salary.

The District will compute the number of days of illness and injury units or vacation covered by the compensation payment and credits the employee for such amount.

The retirement contribution, based on the adjusted gross salary, will affect the employee's retirement dollars if the injury occurs during the highest compensated two years to retirement. The employees' retirement creditable hours/days will not be affected during the time the employee remains in a pay status with the district. The employee may elect to sign a waiver agreement to avoid the reduction of the adjusted gross salary. The reduction agreement would allow an employee to remain with the district on full salary and reduce their sick/vacation leave for the duration of the work time loss due to the workers' compensation illness or injury. Under the waiver agreement the employee will waive all compensation from Workers' Compensation Trust until such time that the employee returns to work or sick leave runs out.

The employee is allowed to contact Workers Compensation Trust after his/her sick/vacation leave runs out to apply for Workers' Compensation payments.

Legal references:   RCW 51.28           Notice and Report of Accident  
                          WAC 356-18-080       Leave-Workers' Compensation

Adoption:     9/28/93  
South Central School District No 406

Revised  
Tukwila School District  
1/23/01

4300

DRUG-FREE WORKPLACE:

No employee engaged in work in connection with a federal grant shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance.

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

As a condition of employment, each employee shall notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring in the workplace as defined above. Such notification shall be provided no later than five (5) days after such conviction.

As a condition of employment each employee shall abide by the terms of the school district policy respecting a drug-free workplace.

An employee who violates the terms of this policy may be suspended, discharged, or nonrenewed in accordance with the provisions of board policy, state law, and the pertinent collective bargaining agreement, if any, covering such employee.

As a condition of eligibility for reinstatement, an employee may be required to satisfactorily complete a drug rehabilitation or treatment program approved by the board, at the employee's expense. Nothing in this policy shall be construed to guarantee reinstatement of any employee who violates this policy, nor does the school district incur any financial obligation for treatment or rehabilitation ordered as a condition of eligibility for reinstatement.

<b>Legal References:</b>	P.L. 100-690, Title V, Subtitle D	Drug Free Workplace Act of 1988
	21 U.S.C. 812	Controlled Substance Act
	21 CFR 1300.11-1300.15	
	Sec. 112, Ch. 271	Crimes and Penalties – Drug
	Laws of 1989	offences within 1000 feet of school – Double fine or imprisonment

**Approved 3/27/90  
South Central #406  
Board of Directors**

## ALCOHOL-FREE WORKPLACE

No employee engaged in work in the District shall distribute, possess, be under the influence or use alcohol beverages on or in the workplace.

"Workplace" is defined to mean the site for the performance of work done in connection with school district employment. That includes any school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; any school-sponsored or school-approved activity off the school premises event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

As a condition of employment, each employee shall abide by the terms of the school district policy respecting a alcohol-free workplace.

An employee who violates the terms of the policy may be suspended, discharged, or nonrenewed in accordance with the provisions of the Board policy, state law, and the pertinent collective bargaining agreement, if any, covering such employee.

As a condition of eligibility for reinstatement, an employee may be required to satisfactorily complete a alcohol rehabilitation or treatment program approved by the Board, at the employee's expense. Nothing in this policy shall be construed to guarantee reinstatement or any employee who violates this policy, nor does the school district incur any financial obligation for treatment or rehabilitation ordered as a condition of eligibility for reinstatement.

WAC 180-44-060      Regulatory provisions relating to RCW 28A.04.120(6) and 28A.58.101-  
Drugs and alcohol use as a cause for dismissal

WAC 180-87-055      Alcohol or controlled substance abuse.

Approved 9/28/93  
**South Central School District No. 406**  
**Board of Directors**

**TOBACCO FREE SCHOOLS**  
**Philosophy**

The Tukwila School District recognizes that tobacco may create a health hazard for non-users as well as users and that tobacco has been declared by the U.S. Surgeon General as a harmful and addictive substance. The purpose of this policy is to prohibit the possession and use of tobacco by staff, students and patrons for three main reasons:

- 1). to protect the health of students, staff and the general public,
- 2). to provide a healthy work and school environment, and
- 3). to promote good health habits for students through education.

Such a policy would meet the letter and spirit of the Washington Clean Indoor Air Act in protecting the health and welfare of the general public, employees and our students.

**Policy**

It is the policy of the Tukwila School District that tobacco use shall be prohibited in all district facilities, grounds, property (including property leased to other users) and vehicles. Tobacco use shall also be prohibited at any school supervised activities out-of-district.

Tobacco use is defined as the possession, carrying or smoking of any kind of lighted pipe, cigar, cigarette, or any other lighted smoking equipment or material, or the chewing or sniffing of a tobacco product.

Governed by this policy are students, employees, visitors, building contractors, other persons contracted to provide a service, and individuals supervising student activities in or out-of-district.

Expectations and consequences regarding the use and/or possession of tobacco will be clearly established and communicated to students, parents, staff and the community.

The effective date of this policy shall be August 1, 1988. The district will offer resources to assist employees and students who desire to quit using tobacco.

The Superintendent is responsible for the development of procedures to implement this policy.

Approved 8/23/88  
Revised 5/25/99  
Board of Directors  
Tukwila School District #406



## **I. Prevention**

The purpose of the prevention program of the Tukwila School District is to provide students with information and activities which will prevent them from using tobacco. The prevention program shall focus on staff involvement, student instruction, parent and community involvement, school climate and school and community awareness. Involvement of parents and other community members is essential for the success of District prevention activities.

### **A. Staff Involvement**

The Board of Directors is concerned about the health of its employees and also recognizes the importance of adult role-modeling for students during formative years.

Therefore, the staff as adult-role models, shall promote non-smoking for students. Staff will be aware of curriculum goals used to teach prevention strategies. Instructional materials will be available for each school to implement the program.

### **B. Student Instruction**

All schools, elementary and secondary, will have instructional programs which assist students in making responsible decisions about the use tobacco. Current and accurate information about tobacco and its effects up the body is one component of an instructional prevention program. Other components include instruction and skill development related to self-esteem, goal-setting, decision-making, understanding feelings, conflict management and problem-solving, refusal skills, and the development of communication skills.

Health education programs will have responsibility for providing instruction about the prevention of tobacco use. Other areas of the curriculum will reinforce the prevention concepts taught in the health program. Instruction will be provided about student responsibilities and rights as they relate to use of tobacco.

### **C. Parent and Community Involvement**

Information designed to increase parental and community awareness concerning tobacco use will be part of a comprehensive school district program.

### **D. School Climate**

A positive school and classroom climate is an important element in the prevention of tobacco use. The District shall promote the expectation that all students are capable of leading tobacco free lives.

The District will encourage programs which foster student advocacy of a tobacco free environment such as the "Great American Smoke Out" and "Up with Health and Down with Smoking." In addition, the District will sponsor programs for student participation such as Natural Helpers, the Washington Teen Institute and other student drug free groups.

### **E. School and Community Awareness**

"Tobacco Use Prohibited" signs will be posted in appropriate locations in District facilities, on, or in, all District owned or leased property and vehicles.

Announcements will be made all school events declaring that tobacco use is prohibited.

## **II. Intervention**

Smoking cessation and self-help program will be made available to staff and students on a periodic basis.

### III. Enforcement Procedures

The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of tobacco and non-tobacco users. All individuals on school premises share in the responsibility for adhering to and enforcing this policy. Any individual who observes a violation on school property may report it in accordance with the procedures listed below.

#### A. General Public/Other Visitors

Individuals who are observed smoking or using tobacco products on school district property shall be asked to refrain from smoking on school property by the school principal or other school district supervisory personnel responsible for the area or program during which the violation occurred. If the individual fails to comply with the request, the supervisor shall make a decision on further action which may include a directive to leave school property. The request to leave will be witnessed by another person (i.e., staff member, parent, student, or other visitor) whenever possible. Assistance from a district security person may be sought.

If a request to leave is refused, the violator will be informed that failure to comply with a reasonable request will require notification of the local law enforcement authorities (King County/Tukwila Police) to assist with enforcement of the policy.

#### B. Staff

Any violation of this policy by staff shall be referred to the appropriate supervisor. One oral warning will be issued to the staff members. Further violations shall be dealt with by progressive steps of letters of reprimand sent to the employee's personnel file, suspension without pay, and termination.

#### C. Students

Any violation of this policy by students shall be referred to the building principal or assistant principal. Students who violate provisions of this policy shall be subject to student disciplinary procedures.

### Elementary School (K-5)

First Offense: Short term out-of-school suspension. This disciplinary action may be reduced to serving an in-school suspension upon a conference with the student's parent or guardian. The student shall be provided with information concerning the harmful effects of smoking.

Repeated Offense: Progressive disciplinary procedures which include short-term suspension, long-term suspension, and suspension for the remainder of the semester.

### Middle School (6-8)

First Offense: Short-term out-of-school suspension. This disciplinary action may be reduced to serving an in-school suspension upon a conference with the student's parent or guardian. The student shall be provided with information concerning the harmful effects of smoking.

**Repeated Offense:** Progressive disciplinary procedures which include short-term suspension, long-term suspension, and suspension for the remainder of the semester.

### **High School (9-12)**

**First Offense:** Short-term out-of-school suspension. This disciplinary action may be reduced to serving an in-school suspension (or its equivalent) upon a conference with the student's parent or guardian. The student shall be provided with information concerning the harmful effects of smoking.

**Repeated Offense:** Progressive disciplinary procedures which short-term suspension, long-term suspension, and suspension for the remainder of the semester.

Student smoking violations will be cumulative for student's entire educational career at Foster High School. Each offense will carry over to the following school year.

**Legal Reference:** RCW 28A.210.310 – Prohibition on use of tobacco products on school property.

**ELECTRONIC INFORMATION SYSTEM (K-20 NETWORK)**

The Board of Directors recognizes that the district is connected to a statewide communications system (the K-20 Network), which provides Internet access and interactive video conferencing. This network allows unprecedented opportunities for students, staff and the educational community to communicate, learn, access and publish information. The Board believes that the re-sources available through this network and the skills that students will develop in using it are of significant value in the learning process and student success in the future. These new opportunities also pose many new challenges including, but not limited to, access for all students, age-level appropriateness of material, conservation of resources, security/privacy/confidentiality, and cost of maintaining the system. The district will endeavor to ensure that these concerns are appropriately addressed, but cannot insure that problems will not arise.

By connecting to this network, the Board intends only to provide a means for educational activities and does not intend to create a first amendment forum for free expression purposes. The district dedicates the property comprising the network, and grants access to it by users, only for the educational activities authorized under this policy and procedures and under the specific limitations contained therein.

The Board directs the Superintendent to provide training and procedures that encourage the widest possible access to the K-20 network by students, staff and the educational community, while establishing reasonable controls for the lawful, efficient and appropriate use and management of the system.

Cross References:	Board Policy 2020	Curriculum Development and Adoption of Instructional Materials
	Board Policy 2025	Copyright Compliance
	Board Policy 3241	Classroom Management, Corrective Actions or Punishment
	Board Policy 5281	Disciplinary Action and Discharge
Legal Reference:	18 USC §§ 2510-2522	Electronic Communication Privacy Act Management Resources:

*Policy News*, August 1998 Permission required to review e-mail

February 27, 1996  
Tukwila School District No. 406

**ELECTRONIC INFORMATION SYSTEM (K-20 NETWORK)**  
**K-20 Network Acceptable Use Guidelines/Internet Safety Requirements**

**Network Use**

1. All use of the system must be in support of education and research and consistent with the mission of the district. District reserves the right to prioritize use and access to the system.
2. Any use of the system must be in conformity to state and federal law, K-20 Network policies, and district policy. Use of the system for commercial solicitation is prohibited.
3. The system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.
4. No use of the system shall serve to disrupt the operation of the system by others; system components including hardware or software shall not be destroyed, modified, or abused in any way.
5. Malicious use of the system to develop programs or institute practices that harass other users or gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited.
6. Users are responsible for the appropriateness of the material they transmit over the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.
7. Use of the system to access, store, or distribute obscene or pornographic material is prohibited.
8. Subscriptions to mailing lists, bulletin boards, chat groups, and commercial on-line services and other information services.

**Security**

1. System logins or accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
2. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users; misrepresent other users on the system; or attempt to gain unauthorized access to any entity on the K-20 Network.
3. Communications may not be encrypted so as to avoid security review.

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4. Users should change passwords regularly and avoid easily guessed passwords.

## Personal Security

1. Personal information such as complete names, addresses, telephone numbers and identifiable photos should remain confidential when communicating on the system. Students should never reveal such information without permission from their teacher and parent or guardian. No user may disclose, use, or disseminate personal identification information regarding minors without authorization.
2. Students should never make appointments to meet people in person whom they have contacted on the system without district and parent permission.
3. Students should notify their teacher or other adult whenever they come across information or messages they deem dangerous or inappropriate on the web or when using electronic mail, chat rooms, and other forms of direct electronic communications (i.e. Instant Message services).

## Copyright

The unauthorized installation, use, storage, or distribution of copyrighted software or materials on district computers is prohibited. All users of the K-20 Network shall comply with current copyright laws.

## Filtering and Monitoring

1. As soon as practical filtering software or services will be installed and used on all computers with access to the Internet. This will block or filter access to visual depictions that are obscene, child pornography, or harmful to minors. When adults are using the Internet, materials which are obscene and child pornography must still be filtered or blocked.
2. Educational staff will, to the best of their ability, monitor minors' use of the Internet in school, and will take reasonable measures to prevent access by minors to inappropriate material on the Internet and World Wide Web, and restrict their access to materials harmful to minors.

## General Use

1. Diligent effort must be made to conserve system resources. For example, users should frequently delete E-mail and unused files, and users should promptly disconnect videoconferences on completion.
2. Access to the K-20 network is granted to all staff members. Students under the age of 18 will have access to the K-20 network and Internet unless the parent/guardian contacts the student's teacher to decline access.

3. Nothing in these regulations is intended to preclude the supervised use of the network while under the direction of a teacher or other approved user acting in conformity with district policy and procedure.

#### Appropriate Use:

The following procedures apply to all District staff and students, and covers all District computer equipment including any desktop or laptop computers provided to staff, the District computer network and any computer software licensed to the District.

The Appropriate Use Procedures that follow provide details regarding the appropriate and inappropriate use of District computers. The procedures do not attempt to articulate all required or proscribed behavior by users. Successful operation of the District computer network requires that all users conduct themselves in a responsible, decent, ethical, and polite manner while using the District computers. You, the user, are ultimately responsible for your actions in accessing and using District computers and the District computer network. As a user of District computers, you are expected to review and understand the guidelines and procedures in this document.

1. The District expects staff and students to exercise good judgment and use the computer equipment in a professional manner. Your use of the district equipment must be related to the District's goals of educating students and/or conducting District business. The District recognizes, however, that some personal use is inevitable, and that incidental and occasional personal use that is infrequent or brief in duration is permitted so long as it occurs on personal time, does not interfere with District business, and is not otherwise prohibited by District policy or procedures.
2. Use of District Software: District software is licensed to the District by a large number of vendors and may have specific license restrictions regarding copying or using a particular program. Users of District software must obtain permission from the District prior to copying or loading District software onto any computer, whether the computer is privately owned or is a District Computer.
3. Use of Non-District Software: Prior to loading non-District software onto District Computers (including laptops, desktops), a user must receive permission from the District. The District will create a list of "authorized software" programs that may be loaded onto District laptops without specific permission. Software must be legally licensed by the user prior to loading onto District Equipment, unauthorized use of and/or copying of software is illegal.
4. It is against TSD practice for staff or students to copy or reproduce any licensed software on TSD computing equipment, except as expressly permitted by the specific software license. Unauthorized use of software is regarded as a serious matter and any such use is without the consent of TSD.

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5. Remote Access: The District provides remote access to its internal email network for the convenience of its staff. Users may access the District's email network over a standard Internet connection by using either a District laptop or a privately-owned computer. District laptops also have the ability to use the District's email network "off-line." A user's email folders are stored locally on the laptop. Therefore, a user may read, delete and reply to

District email, without a direct connection to the network. Any reply or new email created by the user will be sent to the recipient the next time the user connects to the network. Also, at the time of the direct connection to the network, email delivered while the user was off-line will be immediately downloaded to the laptop.

**Prohibited Uses: District Computers may not be used for the following purposes:**

1. Commercial Use: Using District Computers for personal or private gain, personal business, or commercial advantage is prohibited.
2. Political Use: Using District Computers for political purposes in violation of federal, state, or local laws is prohibited. This prohibition includes using District computers to assist or to advocate, directly or indirectly, for or against a ballot proposition and/or the election of any person to any office. The use of District Computers for the expression of personal political opinions to elected officials is prohibited. Only those staff authorized by the Superintendent may express the District's position on pending legislation or other policy matters.
3. Illegal or Indecent Use: Using District Computers for illegal, harassing, vandalizing, inappropriate, or indecent purposes (including accessing, storing, or viewing pornographic, indecent, or otherwise inappropriate material), or in support of such activities is prohibited. Illegal activities are any violations of federal, state, or local laws (for example, copyright infringement, publishing defamatory information, or committing fraud). Harassment includes slurs, comments, jokes, innuendoes, unwelcome compliments, cartoons, pranks, or verbal conduct relating to an individual that (1) have the purpose or effect of creating and intimidating, a hostile or offensive environment; (2) have the purpose or effect of unreasonably interfering with an individual's work or school performance, or (3) interfere with school operations. Vandalism is any attempt to harm or destroy the operating system, application software, or data. Inappropriate use includes any violation of the purpose and goal of the network. Indecent activities include violations of generally accepted social standards for use of publicly-owned and operated equipment.  
•Non-District Employee Use: District Computers may only be used by District staff and students, and others expressly authorized by the District to use the equipment.
4. Disruptive Use: District Computers may not be used to interfere or disrupt other users, services, or equipment. For example, disruptions include distribution of unsolicited advertising ("Spam"), propagation of computer viruses, distribution of large quantities of information that may overwhelm the system (chain letters, network games, or broadcasting messages), and any

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unauthorized access to or destruction of District Computers or other resources accessible through the District's computer network ("Cracking" or "Hacking").

**Privacy**

1. District Computers, the Internet, and use of email are not inherently secure or private. For example, the content of an email message, including attachments, is most



analogous to a letter or official memo rather than a telephone call, since a record of the contents of the email may be preserved by the sender, recipient, any parties to whom the email may be forwarded, or by the email system itself. It is important to remember that once an email message is sent, the sender has no control over where it may be forwarded and deleting a message from the user's computer system does not necessarily delete it from the District computer system. In some cases, emails have also been treated as public records in response to a public records disclosure request. Likewise, files, such as Internet "cookies" (explained more fully below) may be created and stored on a computer without the user's knowledge. Users are urged to be caretaker's of your own privacy and to not store sensitive or personal information on District Computers. The District may need to access, monitor, or review electronic data stored on District Computers, including email and Internet usage records.

2. While the District respects the privacy of its staff and while the District currently does not have a practice of monitoring or reviewing electronic information, the District reserves the right to do so for any reason. The District may monitor and review the information in order to analyze the use of systems or compliance with policies, conduct audits, review performance or conduct, obtain information, or for other reasons. The District reserves the right to disclose any electronic message to law enforcement officials, and under some circumstances, may be required to disclose information to law enforcement officials, the public, or other third parties, for example, in response to a document production request made in a lawsuit involving the District or by a third party against the user or pursuant to a public records disclosure request.

### **Care for District Computers**

1. Users of District Computers are expected to respect the District's property and be responsible in using the equipment. Users are to follow any District instructions regarding maintenance or care of the equipment. Users may be held responsible for any damage caused by your intentional or negligent acts in caring for District Computers under your control. The District is responsible for any routine maintenance or standard repairs to District Computers. Users are expected to timely notify the District of any need for service.
2. Users are not to delete or add software to District Computers without District permission. Due to different licensing terms for different software programs, it is not valid to assume that if it is permissible to copy one program, then it is permissible to copy others.

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3. If a District laptop is lost, damaged, or stolen while under the control of a user, the user is expected to file a claim under his/her insurance coverage, where coverage is available. Except in cases of negligent or intentional loss or damage, the District will cover out-of-pocket expenses.

### **USING EMAIL AND THE INTERNET WISELY**

1. **Using Email Wisely:**

- A. Email encourages informal communication because it is easy to use. However, unlike a telephone call however, email creates a permanent record that is archived and often transmitted to others. Remember that even when you delete an email from your mailbox, it still may exist in the system for some period of time.
- B. Be circumspect about what you send and to whom. Do not say anything in an email that you would not want to see republished throughout the District, in Internet email, or on the front page of the Eastside Journal. Remember that email invites sharing; a push of the button will re-send your message worldwide, if any recipient (or hacker) decides to do so. What you say can be republished and stored by others.
- C. Beware of the "Reply All" button. Often your message only needs to be returned to one individual -- is the message really appropriate for (and should it really take the time of) everyone on the address list
- D. You can create liability for yourself and the District. For example, within or outside the District, if you "publish" (type or re-send) words that defame another individual or disparage another individual or institution, if you upload or download or re-send copyrighted or pornographic material, if you use email to harass or discriminate against someone, or if you send private information or data about someone, you may violate applicable laws and District policy. Make sure none of your activities violate any law or policy.
- E. Please keep in mind that because of intermediary server problems and other potential delays, Internet email can sometimes take anywhere from five minutes to several days to arrive. It may not be the best means to send time-sensitive information.
- F. Finally, beware of sending attachments. They may arrive garbled if the recipient is using a different email system.
- G. Email attachments can introduce viruses into the District system, and you can introduce a virus into a recipient's system by forwarding an infected attachment. This is especially likely if the attachment arrives from an unknown source via the Internet. If you do not know the sender of Internet email, consider routing the message to the IS staff who can open the attachment for you on a computer isolated from the District network. While that should prevent activating a virus, it will not stop certain other infections (e.g., a logic bomb). Please do not open attached files ending in "EXE," "BAT," or "COM," as these files may be viruses or programs designed to delete data from the computer.

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## 2. Using the Internet Access Wisely

- A. Be circumspect about where you go and what you do. Do not visit any site or download or share any material that might cause anyone to question your professionalism, or the District's.
- B. Read the "License" or "Legal" contract terms on every site. Do not purport to bind the District to any license or other contract. If you make an agreement on your own behalf, do not violate that agreement using the District equipment or Internet account.

- C. Do not assume that just because something is on the Internet, you may copy it. As a general rule, assume that everything is copyrighted and do not copy it unless there is a notice on the site stating that you may do so. For example, if you see a clever cartoon assume that you may NOT copy it. Governmental documents are an exception (you may copy them), but you must confirm that it is the "government" and not a government-related entity such as the post office.
- D. Be aware of the "Do you want a cookie?" messages (if you have configured your browser to get such messages). If you answer yes, whatever activity in which you are engaged will be logged by the site owner to help it or its advertisers develop a profile about you or the District. It is possible that your browser is set to accept cookies without asking you each time.
- E. You can create liability for yourself and the District. For example, if you "publish" (type or re-send) words that defame or disparage another individual or institution, if you upload or download or re-send copyrighted or pornographic material, if you use the Internet to harass or discriminate against someone, or if you provide private information or data about someone, you may violate applicable laws or District policy. Make sure none of your activities violate any law or policy.
- F. Do not engage in any "spamming" or other activities that could clog or congest Internet networks.

### **Discipline**

The procedures identified in this policy are applicable to all users of District Computers and refers to all information resources whether individually controlled, shared, stand alone, or networked.

Disciplinary action, if any, for students, staff, and other users shall be consistent with the District's standard policies and practices. Violations may constitute cause for revocation of access privileges, suspension of access to District computers, other school disciplinary action, and/or appropriate legal action. Violation of any of the conditions of use may be cause for disciplinary action.

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### **Final Note:**

From time to time, the district will make a determination on whether specific uses of the K-20 Network are consistent with the regulations stated above. Under prescribed circumstances non-student or staff use may be permitted, provided such individuals demonstrate that their use furthers the purpose and goals of the district. For security and administrative purposes the district reserves the right for authorized personnel to review network use and content. The district reserves the right to remove an individual's network access privileges to prevent further unauthorized activity.

## **MAINTAINING PROFESSIONAL STAFF/STUDENT BOUNDARIES**

The purpose of this policy is to provide all staff, students, volunteers, and community members with information regarding their responsibility and role in protecting children from inappropriate conduct by adults.

The Tukwila School District Board of Directors expects all staff members to maintain the highest professional, moral, and ethical standards in their interaction with students. Staff members are required to maintain an atmosphere conducive to learning through consistently and fairly applied discipline and established and maintained professional boundaries.

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

Staff members are expected to set and maintain appropriate and professional physical and emotional boundaries with students consistent with each staff member's duties in the district. Additionally, staff members are expected to avoid the appearance of impropriety in their own conduct when interacting with students. Staff will discuss issues with their building administrator or supervisor whenever they suspect or are unsure whether their own conduct or the conduct of another staff member is inappropriate or constitutes a violation of this policy.

This policy applies equally to communications that are accomplished through use of technology. The Tukwila School District Board of Directors supports the use of technology to communicate for educational purposes. However, in order to ensure that such communications remain appropriate and subject to accountability, district employees are expected to use District- provided resources to accomplish any necessary communications with students. Staff members, are prohibited from online socializing or from maintaining personal contact with students on social networking websites except as specifically authorized by the District.

The superintendent or designee will develop staff protocols for reporting and investigating allegations and develop procedures and training to accompany this policy. Employees whose conduct violates this policy may face discipline and/or termination, consistent with the district's policies, acceptable use agreement, and collective bargaining agreements, as applicable.

Cross Reference:	Policy 2022P	Electronic Resources – K-20 Network Acceptable Use Guidelines/Internet Safety Requirements
Legal References:	RCW 28A.400 RCW 28A.400.320  RCW 28A.405.470  WAC 181-87	Crimes against children Crimes against children – Mandatory termination of Classified employees – Appeal – Recovery of salary Or compensation by district Crimes against children – Mandatory termination of certificated employees – Appeal – Recovery of salary or compensation By district Professional Certification – Acts of Unprofessional Conduct

Board Adopted: January 11, 2011

### **Maintaining Professional Staff /Student Boundaries**

The purpose of this policy is to provide all staff, students, volunteers and community members with information regarding their responsibility and role in protecting children from inappropriate conduct by adults.

In a professional staff/student relationship, school employees maintain boundaries that are consistent with the legal and ethical duty of care that school personnel have for students.

A boundary invasion is an act or omission by a school employee that violates professional staff/student boundaries and has the potential to abuse the staff/student relationship.

An inappropriate boundary invasion means an act, omission, or pattern of such behavior by a school employee that does not have an educational purpose; and results in abuse of the staff/student professional relationship.

### **Unacceptable Conduct**

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

- Any type of inappropriate physical contact with a student or any other conduct that might be considered harassment under the Board's policy on Harassment and Sexual Harassment of Students;
- Showing pornography to a student;
- Singling out a particular student or students for personal attention and friendship beyond the professional staff-student relationship;
- Socializing where students are consuming alcohol, drugs or tobacco,
- For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to refer the student to appropriate guidance/counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance;
- Sending students on personal errands unrelated to any educational purpose;
- Banter, allusions, jokes or innuendos of a sexual nature with students;
- Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
- Addressing students, or permitting students to address staff members with personalized terms of endearment, pet names, or otherwise in an overly familiar manner;
- Maintaining personal contact with a student outside of school by phone, email, Instant Messenger or Internet chat rooms, social networking Web sites, or letters (beyond homework or other legitimate school business) without including the parent/guardian.
- Exchanging personal gifts, cards or letters with an individual student;
- Socializing or spending time with students (including but not limited to activities such as going out for beverages, meals or movies, shopping, traveling, and recreational activities) outside of school-sponsored events, except as participants in organized community activities;
- Giving a student a ride alone in a vehicle in a non-emergency situation; and/or
- Unnecessarily invading a student's privacy, (e.g. walking in on the student in the bathroom)

\*It is understood that at times athletic coaches and/or advisors may have to use their personal phone to contact students regarding a change in practice schedule, game schedule, or after school activities. Although this is not use of District-provided resource, it may be allowed in the case of an emergency if the Athletic Director pre-authorizes the contact.

### **Appearances of Impropriety**

The following activities are boundary invasions and can create an actual impropriety or the appearance of impropriety. Whenever possible, staff should avoid these situations. If unavoidable these activities should be pre-approved by the appropriate administrator. If not pre-approved, the staff person must report the occurrence, to the appropriate administrator, as soon as possible.

- Being alone with an individual student out of the view of others;
- Inviting or allowing individual students to visit the staff member's home;
- Visiting a student's home without the presence of the student's parent/guardian; and/or
- Social networking with students for non-educational purposes.

### **Reporting Violations**

Students, their parents/guardians, and volunteers are strongly encouraged to notify the principal (or other administrator) if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

Staff members are required to promptly notify the principal (or other administrator) or the superintendent if they become aware of a situation that may constitute a violation of this policy.

### **Investigating Complaints**

The superintendent or designee will be notified of the reported violation within 24 hours of the principal or other administrator being notified of the possible violation of this policy. The superintendent or designee may initiate an investigation into the complaint per district protocol.

### **Disciplinary Action**

Staff violations of this policy may result in disciplinary action up to and including dismissal. The violation will also be reported to the state Office of Professional Practices when applicable. Violations involving sexual or other abuse will also result in referral to Child Protective Services and/or law enforcement in accordance with the board's policy on Reporting Child Abuse and Neglect.

### **Training**

All new employees and volunteers will receive training on appropriate staff /student boundaries within three months of employment. Continuing employees will receive training every three years.

### **Dissemination of Policy and Reporting Protocols**

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

January 18, 2011