

EMPLOYEE HANDBOOK

2023-2024



Table of Contents

Message from the Superintendent	3
Handbook Introduction	4
Mission, Vision, Goals	5
Organizational Structure	6
School Year Calendar	8
Who To Call	9
Expectations	11
Employment	12
Collective Bargaining	13
Communication/Technology Use	15
General Information	
Evaluations; Forms; Job Duties and Responsibilities; Mandatory Trainings; Personnel Files; Non-Discrimination Overtime Pay; Compensatory Time; First Aid CPR Certifications	16
Employment Practices	
Accident/Incident Reports; Child Abuse Reporting; Confidentiality (Students); Conflicts of Interest; Copyright; Discipline/ Termination; District Property; District Vehicles; Drug-Free Schools; Employee Safety; Facility and Equipment Use for Personal Gain; Fire Safety; Gifts and Business Transactions; Harassment, Intimidation, Bullying (HIB); Honesty; Immuniza- tions; Investigations; Professional Attire Expectations; Personal Property; Professional Staff/Student Boundaries; Sexual Misconduct Disclosure; Student Health; Tobacco Free Workplace; Teamwork; Volunteers; Workspaces; Non- Discrimination Notice	20
Compensation & Benefits	
COBRA; Family and Medical Leave Act (FMLA); Washington Family Medical Leave; Holidays; Insurance Benefits; La- bor & Industries; Payroll Information; Changes to Insurance; Retirement Programs; Payroll/Benefits Compliance Notices	39
Attendance Leaves & Absences	
Attendance; Leave—Sick & Personal; Substitutes—Certificated and Classified; ReadySub; SEA Staff; Vacation for Classified Staff; Weather Related Late Start/School Closure Days; School Cancelled	44
Appendix	
Non-Discrimination & Sexual Harassment; Weingarten Rights, Employee Right to Union Representation	48



Message from the Superintendent



Sequim School District is an exceptional place to work and learn and the 2023-2024 school year promises to be a milestone in our quest for excellence. The newly realigned elementary schools, the development of a new strategic plan and several new additions to our leadership team furthers the growth mindset that is so crucial to creating the remarkable.

I want to express my gratitude for the incredible dedication and unwavering commitment our staff shows to our students and their education. Together, we have overcome obstacles, adapted to changes, and continuously strived for excellence. This year presents us with fresh opportunities for growth, innovation, and collaboration. Together, we will foster a culture of lifelong learning not just for our students but also for ourselves. Let us make this academic year a memorable and transformative one!

To those of you joining our team for the first time, welcome to this amazing school district. You are joining more than just a collection of individuals; you are joining a family, dedicated to the betterment of our community and the future of our students.

With great expectations, I welcome you to the 2023-2024 school year!

Regan



Handbook Introduction

The purpose of this Employee Handbook is to bring together in a convenient place a summary of some of the policies that affect employees. Employees should read this handbook and become familiar with the content every year. Employees should be comfortable referring to the handbook. This handbook is not intended to be comprehensive or address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should refer to the referenced [Sequim School District \(SSD\)](#) Policy or Procedure or respective Collective Bargaining Agreement (CBA). If you still have questions, please address your specific questions to the Human Resources Department or your immediate supervisor.

This handbook revokes and supersedes any prior handbooks. Each school site may have an employee handbook summary containing site specific information. Employees should review these as well.

This handbook is not an employment contract, either express or implied. Nor does it guarantee any fixed terms and conditions of your employment. Employment agreements can only be entered into if reviewed and approved by a Human Resources Administrator with the approval of the Superintendent or designee and the final approval of the Sequim School District Board of Directors. An agreement for an employee is not enforceable unless reduced to writing and signed by an appropriate representative of the district and the employee.

Also, the procedures, policies, and benefits described here may be modified or discontinued from time to time. We will try to inform you of any changes as they occur.

Finally, some of the subjects described herein are covered in detail in official policy documents. You should refer to those documents for specific information since this handbook only briefly summarizes those subjects. Please note that the terms of written insurance policies, applicable Collective Bargaining Agreements (CBA's), and state and federal laws are controlling.

These items can be located on the Sequim School District website or via the following links:

- [Sequim School District Policy and Procedures](#)
- [Sequim School District Collective Bargaining Agreements \(CBA's\)](#)

Our primary business is the education and growth of our students, and everything we do is directed towards guiding our students to success and providing them with the tools and best learning environment to get there.





Mission

In connection with our community, the Sequim School District empowers staff to inspire hope and provide flexible, innovative learning opportunities in a safe and respectful environment, so each student thrives.

Vision

Our community inspires and prepares each student to thrive.

Goals

Fiscal

Our district will develop and implement an annual budget aligned with the Strategic Plan that ensures the equitable and efficient distribution of resources to support district goals.

Technology

In our district technology will be used to support and fulfill the needs of teachers, learners, and support staff in accomplishing district and community goals. Innovation, communication, and media literacy will be hallmarks of technology use in Sequim School District, as the district prepares future citizens for their lives in a digitally connected world.

Safety and Security

Our district will provide safe, sustainable, and adaptable facilities that support all staff, students, and community partners and foster positive relationships for all stakeholders.

Teaching & Learning

Teaching in our district will be collaborative, focused, and reflective. Learning will be supported by innovative, flexible, project-based opportunities utilizing community partners to develop citizenship.

Information & Communication

Our district will engage in a multi-level approach to improve equitable methods of communication and information practices to enhance awareness, engagement, and empowerment in all stakeholders.

Community Connection & Resources

Our district will discover, develop, and nurture dynamic, local, and global partnerships to maximize resources which support the education of each student and enhance our community.

Organizational Structure

The Sequim School District is headed by a five-member Board of Directors who are elected to their positions and are responsible for policy decisions. All voters within the Sequim School District elect the Directors, who serve a four-year term unless appointed to fill a vacant position.

The Board selects a superintendent to administer adopted policies; however, the Board is the final authority on all matters concerning the district. The Superintendent reports directly to the Board.

Sequim School District Board of Directors				
Eric Pickens President At-Large	Patrice Johnson Vice President District 2	Maren Halvorsen At-Large	Larry Jeffryes District 1	Michael Rocha District 3
Regan Nickels Superintendent				
Donna Hudson Executive Director of Teaching & Learning	Shelley Langston Executive Director of Learning Support Services	Victoria Balint Director of Human Resources	Darlene Apeland Director of Business Operations	
Sequim Schools				
Greywolf Elementary 171 Carlsborg Rd. Sequim, WA 98382 (360) 582-3300	Helen Haller Elementary 350 W Fir St Sequim, WA 98382 (360) 582-3200	Olympic Peninsula Academy (OPA) 400 N 2 nd Ave Sequim, WA 98382 (360) 808-4579		
Dungeness Virtual School (DVS) 503 N Sequim Ave Sequim, WA 98382 (360) 582-3403	Sequim Middle School 301 W Hendrickson Sequim, WA 98382 (360) 582-3500	Sequim High School 601 N Sequim Ave Sequim, WA 98382 (360) 582-3600		
Central Offices				
District Office 503 N Sequim Ave Sequim, WA 98382 (360) 582-3260		Maintenance & Operations 503 N Sequim Ave Sequim, WA 98382 (360) 582-3276		
Transportation 911 S 3 rd Ave Sequim, WA 98382 (360) 582-3274		Central Kitchen 221 W Fir St Sequim, WA 98382 (360) 582-3432		



Board of Directors

SUPERINTENDENT OF SCHOOLS
Regan Nickels

EXECUTIVE DIRECTOR OF TEACHING AND LEARNING
Donna Hudson

EXECUTIVE DIRECTOR OF LEARNING SUPPORT SERVICES
Shelley Langston

DIRECTOR OF HUMAN RESOURCES
Victoria Ballint

DIRECTOR OF INFORMATION TECHNOLOGY
Beauregard Young

DIRECTOR OF BUSINESS SERVICES
Darlene Apeland

DIRECTOR OF MAINTENANCE & OPERATIONS
Michael Santos

PRINCIPAL GREYWOLF ELEMENTARY
Jennifer Lopez

PRINCIPAL HELEN HALLER ELEMENTARY
Rebecca Stanton

PRINCIPAL SEQUIM MIDDLE SCHOOL
Kristen Lunt

PRINCIPAL SEQUIM HIGH SCHOOL
Erin Fox

PRINCIPAL OPA/DVS ALE SCHOOLS
Ned Floeter

DIRECTOR OF TRANSPORTATION
Donald Hall

ASST. PRINCIPAL GREYWOLF ELEMENTARY
Tamaye Ota

ASST. PRINCIPAL HELEN HALLER ELEMENTARY
Casey Lanning

ASST. PRINCIPAL SEQUIM MIDDLE SCHOOL
Candice Ward

ASST. PRINCIPAL SEQUIM HIGH SCHOOL
Robertson Fox

School Year Calendar

SEPTEMBER 2023				
M	T	W	T	F
21	22	23	24	25
28	29	30 TRI	31 PLD	1 PLD
4 H	5	6 S	7	8
11 PD	12	13	14	15
18 PD	19	20	21	22
25 PD	26	27	28	29

OCTOBER 2023				
M	T	W	T	F
2 PD	3	4	5	6
9 PD	10	11	12	13
16 PD	17	18	19	20
23 PD	24	25	26	27
30 PLD	31 Conf NS			

NOVEMBER 2023				
M	T	W	T	F
		1 Conf NS	2	3
6 PD	7	8	9	10 H
13 PD Q	14	15	16	17
20 PD	21	22 ER	23 H	24 V
27 PD	28	29	30	

DECEMBER 2023				
M	T	W	T	F
				1
4 PD	5	6	7	8
11 PD	12	13	14	15
18 PD	19	20	21	22
25 H	26 V	27 V	28 V	29 V

JANUARY 2024				
M	T	W	T	F
1 H	2 V	3 V	4 V	5 V
8 PD	9	10	11	12
15 H	16	17	18	19
22 PD	23	24	25	26
29 PD	30	31		

SEQUIM SCHOOL DISTRICT NO. 323 2023-24 CALENDAR

Classes Begin: September 6, 2023
Classes End: June 18, 2024

(18) (19/108)
Staff Attendance School Year: 180 Days

S - START OF SCHOOL
Q - QUARTER ENDS
V - VACATION
ER - EARLY RELEASE
H - HOLIDAY
NS - NO SCHOOL

(20/38) PD - 1 HOUR LATE START (21/129)
PLD - PROFESSIONAL LEARNING DAY

HOLIDAYS, BREAKS, & VACATION DATES

Labor Day - September 4
Veteran's Day - November 10
Thanksgiving - November 23 & 24
Winter Break - Dec 25 - Jan 5
New Year's Day - January 1
MLK Jr. Day - January 15
Semester Break - February 2
President's Day - February 19
Spring Break - Apr 1 - Apr 5
Memorial Day - May 27
Juneteenth - June 19

(18/56) (17/146)

(16/72) **GRADING PERIODS (Q)** (20/166)
1st Qtr Ends - November 13 (45 days)
2nd Qtr Ends - February 1 (45 days)
3rd Qtr Ends - April 12 (44 Days)
4th Qtr Ends - June 18 (44 Days)

Conference Days for ES/MS/HS: Oct 31 & Nov 1
Sequim High School Graduation - June 14, 2024
(17/89) (12/178)

TRI Day: August 30 (District Morning/Buildings Afternoon)

PLD (Certificated Staff) - No Students August 31, September 1, October 30

*SNOW MAKE-UP DAYS (if needed) * - May 10, May 24, June 20

FEBRUARY 2024				
M	T	W	T	F
			1 Q	2 NS
5 PD	6	7	8	9
12 PD	13	14	15	16
19 H	20	21	22	23
26 PD	27	28	29	

MARCH 2024				
M	T	W	T	F
				1
4 PD	5	6	7	8
11 PD	12	13	14	15
18 PD	19	20	21	22
25 PD	26	27	28	29

APRIL 2024				
M	T	W	T	F
1 V	2 V	3 V	4 V	5 V
8 PD	9	10	11	12 Q
15 PD	16	17	18	19
22 PD	23	24	25	26
29 PD	30			

MAY 2024				
M	T	W	T	F
		1	2	3
6 PD	7	8	9	10 *
13 PD	14	15	16	17
20 PD	21	22	23	24*
27 H	28	29	30	31

JUNE 2024				
M	T	W	T	F
3 PD	4	5	6	7
10 PD	11	12	13	14
17 PD	18 ER	19 H	20*	21
24	25	26	27	28



Who to Call

Superintendent's Office	
Regan Nickels <i>Superintendent</i>	
Trayce Norman (360.582.3262) <i>Executive Assistant to Superintendent</i>	Megan Lyke (360.582.3264) <i>Public Information Officer</i>
<ul style="list-style-type: none"> • Policies/Procedures • School Board Meeting Minutes/Agenda • Superintendent (schedule, calendar, setting meetings) • Intra-District Transfer Requests • Early Entry to Kindergarten • Notary • Sex Offender Notification • Summer Transcript Requests 	<ul style="list-style-type: none"> • District Calendar • Social Media • Public Distribution of Information • Publications • Website Aesthetic • Event Management
Human Resources	
Victoria Balint (360.582.3261) <i>Director of Human Resources</i>	
Valorie Knieper (360.582.3418) <i>Human Resource Specialist</i>	Ashley Adams (360.582.3268) <i>Human Resource Specialist</i>
<ul style="list-style-type: none"> • Personnel • Athletic Coaches • Clock Hours • Teacher Certifications 	<ul style="list-style-type: none"> • Substitutes • Public Records
Jon Fitzhugh <i>Public Records Assistant</i>	
Business Office	
Darlene Apeland (360.582.3266) <i>Director of Business Operations</i>	
Kathy Wright (360.582.3247) <i>Payroll & Benefits Specialist</i>	Haleigh Montelius (360.582.3267) <i>Payroll & Benefits Specialist</i>
<ul style="list-style-type: none"> • Payroll Information– Direct Deposit, Deductions, Green Sheets, etc. • Benefit Information– Medical, Dental, Vision, Retirement, etc. • Time Off Information 	
Betsy Zumkeller (360.582.3265) <i>Fiscal Specialist/Accounts Payable</i>	
<ul style="list-style-type: none"> • Purchasing • Credit Cards • Requisitions 	



Who to Call

Teaching & Learning	
Donna Hudson (360.582.3269) <i>Director of Learning Support Services</i>	
Renee Alcafaras (360.582.3400) <i>Senior Educational Support Specialist</i>	Cathy Bourm (360.582.3674) <i>Educational Support Specialist</i>
<ul style="list-style-type: none"> • Intent to Homeschool • Federal Programs • Curriculum • Time & Effort 	<ul style="list-style-type: none"> • Clock Hour Request • PDEnroller • Community Engagement Board • Attendance & Truancy
Jennifer Cox (360.582.3252) <i>District Assessment & Student Information Manager</i>	
<ul style="list-style-type: none"> • Assessment & Testing Operations/Data • CEDARS Troubleshooting Assistance • Skyward Security & Support 	<ul style="list-style-type: none"> • Student Registration Forms Management • Choice Forms
Andrea Dietzman <i>English Language Learner Coordinator (TOSA)</i>	Jodi Olson <i>Highly Capable Coordinator (TOSA)</i>
Technology	
Please input a Spiceworks Ticket for all technology issues before calling. All Department Tech Line (360.582.3412)	
Beau Young <i>Director of Technology</i>	Maria Seabolt <i>Operational Technology Manager</i>
<ul style="list-style-type: none"> • Accounts • Security 	<ul style="list-style-type: none"> • IT Guidance • Website Management
Scott Harmsen <i>Network Technician</i>	
<ul style="list-style-type: none"> • Network Infrastructure 	<ul style="list-style-type: none"> • Wi-Fi
Spencer Chisnall <i>Technology Support Technician</i>	Travis Manley <i>Technology Support Technician</i>
<ul style="list-style-type: none"> • Greywolf • Sequim High School • Transportation • District Office 	<ul style="list-style-type: none"> • Helen Haller • Sequim Middle School • OPA/DVS • Central Kitchen
Maintenance & Operations	
Mike Santos (360.477.8346) <i>Director of Maintenance & Operations</i>	
Jaimie Giffen (360.582.3276) <i>Maintenance, Operations, and Technology Coordinator</i>	
<ul style="list-style-type: none"> • Work Orders • Vendor Relations • Building Maintenance 	<ul style="list-style-type: none"> • Grounds • Custodial Scheduling for events • Facilities



Expectations

The Sequim School District expects its employees to produce quality work, maintain confidentiality, work efficiently, and exhibit a professional and courteous attitude towards other employees, parents, and students. The District expects employees to comply with all applicable Board policies, work rules, job descriptions, terms of this Handbook, legal obligations, and the [State of Washington Code of Professional Conduct Chapter 181-87 WAC](#).



Employment

Background Check and Fingerprint Requirements

In June of 1992, a Washington State law was passed that requires any person hired by a school district who has regularly scheduled unsupervised access to children to be fingerprinted for a State and National background check. Since all school district employees have the potential to have access to children, all new employees must be fingerprinted for a Washington State school district within the last two years and those prints are accessible from OSPI. The Sequim School District requires that these fingerprints be completed within the last 6 months. A Washington State Patrol check will also be conducted.

Certification and Licensure

Certificated employees are expected to know the expiration date of their certification and are responsible for meeting the requirements for re-certification in a timely manner. A teaching contract with any person not legally authorized to teach the named subject or at the named school shall be void. All teaching contracts shall terminate if, and when, the authority to teach terminates. If a valid current teaching license for their teaching position cannot be validated by the district on OSPI E-Certification system before the first day of school requiring student contact, the teacher may be released from employment by the School Board. Each employee who is required to be licensed must provide the District with a copy of the current license to be maintained in their personnel file.

Sequim School District Policy 5005 (Employment and Volunteers)

For questions regarding certification issues, please contact:

[OSPI Certification](#) :: (360) 725-6400

Change in Personal Information

Please complete the [Employee Contact Information](#) form and provide a copy to your building principal and Human Resources to notify them of any of the following information changes:

- Name
- Address
- Phone Number
- Personal E-mail
- Emergency Contact

Collective Bargaining

For those employees represented by a bargaining unit, work activities are subject to a collective bargaining agreement between the district and an employee organization. Administration establishes the work guidelines for those employees not represented by a bargaining unit. Employees can access their appropriate negotiated agreement or guidelines on the [Labor Relations page](#) and should review upon hire.

The following page provides a comprehensive list of the bargaining groups, the employees associated with them, as well as contact information. If you have any questions about union membership, please reach out directly to the president of your employee association.



Collective Bargaining

The Sequim School District is comprised of the following bargaining groups:

Sequim Education Association (SEA)

President: Saralyn Pozernick spozernick@sequimschools.org

This association represents all non-supervisory certificated employees such as teachers, certificated school nurses, counselors, psychologists, and other certificated specialists. There will be a monthly payroll deduction for union dues.

Sequim Administrators Association (SAA)

This association represents most certificated supervisory roles, such as Principals, Assistant Principals, and other certificated supervisory employees.

Sequim Association of Paraeducators (SAP)

President: Janet Webb jwebb@sequimschools.org

This bargaining unit consists of classified employees in the role of paraeducators within the Sequim School District, as well as in non-certificated health clerk positions, and other non-certificated specialists. There will be a monthly payroll deduction for union dues.

Public School Employees of Sequim (PSE)

President: Crystal Brown cbrown@sequimschools.org

This bargaining unit consists of classified employees in secretarial roles within the Sequim School District. There will be a monthly payroll deduction for union dues.

Teamsters

President: Valarie Wilkinson vwilkinson@sequimschools.org

This bargaining unit consists of classified employees in non-supervisory roles within the Transportation department. There will be a monthly payroll deduction for union dues.

Maintenance & Operations (UFCW)

President: Tharon Iverson acolwill@sequimschools.org

This bargaining unit consists of classified employees in non-supervisory roles within the Maintenance & Operations department. There will be a monthly payroll deduction for union dues.

District Employees Support Association (DESA)

President: Maria Seabolt mseabolt@sequimschools.org

This bargaining unit consists of classified employees not otherwise represented under the other bargaining agreements, including non-certificated supervisors, district office employees, campus security, and other classified positions.



Communication/Technology Use

The Sequim School District provides access to many kinds of technology, including a computer network with internet access. Students, staff, and community members are restricted to activities that promote the instructional mission of the school district. At all times, the users of technology are expected to act in a responsible, ethical, and legal manner in compliance with school district policy and state and federal law.

Individual users will be held accountable for their behavior and communication through the school district's computer network. Users must realize the district's internet, social media and email services are public and not private in nature. The district reserves the right to monitor and access users' internet and email activities. School employees must sign an agreement to access the internet and e-mail. Misuse of technology may result in disciplinary action, revocation of the user's account, or legal action as appropriate.

Only Sequim School District email may be used for communication of Sequim School District business. Under the Public Records Act ([RCW 42.56](#)), all records and communication (including email, voicemail, social media posts, photos, calendars, audio/video recordings, databases, text message and paper documents) created or maintained for the Sequim School District are subject to public disclosure.

[Sequim School District Policy 4040 \(Public Access to District Records\)](#)

[Sequim School District Procedure 4040P \(Public Access to District Records\)](#)

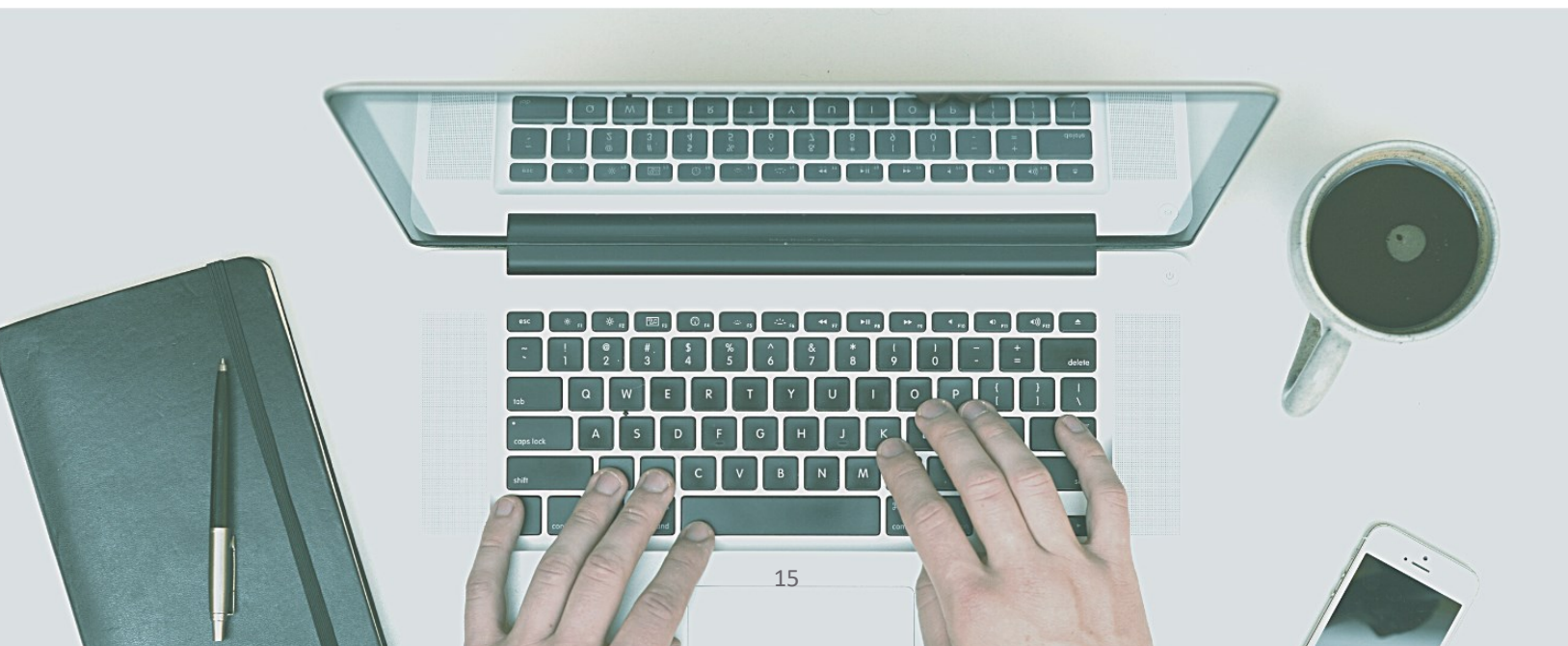
[Sequim School District Policy 2022 \(Electronic Resources\)](#)

[Sequim School District Procedure 2022P \(Electronic Resources\)](#)

Employee Access

Employees have electronic access through [Skyward-Employee Access](#) to their information regarding pay deductions, check history, W2 information, etc. Please reference the [Employee Skyward Access Instructions](#) for assistance in navigating Skyward.

Contact the IT department to gain access or to confirm your login and/or password.



General Information



General Information

Evaluations

Evaluation of an employee's job performance is a continuous process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. All employees will participate in the evaluation with their assigned supervisor at least annually. Written evaluations will be completed on forms approved by the district. Reports, correspondence, and memoranda also can be used to document performance information. All employees will receive a copy of their written evaluation, participate in a performance conference with their supervisor, and can respond to the evaluation. The district complies with all collective bargaining requirements regarding evaluations.

[Sequim School District Policy 5240 \(Evaluation of Staff\)](#)

Forms

There are several forms available on our website. Most forms are in PDF format and are form fillable. New forms are added regularly.

[Human Resources Forms](#)

Employee Update Information, Leave of Absence, Separation Notice, Shared Leave Request, Position Data Sheet, etc.

[District Forms](#)

Travel Request, Field Trip Permission, Mileage Reimbursement, etc.

Job Duties and Responsibilities

Job Duties will be outlined in the appropriate Job Description. Employees may be asked by their immediate supervisor to conduct work duties that may not be listed specifically on their written job descriptions, however the work should always be in support of the general functions of the assignment. No employee may change or adjust their work duties without authorization from their supervisor.

Mandatory Trainings

The Sequim School District requires all staff to complete mandatory courses on an annual basis in the effort to keep our staff, students, and school environment safe and conducive to learning. Additionally, the ongoing training keeps the district in compliance with state and/or federal laws. The district utilizes the Vector Solutions web based program to deliver the mandatory training. All new hires are assigned mandatory training. You can access these training courses via the [Vector Solutions Portal](#).

Your username should be your first initial, last name. For example, John Smith's would be "jsmith". Using the link, there will be no required password.

During your initial meeting with the Human Resources Department, you will be informed of the training required for your position. All assigned training must be completed within 60 days of assignment. Additional training may be covered in your building/site staff meeting or through the Vector Solutions portal.



General Information

Personnel Files

The Sequim School District shall organize, compile, and maintain personnel records and files for each staff member of the district. All employees shall be permitted, during normal District Office business hours, to review the contents of his/her personnel file in the presence of an authorized staff member per applicable collective bargaining agreement.

[Sequim School District Policy 5260 \(Personnel Records\)](#)

[Sequim School District Procedure 5260P \(Personnel Records\)](#)

Non-Discrimination

The Sequim School District will provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion, and training. Such equal employment opportunity will be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability.

[Sequim School District Policy 5010 \(Non-Discrimination & Affirmative Action\)](#)

[Sequim School District Procedure 5010P \(Non-Discrimination & Affirmative Action\)](#)

Fair Labor Standards Act

The Sequim School District will comply fully with the Fair Labor Standards Act, its regulations, and relevant court decisions. This district will inform employees of the Act through proper posting of information as disseminated by the U.S. Department of Labor. The district will cooperate with all state agencies and maintain compliance. Reference: [Fair Labor Standards Act](#)

The district complies with all collective bargaining agreements requirements concerning pay. All nonexempt classified employees must be paid for all work permitted and must be paid at regular time, overtime, or compensatory time. The district does not condone overtime without prior written approval of the employee's direct supervisor. If a non-exempt employee's total hours actually worked (leave time and holiday time excluded) exceeds forty (40) hours in any established work week, the district is required to compensate through overtime pay or compensatory (comp) time, as outlined below or as defined in the collective bargaining agreement:

Overtime Pay

Overtime provisions under the Fair Labor Standards Act are in effect when a non-exempt classified employee works more than forty (40) hours per week during an established workweek or as specified in collective bargaining agreements. Non-exempt classified employees must be paid no less than time and one-half (1 ½) for all overtime hours worked.

Compensatory Time

The FLSA (Fair Labor Standards Act) 1985 Amendments provide that non-exempt employee of a public agency may, under certain conditions, receive comp time in lieu of overtime pay. Any comp time must be given at a rate of not less than one and one-half (1 ½) hours for each hour of employment for which overtime compensation is required. The employee has the privilege of requesting compensatory time, but it cannot be required or mandated by a supervisor.



General Information

First Aid CPR Certifications

Certain classifications are required by the district to have current First Aid and CPR certification as defined in their job description or job posting. It is the employee's responsibility to track their certification expiration date and always remain current. A copy of their valid First Aid/CPR card must be submitted to Human Resources.

The following staff members are required to hold a valid First Aid/CPR certification:

- Athletic Trainers
- Principals/ Assistant Principals
- Coaches, Paid & Volunteer
- Teachers of Career & Tech Education
- Custodians
- School Bus Drivers, Bus Aides
- Building Secretaries
- Nurses
- Maintenance
- Paraeducators
- Mechanics
- Others deemed appropriate by Superintendent



Employment Practices



Employment Practices

Accident/Incident Reports

All accidents/incidents occurring on District property, school buses or during school sponsored activities, including field trips and other away events, are to be reported to the building principal or supervisor immediately. Reports should cover property damage as well as personal injury. A completed accident report form must be submitted within twenty-four (24) hours or the next scheduled District workday.

Forms are available in the school office.

Child Abuse Reporting

Except as provided under Washington Statute any of the following persons who has reasonable cause to suspect that a child, seen by the person in the course of professional duties, has been abused or neglected or who has reason to believe that a child, seen by the person in the course of professional duties, has been threatened with abuse or neglect, and that abuse or neglect of the child will occur, shall report as provided for below: school nurse, social worker, professional counselor, school teacher, school administrator, school counselor, child care worker in a child care center, or residential care center for children and youth a child care provider, an alcohol or other drug abuse counselor, a physical therapist, a physical therapist assistant, an occupational therapist, a dietitian, a speech-language pathologist, an audiologist, an emergency medical technician, a first responder and a police or law enforcement officer, including a police liaison officer. [RCW 26.44.030 19](#)

All staff will immediately inform, by telephone or personally, the applicable District administrative personnel.

Employees who are not mandatory reporters as set forth in paragraph A, above, and who in connection with their job responsibilities have reasonable cause to suspect that a child has been abused or neglected or who have reason to believe that a child has been threatened with abuse or neglect and that abuse, or neglect of the child will occur shall notify their principal or supervisor or other administrative personnel of such alleged abuse.

[Sequim School District Policy 3421 \(Child Abuse, Neglect, and Exploitation Prevention\)](#)

[Sequim School District Procedure 3421P \(Child Abuse, Neglect, and Exploitation Prevention\)](#)

[Washington State Department of Children, Family, and Youth \(DCYF\) Child Abuse or Neglect Reporting](#)



Employment Practices

Confidentiality (Students)

Student information, employees obtain as the result of their employment with the district, is confidential and protected by the Family Educational Rights and Privacy Act (FERPA) unless such information has been designated as student directory data as set forth in Board policy. The law and respect for our students require that student issues are only discussed with employees and parents who need to know the information. In addition to student information, confidentiality is expected in other areas, including employee or district business information.

Any requests for District records shall be referred to the Public Records Officer via the [Public Record Request Portal](#).

[Sequim School District Policy 3231 \(Student Records\)](#)

[Sequim School District Procedure 3231P \(Student Records\)](#)

[Sequim School District Policy 4020 \(Confidential Communications\)](#)

[Sequim School District Policy 4040 \(Public Access to District Records\)](#)

[Sequim School District Procedure 4040P \(Public Access to District Records\)](#)

Conflicts of Interest

A conflict of interest is defined as any judgment, action or relationship that may benefit an employee or another party the employee is affiliated with because of the employee's position with the district. Employees are asked to avoid outside activity that may compete or conflict with the best interests of the district. Employees must disclose to their principal or supervisor information of any transaction that may be considered a conflict of interest as soon as they know the facts. No employee may use his or her position to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated.

[Sequim School District Policy 5251 \(Conflicts of Interest\)](#)

Copyright

A variety of machines and equipment for reproducing materials to assist staff in carrying out their educational assignments are available to staff in both the school and home setting. Infringement on copyrighted material, whether prose, poetry, graphic images, music audiotapes, video or computer programmed materials, is a serious offense against federal law, a violation of Board policy and contrary to ethical standards required of staff. All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as "fair use" under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. Employees are further advised that copyright provisions apply to all forms of digital media.

Questions regarding copyright shall be directed to your principal or supervisor.

[Sequim School District Policy 2025 \(Copyright Compliance\)](#)



Employment Practices

Discipline/Termination

The level of discipline imposed will take into consideration the seriousness of the infraction as well as the employee's performance record. When appropriate, discipline should be corrective in nature. At the employer's sole discretion, various types of employee discipline may be imposed which include, but are not limited to, suspension, with or without pay, demotion or termination.

Verbal warnings, written warnings or reprimands are not considered to be forms of discipline and are not subject to the established Grievance Procedures.

Employees are entitled to union representation at meetings where disciplinary measures are being proposed. See Appendix B, "Weingarten Rights."

None of these disciplinary measures are required to be used before discharge from employment occurs nor are the listed disciplinary actions required to be used in any specific order. The Employer may repeat disciplinary action.

Fundamental fairness is necessary when an employee is being disciplined or terminated. See Appendix C, "Just Cause."

Employees are expected to work in a competent and conscientious manner which reflects favorably upon the employee and the Sequim School District.

[Sequim School District Policy 5280 \(Separation from Employment\)](#)

[Sequim School District Policy 5281 \(Disciplinary Action & Discharge\)](#)

District Property

The district may supply an employee with equipment or supplies to assist the employee in performing his/her job duties. All employees are expected to show reasonable care for any equipment issued and to take precautions against theft. Employees cannot take district property for personal use or gain. Any equipment, unused supplies, or keys issued must be returned prior to the employee's last day of employment, including, but not limited to laptops, employee identification badges and the key for building entry.



Employment Practices

District Vehicles

Employee's job duties or assignment may require them to operate a District owned vehicle. Drivers, other than School Bus Drivers, required to operate vehicles with students must first complete the appropriate Vector Solutions safety course. At no time shall a vehicle, other than a school bus, with a capacity greater than 8 passengers be used to transport students by a district employee or parent. District owned vehicles shall be used for official district business only. Any citation for violation of motor vehicle laws shall be the sole responsibility of the operator. If involved in any accident, the operator shall notify the proper law enforcement agency immediately and file an incident/accident report within twenty-four (24) hours. The driver and all passengers shall always wear seat belts. Drivers are expected to report to their supervisor or designee any damage, deficiencies, or safety concerns. Use of tobacco products is not allowed in District owned vehicles at any time.

[Sequim School District Policy 6630 \(Driver Training & Responsibility\)](#)

Drug-Free Schools, Community and Workplace

The Sequim School District seeks to provide a safe drug-free workplace for all its employees. "Workplace" is defined to mean the site for the performance of work done, which includes 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 authority of the school district which could also include work on a federal grant.

For these purposes, the following behaviors will not be tolerated:

Reporting to work under the influence of alcohol, illegal and/or controlled substances, including cannabis and anabolic steroids.

The unlawful use, sale, possession, or distribution of alcohol. The use, sale, possession, or distribution of illegal chemical substances (including the use, possession, sale, distribution or transmission of anabolic steroids, cannabis) or opiates in any amount or in any manner on district property at any 21 time. Any staff member convicted of a felony attributable to the use, possession, or sale of illegal chemical substances or opiates or cannabis will be subject to disciplinary action, including immediate termination.



Employment Practices

Using district property or the staff member's position within the district to make or traffic illegal chemical substances, opiates, cannabis, or anabolic steroids.

Using, possessing or transmitting illegal or controlled chemical substances, cannabis and opiates in a manner which is detrimental to the interest of the district.

Any staff member who is taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with the safe performance of his/her job. If the use of a medication could compromise the safety of the staff member, other staff members, students, or the public, it is the staff member's responsibility to use appropriate personnel procedures (e.g., use leave, request change of duty, or notify his/her supervisor of potential side effects) to avoid unsafe workplace practices. If a staff member notifies his/her supervisor that the use of medication could compromise the safe performance of his/her job, the supervisor, in conjunction with the district Payroll/Benefits Coordinator, then will determine whether the staff member can remain at work and whether any work restrictions will be necessary.

As a condition of employment, each employee shall notify his or her supervisor of a conviction under any criminal drug statute violation occurring in the workplace as defined above. Such notification shall be provided no later than 5 days after such conviction. The district shall inform the federal government within ten days of such conviction, regardless of the source of the information.

Each employee shall be notified of the district's policy and procedures regarding employee drug activity at work. Any staff member who violates any aspect of this policy will be subject to disciplinary action, which may include immediate discharge.

[Sequim School District Policy 5201 \(Drug-Free Schools, Community, & Workplace\)](#)



Employment Practices

Employee Safety

The district is dedicated to providing a safe and healthy work environment for all district personnel. It is our goal to reduce the frequency and severity of accidental injuries by providing our employees with safety information and appropriate safety training as a means of protecting employee welfare. All employees will be provided with training during the employees' safety orientation or transfer to a new site.

On-going safety and health education programs will be provided for all employees to increase awareness of accident causation factors and to promote acceptance of safety and health regulations by presenting accident prevention as a positive, desirable, and integral part of all activities.

The employer is responsible for providing a safe and healthy workplace free from recognized hazards.

Establish, supervise, and enforce safety rules.

Provide the required safety training to all employees.

Ensure that personal protective equipment is worn when tasks dictate.

The employee is required to know and comply with all safety rules and procedures. Immediately report all accidents to your supervisor.

Take personal responsibility for working safely and use common sense while performing your job.

The Safety Bulletin Board is used to communicate safety-related information to employees. Find out where the Safety Bulletin Board is located at your site.

[Sequim School District Policy 6511 \(Staff Safety\)](#)

[Sequim School District Procedure 6511P \(Staff Safety\)](#)

Facility and Equipment Use for Personal Gain

An employee will not perform any duties related to an outside job during regular working hours or for professional employees during the additional time that the responsibilities of the district's position require; nor will an employee use any district facilities, equipment, or materials in performing outside work.

[Sequim School District Policy 5251 \(Conflicts of Interest\)](#)

Employment Practices

Fire Safety

Fire safety is an essential element of having a safe working environment.

Employees should know the following:

- Location of fire alarms.
- Location of fire extinguishers.
- Evacuation routes.
- Whom to notify in case of fire.

Employees need to take precautions to prevent fires from occurring. In the event of a fire, the most important task is to sound the alarm and clear the building. Employees should not risk their safety in fighting fires.

All employees shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

Gifts and Business Transactions

Financial and business transactions of the district shall be carried out in conformity with the law and consistent with sound and ethical business practices. Purchasing decisions shall be made based on price, quality and service and shall not be influenced by friendships or other personal relationships. District employees shall not accept a gift valued at more than what is reasonable and appropriate to the situation, or a favor from vendors or prospective vendors or other firms or individuals who have had or hope to have transactions with the Sequim School District.

All gifts become district property and shall be accepted without obligation relative to use and/or disposal.

[Sequim School District Policy 6114 \(Gifts or Donations\)](#)

[Sequim School District Procedure 6114P \(Gifts or Donations\)](#)

[Sequim School District Policy 6230 \(Relations with Vendors\)](#)



Employment Practices

Harassment, Intimidation, Bullying (HIB)

The Sequim School District is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons free from harassment, intimidation, or bullying. “Harassment, intimidation or bullying” means any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in [RCW 9A.36.080\(3\)](#) (race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability) or other distinguishing characteristics such as but not limited to physical appearance, clothing or other apparel, socioeconomic status or weight.

Any staff member or volunteer who has witnessed or has reliable information that a student has been subjected to harassment, intimidation, or bullying, whether electronically, written, verbal or physical, should report such incident to an appropriate school official.

No school employee, student, or volunteer may engage in reprisal, retaliation, or false accusation against a victim, witness, or one with reliable information about an act of harassment, intimidation, or bullying. Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation.

If you believe you have been bullied, contact your principal or supervisor.

Please complete the [HIB Reporting Form \(Adult\)](#) or [HIB Reporting Form \(Student\)](#) and return to HR or Principal/Supervisor.

[Sequim School District Policy 3207 \(Prohibition of Harassment, Intimidation, and Bullying\)](#)

[Sequim School District Procedure 3207P \(Prohibition of Harassment, Intimidation, and Bullying\)](#)

[Sequim School District Policy 5011 \(Sexual Harassment of District Staff Prohibited\)](#)

[Sequim School District Procedure 5011P \(Sexual Harassment of District Staff Prohibited\)](#)

Employment Practices

Honesty

Honesty is a core value in the Sequim School District. Employees shall not create any intentional inaccuracies verbally or on official district documents such as time sheets, job applications, student records, etc.

Immunizations

In the event of an infectious disease outbreak within the district, all efforts will be made to reduce the spread of the disease and follow the state regulations. Employees must be able to document their immunization against disease or, as required by state regulations, will not be permitted to return to their building for work until the quarantine period has expired. The district has an immunization form for employees to document immunization records and this is available from Human Resources. While not required, proof of immunization is highly encouraged since an employee could miss many days of work if unable to provide state approved proof of immunization.

Investigations

Expectation of Cooperation: In the event of a District investigation or inquiry, every District employee has an affirmative duty to provide to his/her principal, supervisor(s), or any other official assigned to investigate all relevant and factual information about matters. Employees failing to volunteer such information shall receive a directive from an administrator to provide a statement. The employee's failure to comply with the directive may constitute "insubordination," a violation that will be grounds for disciplinary action up to and including termination.

Administrative Leave: The District may place an employee on administrative leave, paid or unpaid, during an investigation into alleged misconduct by the employee. Being placed on administrative leave does not imply guilt.

Professional Attire Expectations

Sequim School District employees are judged not only by their service but also by their appearance. It is the district's expectation that every employee's appearance is consistent with the high standards we set for ourselves as a district. Employees are expected to present a well-groomed, professional appearance and to practice good personal hygiene. The district expects that all employees are neat, clean, and wear appropriate dress for work that is in good taste and suitable for the job at hand. Contact your principal/supervisor with specific questions.

Personal Property

The district shall not assume responsibility for the maintenance, repair, or replacement of any privately owned property brought to a school or district function unless the use or presence of such property has been specifically requested in writing by the administration. The Sequim School District is not liable for vandalism, theft or any damage to cars parked on school property.

[Sequim School District Policy 6540 \(School District's Responsibility for Privately Owned Property\)](#)



Employment Practices

Professional Staff/Student Boundaries

All Sequim School District personnel will recognize and respect the rights of students, as established by local, state, and federal law. Employees shall always, maintain a professional relationship and exhibit a professional demeanor in their interactions with students. Further, employees shall refrain from engaging in any actions or conduct of a sexual nature (verbal or physical) directed toward a student, including, but not limited to, sexual advances, activities involving sexual innuendo, or requests for sexual favors or sexually explicit language or conversation.

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. Employees shall not form inappropriate social or romantic relationships with students, regardless of whether the student is 18 years old. Employees shall not use profane or obscene language or gestures in the workplace.

While the District supports the use of technology to communicate for educational purposes, district employees are prohibited from inappropriate online socializing or from engaging in any conduct on social networking web sites that violates the law, district policies or other recognized professional standards.

[Sequim School District Policy 5253 \(Maintaining Professional Staff/ Student Boundaries\)](#)

[Sequim School District Procedure 5253P \(Maintaining Professional Staff/ Student Boundaries\)](#)

Sexual Misconduct Disclosure

The Legislature has determined that additional safeguards are necessary in the hiring of school district employees to ensure the safety of Washington's school children. All new employees are required to sign a release authorizing former employers to disclose all information related to any acts of sexual misconduct committed by the employee as defined by the State Board of Education.

Sexual misconduct definitions are found in [WAC 181-87-080](#).

Employment Practices

Student Health: Employee's Responsibilities

Classroom Teachers, Specialists, Paraprofessionals, Coaches and After-School Staff

The classroom teacher and associated support staff generally have the most contact with a student. As such, they are most likely to observe a potential anaphylactic reaction and implement the **Individual/Emergency Health Plan (ECP/IHP)**.

- Be alert for potential anaphylaxis in the classroom.
- Know the students with life-threatening allergies, how to recognize symptoms and exposures, and how to implement the ECP/IHP.
- Have a readily available, but confidentially placed, copy of the ECP/IHP, and know how to access emergency medications.
- Know school communication procedure for contacting EMS, the school nurse, and the office.
- Attend training from the school nurse to implement the ECP per RCW28A.210.380.(Annual "Fall Staff Training" per RN)
- Be aware that it is not appropriate to send another student to the office with the student experiencing symptoms of a life-threatening allergic reaction. An adult must accompany a student with a known allergy to the school office or health room when they are experiencing symptoms or have had a suspected or known allergen exposure. If necessary, request assistance from staff outside the classroom.
- Ensure student confidentiality and privacy as appropriate per law.
- Check that all staff and substitutes working with the student are familiar with the student's allergies and ECP/IHP. **KEEP A PRINTED COPY OF THE INDIVIDUAL HEALTH PLAN AVAILABLE TO ANYONE RESPONSIBLE FOR YOUR CLASS IN A FOLDER ON YOUR DESK LABELLED: Confidential Student Health Conditions.** Maintain confidential access to ECP/IHP.
- Help volunteers understand the presence of life-threatening allergies in the classroom.
- Coordinate with the school nurse and obtain parent and student permission to provide age-appropriate classroom instruction about life-threatening allergies. Provide non-food rewards for student equity and to avoid stigmatization of students with Anaphylaxis. Encourage non-allergen and non-food activities, rewards, and treats.
- Educate all classroom students about anti-bullying policies and monitor students appropriately.
- Coordinate with school nurse and school administrator as appropriate to obtain written permission from the parent of the student with life threatening allergies to inform the parents of all students about life-threatening allergies and provide guidance to maintain an allergen-aware classroom.
- Inform parents of any school events and activities where food will be served other than during regularly established meal/snack times or when other allergens may be present.
- Do not interpret food and product labels. Work with nutrition services and the school nurse to obtain safer snacks.
- Allow parents to provide snacks for their student with anaphylaxis.
- Avoid using foods or other allergens for activities such as arts and crafts, projects, science, math (counting), holidays, and celebrations.
- Ensure trained staff are always present during any activity using any media that may contain allergens.
- Participate in planning for the student's re-entry to school if an anaphylactic reaction has occurred.



Employment Practices

Lunchroom/Playground Assistants

- Follow district policies and procedures regarding students with life-threatening allergies.
- Attend training from the school nurse on life-threatening allergy awareness and, if applicable, student specific IHP/ECP training for the implementation of student specific ECP/IHP.
- Take all complaints seriously and respond appropriately. Follow the IHP/ECP as trained by the school nurse.
- Assist lunchroom staff in the identification of students who have special diets provided by nutrition services.
- Do not interpret food labels or advise children on allergen content. Work with the school nurse or nutrition services staff.
- Maintain properly functioning emergency communication equipment and understand use of such equipment.

School Custodial Services

- Thoroughly clean all tables, chairs, and floors after each meal with district approved cleaning products that meet allergen removal standards.
- Clean all tables per district policy to remove allergen cross contact - use latex-free gloves.
- Ensure school dumpsters are not in areas close to student activity.
- Ensure food waste containers are covered when possible.
- Notify administrator and school nurse of significant anaphylaxis related hazards.

School Transportation

- Participate in the development of the student's IHP/ECP as needed.
- All bus drivers must be trained in emergency preparedness and district specific policies and procedures including the process and notification system for students who have a specific health plan (Annual "Fall Staff Training" per RN).
- Know local EMS/911 procedures and have properly functioning communication equipment and a procedure for out-of-service areas.
- All bus drivers and substitute drivers will attend annual anaphylaxis awareness training and student specific ECP training if applicable.
- Participate in emergency drills.
- Collaborate with the school nurse to ensure the transportation dispatcher has knowledge of all students with life-threatening allergies by bus number/route and instructions for activating EMS/911.
- Collaborate with school nurse and individual bus drivers to develop protocols for student's epinephrine to be on the student's person with a copy of the ECP when applicable. It may not be safe to store epinephrine on the bus for reasons such as temperature variances and substitution buses.
- Have a backup copy of the ECP on the bus.
- Have procedures for implementing ECPs addressing:
 - o Calling EMS/911.
 - o Location of the epinephrine and/or other emergency medications.



Employment Practices

- o Contacting district administration and requesting that the administrator contact school nurse and parents. Buses used to transport teams to extracurricular and sports events may require some adaptation of this procedure; and
- o Trained staff available to assist students in the event of an anaphylactic emergency and to implement the student specific ECP.
- Provide a safe environment on the bus for students with life-threatening allergies: have a "no eating" policy on buses. **Exceptions to this rule will occur for some students that medically require access to food such as students with diabetes** and during certain trips where extenuating circumstances allow for meal consumption on the buses.
- Cleaning of bus surfaces, including seats and handrails per district policy and procedure (using non-latex gloves).
- Do not allow latex balloons on the bus.
- Do not allow windows to remain open during periods of high insect activity.

Field Trips: Field trips can present challenges for students with anaphylaxis in relation to their safety and inclusion per Section 504.

- Field trip coordinators must provide adequate notification and time for collaboration to provide for student safety. The school nurse must be notified well in advance of any field trip.
- Field trip destinations should be assessed for potential risks and access to emergency services. If the field trip destination is potentially unsafe and/or first responders and medical facilities are too distant for a safe response time, an alternative destination may be appropriate. ****Two Week Notice Preferred, One Week Notice ESSENTIAL.**
- Out of state or country trips involve complex considerations regarding delegation of medication, risk management, and require more time to address. For more information regarding field trips and school sponsored events see OSPI Guidelines for the Administration of Medication 2022 page 42–45.
- Notify parents about field trips (dates/length of time, location, activities, anticipated food consumption).
- Student specific ECP, LHCP orders, and emergency medications must be carried by trained school staff who supervise students with life-threatening allergies during the field trip.
- More than one person should be trained to care for the student and to follow the ECP including avoidance/prevention training should be available.
- Inform staff to assist the student in avoiding possible contact with allergens during the field trip.
- Prior to departure, have mobile communication devices available and in working order.
- Have at least 2 adults able to provide emergency care and support – **must be school staff:**
 - o Medication administration and first aid.
 - o Activation of EMS/911; and
 - o Supervision of other students.
- It may be in the student's best interests to assign a staff member as a group leader, even if a student with anaphylaxis has a parent in attendance.
- Encourage parents to attend the field trip if appropriate. Parents are not required to accompany the student on field trips.
- School staff are ultimately responsible for the safety of students.
- Provide for a designated "allergy aware" area during meals.
- Make provisions for students to wash their hands with soap and water before and after eating. Hand sanitizer does not remove allergens from hands.



Employment Practices

- Sack lunches provided by nutrition services for students with life-threatening food allergies must not contain allergens and must be properly labeled with that student's name.
- Verify meals labeled for students with allergies are distributed to the appropriate student(s). If in doubt, do not give the student the meal.
- Remind the student: To avoid allergens; and immediately inform an adult if the student believes they may have ingested or had contact with an allergen or is not feeling well.

Active ECP anytime ingestion or exposure to anaphylactic allergen is suspected.

Guidelines for Care of Students with Anaphylaxis (www.k12.wa.us)

Health Service/Health Conditions/IHP Overview

All student health conditions that the parent notes in the Sequim School District Student Health Information are noted in Skyward. Any student health concerns conveyed to staff – need to be forwarded to your school's health room clerk or the District Nurse. Please remember that **ALL student health information is CONFIDENTIAL.**

- All reported health conditions are noted in Skyward under: Health conditions; YELLOW "H". (Please ignore the condition code – it is for the nurse to use for State reporting purposes).
- If the student has **classroom accommodations** for their health condition/concern (unless it is a 504), the parent is required to turn in a care plan annually, which is then put into Skyward as an **Individual Health Plan (IHP)** and indicated with an: **Aqua "I"**.
 - The condition for which there are classroom accommodations may be **life threatening** – if so, then the student will have a critical alert notification: STUDENT NAME IN RED. (There are other reasons a student may have a critical alert i.e.: custody information.)
 - There is a process in place to notify parents and supply them with the annually required IHP forms (starting with notification in July). Health services will input/update IHPs as they are received.
 - If you receive an e-mail notification of a student with a new or newly updated IHP, please shred the old IHP in your "**Confidential**" folder and replace it with the new IHP.

Teacher Responsibility regarding IHPs:

Each fall/semester change, prior to the first day of class, the teacher is to be aware of the students in their class who have IHPs in Skyward and be ready to address the school accommodations (even if the IHP is from the previous year).

The teacher is required to keep a **printed copy of the IHP** in a folder on their desk-area marked "Confidential" and make it available to anyone responsible for their students during the day.

Please do **not** print the information listed in the student's Health Conditions (YELLOW H). This information is used by Health Services and includes codes we use for tracking purposes.



Employment Practices

Health Services Basics:

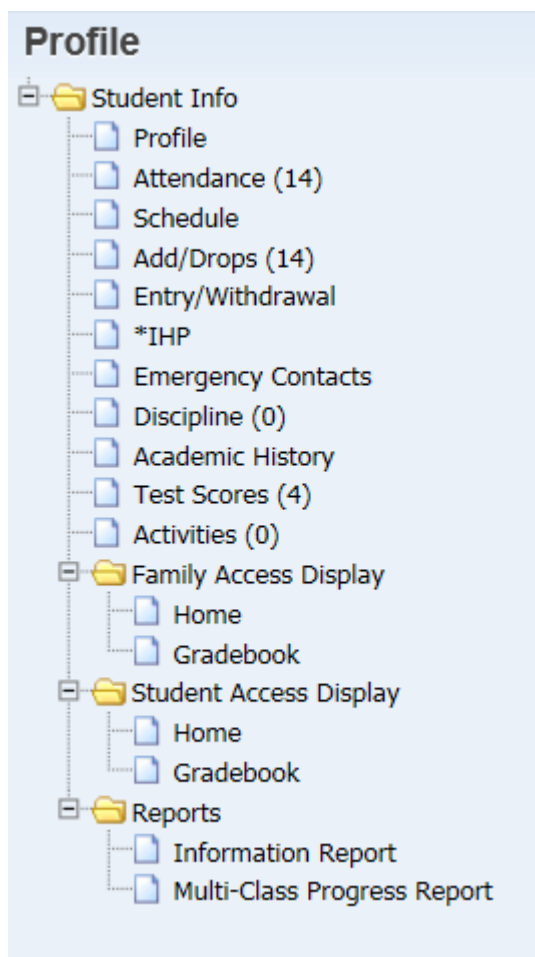
- All student health concerns and injuries should be addressed by health services (even those for which staff is providing an ice pack).
- New enrollment and re-enrollment processes include Student Health Information and Immunization information, which needs to be forwarded as soon as possible to Health services.
- All health and medical records are maintained in the students Health Chart.

To View a Students Individual Health Plan (IHP) Attendance

To find out what students have an IHP (Individual Health Plan) a student indicator (**Aqua "I"**) will show under your daily attendance

You can then click on the students name from Attendance and get their profile page

From there, you will see the following screen on the LEFT:



If the student has an IHP, there will be an asterisk to the left of "IHP".



Employment Practices

Click on “IHP” then click the “Print” hyperlink

This will run to Print Queue. Wait for it to run and then click “Display Report”.

Print a confidential hard copy for your reference and to share with your substitute teachers

Supported by Sequim School District Policies:

[3418 Response to Student Injury or Illness.pdf \(sharpschool.com\)](#)

[3419 SelfAdministration of Asthma and Anaphylaxis Medications.pdf \(sharpschool.com\)](#)

[3240 Anaphylaxis Prevention and Response 3420.pdf \(sharpschool.com\)](#)

[3415 Accommodating Students with Diabetes.pdf \(sharpschool.com\)](#)



Employment Practices

Tobacco-Free Workplace

To protect students from exposure to the addictive substance of nicotine, the use of tobacco and nicotine substances are prohibited on school district property. This shall include all district buildings, grounds, and district-owned vehicles. Tobacco includes, but is not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, nicotine delivery devices, chemicals or devices that produce the same flavor or physical effect of nicotine substances, and any other tobacco innovation.

[Sequim School District Policy 4215 \(Use of Tobacco, Nicotine Products, and Delivery Devices\)](#)

Teamwork

Providing quality education for students and quality work experience for employees involves teamwork among all employees in the district. Teamwork is demonstrated by showing respect, cooperation, and leadership always. Serving as an effective team member is a key component in accomplishing the Sequim School District's mission and our commitment to providing a safe and inclusive environment for all our staff, students, and families.

Volunteers

The district recognizes the valuable contribution made to the total school program through the volunteer assistance of parents/guardian and other citizens. The voluntary help of our community should be requested by staff through administrative channels. The school will conduct a Washington State Patrol criminal background check on all persons volunteering in the district. Additionally, volunteers that potentially will be working with students without a staff members direct supervision will be required to clear a fingerprint background check. This includes all volunteer coaches.

Do not leave children alone with a volunteer who has not been cleared through a fingerprint background check. Volunteers are expected to work under the supervision of staff.

Questions should be directed to Human Resources at 360.582.3260.

[Sequim School District Policy 5630 \(Volunteers\)](#)

[Sequim School District Procedure 5630P \(Volunteers\)](#)

Employment Practices

Weapons Prohibition

Firearms and dangerous weapons are prohibited in our facilities. “Gun-Free Zone” signs are posted at all campuses to support this policy. Licensed police officers who are serving in their official capacities are the only persons excepted from this prohibition. Firearms and dangerous weapons have the definitions set forth in the following statutory provisions: [RCW 9.41](#)

[Sequim School District Policy 4210 \(Regulation of Dangerous Weapons on School Premises\)](#)

Workspaces, including Desks, Lockers, etc.

Employees shall have no expectation of privacy with respect to any item or document (including email and electronic records) stored in or on District-owned property, which includes, but is not limited to, desks, filing cabinets, mailboxes, lockers, tables, shelves, and other storage spaces in or out of the classroom.

Non-Discrimination Notice

Sequim School District provides equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, ancestry, national origin, age, marital status, honorably discharged veteran or military status, gender, gender expression or identity, sexual orientation, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The district will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. See Appendix A.

The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX Officer and Compliance Coordinator Victoria Balint Director of Human Resources 503 N Sequim Ave Sequim, WA 98382 (360) 582-3260 vbalint@sequimschools.org	Section 504 Coordinator Cheryl McAliley District Psychologist 503 N Sequim Ave Sequim, WA 98382 (360) 582-3405 cmcaliley@sequimschools.org
--	--



Compensation & Benefits



Compensation & Benefits

COBRA

Federal law, the Consolidated Omnibus Budget Reconciliation Act (COBRA), gives employees and their qualified beneficiaries the opportunity to continue their existing health (medical, dental, and vision) insurance coverage under the district's health plan for a period after the occurrence of a "qualifying event" which otherwise would result in the loss of coverage. Some common qualifying events are the termination of employment (whether by resignation, layoff, discharge or even death); a substantial reduction in an employee's hours; an extended non-FMLA leave of absence; or legal separation or divorce of the employee and his/her spouse.

When such a qualifying event occurs, the district will notify the employee of the right to continue health insurance coverage under COBRA, as well as the time limits and triggering events, which are applicable to continue coverage. To continue coverage, the employee (or beneficiary) must timely elect to exercise their COBRA rights and must timely pay the total premiums required for coverage (including their own share and the district's share).

Family and Medical Leave Act (FMLA)

The Sequim School District recognizes that employees may, on occasion, need extended leave to care for themselves or for an immediate family member. Therefore, the district shall provide family and medical leave for all eligible employees pursuant to the Family and Medical Leave Act of 1993 (FMLA). Family and Medical Leave Act (FMLA)—General Provisions The following text is from the federal notice, Employee Rights and Responsibilities Under the Family and Medical Leave Act.

Employees requiring family and medical leave may find more information on the [FMLA page](#) of the district website or contact Ashley Adams, HR Specialist, 360.582.3268, for details on eligibility, requirements, and limitations.

Washington Family Medical Leave

Separate from FML, employees may qualify for up to twelve (12) work weeks, or up to eighteen (18) work weeks combined family and medical leave under the Washington Paid Family and Medical Leave & Insurance Act (PFMLA) of job-protected leave for certain family and medical reasons. PFML (Paid Family Medical Leave) is administered by the Washington State Employment Security Department (ESD), not the District. Qualifying event, eligibility for PFML benefit, and amount of that benefit, are determined through the ESD. Employees are responsible for filing claims with the ESD, and payments will come from ESD.

An employee receiving the PFML benefit cannot be paid by the district at the same time. The employee will need to take unpaid leave, which requires a [Leave of Absence Request form](#) to be completed by the employee, supervisor, and Human Resources Director.

Employees needing more information on PFMLA can visit the [Washington Paid Family Leave](#) page on the district website or contact Ashley Adams, HR Specialist, 360.582.3268, for details on eligibility, requirements, and limitations.



Compensation & Benefits

Holidays

The Sequim School District observes the following holidays:

New Year's Eve	Labor Day
New Year's Day	Veteran's Day
Martin Luther King Jr. Day	Thanksgiving Day
President's Day	Day after Thanksgiving
Memorial Day	Christmas Eve
Juneteenth	Christmas Day
Independence Day	

Insurance Benefits

Employees will receive health insurance and other benefits adopted by The School Employees Benefits Board (SEBB) Program if working over 630 hours per year. Visit the [SEBB website](#) for more information.

For more information contact Kathy Wright, Payroll/Benefits Specialist at 360.582.3247 or Haleigh Montelius, Payroll/Benefits Specialist at 360.582.3267 directly.

Labor & Industries

Sequim School District employees are covered for work related injuries through the Washington State Department of Labor and Industries. Employees injured on the job are expected to immediately complete and submit an [online accident report](#) and notify their supervisor.

If medical attention is needed, a Physician Initiated Report must be completed by the physician for medical bills to be paid. If employees miss time away from work, they can use any accrued sick leave that they have on record.

The Department of Labor and Industries will compensate a percentage of employees' time-loss starting after 3 days of absence. Each employee pays a small portion of the cost for State Labor and Industry Insurance. The district pays a higher portion to insure all employees.



Compensation & Benefits

Payroll Information

Cut-Off Dates

To ensure proper payment, all payroll items (time sheets, extra pay items, etc.) must be turned in to Payroll no later than the **2nd business day of each month** (a monthly reminder email is sent).

Benefit changes and payroll changes must be received in payroll by the **10th of each month**.

Pay Dates

You are paid once a month with pay dates that usually fall on the last business day of the month. The Payroll Schedule is posted on the [district payroll website](#).

Direct Deposit

Direct deposit is required for all employees of the district. The form is included in your new hire paperwork and is submitted to Payroll. [The form](#) is also available online.

Any new or updated direct deposit forms must be submitted to payroll by the **10th of the month**.

Changes to Insurance

After the annual open enrollment period has ended on November 22nd, the addition of family members to your health insurance may only take place after a change of family status (i.e., marriage, new baby, loss of existing medical coverage). Any changes must be submitted to [SEBB My Account](#) within 60 days of the qualifying event.

Questions/Concerns: please contact Kathy Wright, Payroll/Benefits Specialist at 360.582.3247 or Haleigh Montelius, Payroll/Benefits Specialist at 360.582.3267 directly. They are available year-round.

Retirement Programs

Participation in the State Retirement Program is mandatory for employees working in an eligible position. Retirement is through Washington State Department of Retirement Systems (DRS).

Questions about the programs should be directed to retirement systems at (1-800-547-6657).

Booklets on each retirement system may be obtained online at the [DRS Website](#).



Compensation & Benefits

Payroll/Benefits Compliance Notices: Women's Health and Cancer Rights Act Annual Notice (WHCRA)

Do you know that your plan, as required by the Women's Health and Cancer Rights Act of 1998, provides benefits for mastectomy-related services including all stages of reconstruction and surgery to achieve symmetry between the breasts, prostheses, and complications resulting from a mastectomy, including lymphedema?

Please contact Kathy Wright, Payroll/Benefits Specialist at 360.582.3247 or Haleigh Montelius, Payroll/Benefits Specialist at 360.582.3267 directly for more information.



Attendance Leaves & Absences



Attendance, Leaves & Absences

Attendance

Regular attendance is an essential function of employment in the district. The district expects employees to make every effort to be present and prepared for work. Employees are expected to adhere to their assigned schedule. For the schools and departments to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave. Breaks and meal periods may only be taken during times designated by the employee's principal or supervisor and as further specified in other parts of this handbook. Any deviation from assigned hours must have prior written approval from the employee's principal or supervisor.

Employees who are unable to report to work shall report his/her absence using the current electronic sub system ([ReadySub](#)) and follow their individual building protocol for absence reporting prior to the start of the school day.

Any time spent not working during an employee's scheduled day must be accounted for in ReadySub using the appropriate reasons. The district will monitor attendance and absence patterns. Theft of time and/or improper modification of time worked records will be investigated and will result in disciplinary action up to and including termination.

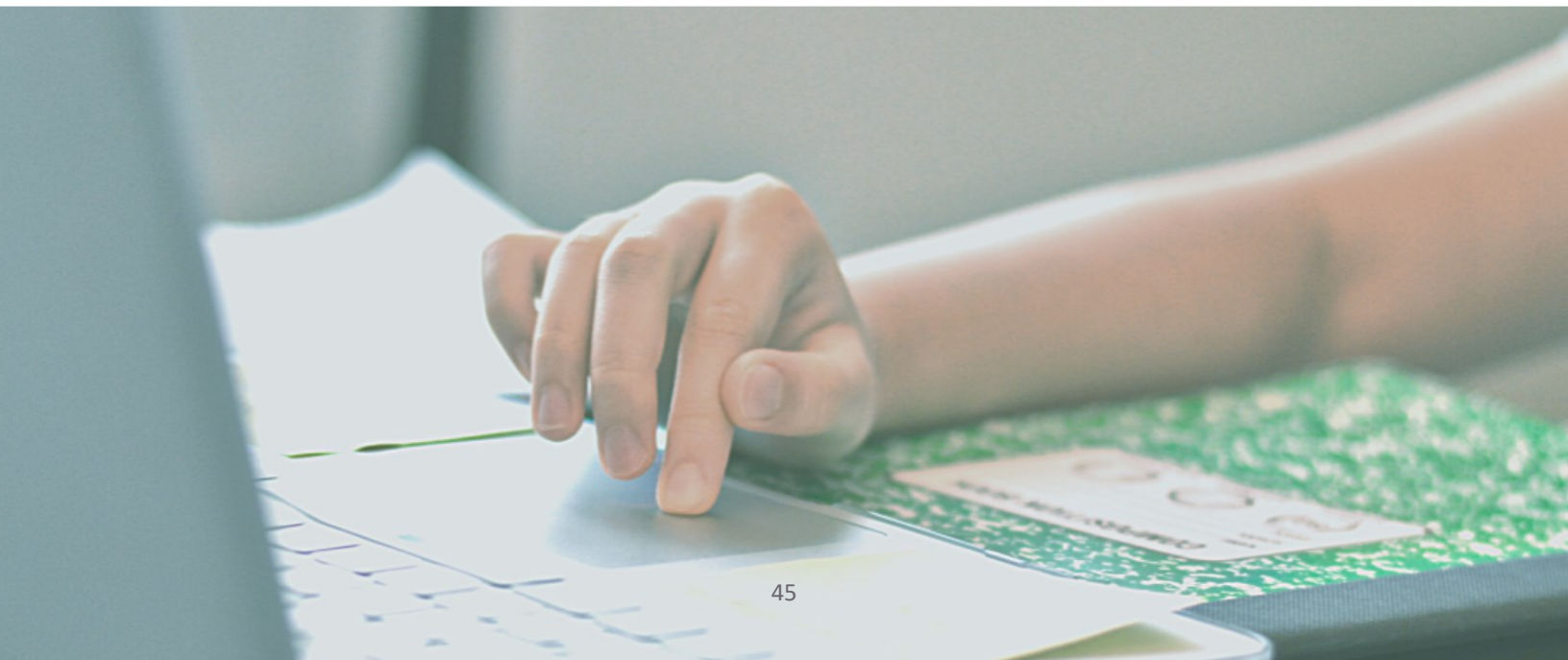
Failure to notify the district of an absence and failure to report to work on such day could result in disciplinary action up to and including termination. Failure to return to work the day following the expiration of an authorized leave of absence may result in termination of employment.

Leave- Sick & Personal

Employees are front-loaded 12 days of sick leave per fiscal year provided they work their first scheduled day. Sick leave will be prorated if the employee starts after the beginning of the school year. Each employee's sick leave shall accumulate to the legal limit and may be cashed out upon leaving the district in accordance with state guidelines. Accrued sick leave can transfer at resignation to any Washington State Public School within the state guidelines. A leave sharing program is available in accordance with the law.

Personal leave is governed by collective bargaining agreements of SEA, SAP, SAA, PSE, M&O, Teamsters, and DESA. SEIU & SWEA.

[Sequim School District Policy 5401 \(Sick Leave\)](#)



Attendance, Leaves & Absences

Substitutes- Certificated and Classified Staff

The ReadySub system allows staff members to report absences, notify and dispatch substitutes, and monitor information from any location at any time through the internet. Each staff member can select the names of requested substitutes, which are given priority over the general pool. Substitute teachers and classified substitutes can view open assignments and be more prepared for the jobs they accept.

ReadySub

All certificated and classified employees use the online ReadySub program for entering their absences and requesting a substitute.

All absences, regardless of if a substitute is needed, must be entered in ReadySub.

Pre-approval is needed when taking personal leave, vacation, emergency leave, and jury duty.

Questions and training requests regarding ReadySub should be directed to their Site Administrator (usually the head secretary) or Human Resources at 360.582.3268.

SEA Staff

SEA members should use the established procedure for the scheduling of substitutes. Contact your building principal or supervisor for additional information.

Vacation for Classified Staff

All classified staff who receive vacation time need to submit an absence in ReadySub for supervisor approval at least one week in advance.

Vacation accrual and use is determined by the employee's respective Collective Bargaining Agreement.

Weather Related Late Start/School Closure Days

Late Start

In the case of school late start, each employee needs to assess safety related issues such as road conditions, traffic, and weather then plan their travel accordingly. Given the weather-related challenges, some/occasional late arrivals are inevitable. Staff may be asked to cover the duties of staff arriving late if necessary. On late start days:

Certificated staff are expected to report to work at their usual time if it can be done safely. If unable to report on time for safety reasons, contact your building administrator/supervisor. Employees who are not able to report to work because of inclement weather may use emergency leave, which draws from the employee's sick leave.

Classified staff (with the exception of Bus Drivers) are expected to report at their usual time. If unable to report for safety reasons, contact your supervisor. Employees who are not able to report to work because of inclement weather may use emergency leave, which draws from the employee's sick leave. Bus Drivers are expected to report as directed.



Attendance, Leaves & Absences

School Cancelled

In the case of school closure, employees whose workdays are tied to student days are not expected to report. This workday will become a “make up day” at the end of the school year in June. Employees in this category include teachers, certificated specialists, and 180-Day classified staff (i.e., para-educators, food service, bus drivers, building secretaries).

All 260-Day employees are expected to report to work on school closure days. Every effort should be made to report to work as close to your normally scheduled work time as safety permits. Employees unable to report to work due to inclement weather may use emergency illness and injury leave.

The [Sequim School District website](#) and the local news stations are the best sources for accurate and up-to-the-minute information. Staff will receive a ROBO call, text message, and/or email message at around 5:30 or 6:00 a.m. for closures and delays to their primary phone number and district email address.

Most importantly, please be safe!



Appendix



Appendix A: Non-Discrimination & Sexual Harassment

[Link to required employment notices.](#)

Discrimination

The Sequim School District #323 does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, marital status, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights/Title IX Compliance Coordinator
Victoria Balint, vbalint@sequimschools.org or
Section 504/ADA Coordinator
Cheryl McAliley, cmcaliley@sequimschools.org
District Office
503 N Sequim Ave.
Sequim, WA 98382

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator listed above. You also have the right to file a complaint.

For a copy of the district's nondiscrimination policy and procedure, contact your school or district office or view it [online here](#).

Sexual Harassment

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

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

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

Examples of Sexual Harassment:

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

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint. For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it [online here](#).



Appendix A: Non-Discrimination & Sexual Harassment

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint. Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to revolve your concerns.

Complaint to the School District

Step 1. Write Out Your Complaint

In most cases, complaints must be filed within one year of the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

Step 2: School District Investigates Your Complaint

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

Step 3: School District Responds to Your Complaint

In its written response, the district will include a summary of the results of the investigation, a determination of whether the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School Board

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

Complaint to OSPI

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

You have 20 calendar days to file a complaint to OSPI from the day you receive the decision on your appeal.



Appendix A: Non-Discrimination & Sexual Harassment

You can send your written complaint to the Equity and Civil Rights Office at OSPI:

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

Mail or hand deliver:

PO Box 47200,
600 Washington St. S.E.,
Olympia, WA 98504-7200

For more information, visit www.k12.wa.us/Equity/Complaints.aspx, or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

Other Discrimination Complaint Options

Office for Civil Rights, U.S. Department of Education 206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr

Washington State Human Rights Commission 1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov



Appendix B: Weingarten Rights: Employee Right to Union Representation

“If this discussion could in any way lead to my being disciplined or terminated, or affect my personal working conditions, I respectfully request that my union representative, officer, or steward be present at the meeting. Without representation, I will attend the meeting and follow lawful orders, but I choose not to answer any questions.”

Weingarten Rights

Under the Supreme Court’s Weingarten decision, when an interview for investigation occurs, the following rules apply:

RULE 1: The employee must make a clear request for union representation before or during the interview. The employee cannot be punished for making this request.

RULE 2: After the employee makes the request, the employer must choose from among three options. The Employer must either:

- Grant the request and delay questioning until the union representative arrives and has a chance to consult privately with the employee, or
- Deny the request and end the interview immediately; or
- Give the employee a choice of (1) having the interview without representation or (2) ending the interview.

RULE 3: If the employer denies the request for union representation, and continues to ask questions, it commits an unfair labor practice, and the employee has a right to refuse to answer. The employer may not discipline the employee for such a refusal.

If an employee has reasonable belief that discipline or other adverse consequences may result from what he or she says, the employee has the right to request union representation.

Management is not required to inform the employee of his/her Weingarten Rights.

It is the employee’s responsibility to know and request.



Appendix C: What Does Just Cause Mean

National Labor Relations Board (NLRB) vs. Weingarten, Inc., 1975 U.S. Supreme Court

The concept of “just cause” requires that there be fundamental fairness in decisions related to the discipline and discharge of employees. Arbitrators have articulated many definitions and explanations of “just cause” over the years, including, but not limited to the following tests:

1. Did the employer give the employee forewarning or foreknowledge of the possible or probable disciplinary consequences of the employee’s conduct?
2. Was the employer’s rule or managerial order reasonably related to the orderly, efficient, and safe operation of the business?
3. Did the employer, before administering discipline to an employee, try to discover whether the employee did in fact violate or disobey a rule or order of management?
4. Was the employer’s investigation conducted fairly and objectively?
5. At the investigation, did the “judge” obtain substantial evidence or proof that the employee was guilty as charged?
6. Has the employer applied its rules, orders, and penalties evenhandedly and without discrimination to all employees?
7. Was the degree to discipline administered by the employer in a particular case reasonably related to
 - the seriousness of the employee’s proven offense and/or
 - her service with the employer?



