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Faculty/Staff Handbook

Mission

The vision of the Glenwood School District is to create an environment that promotes life-long learning, and respect for diversity and that challenges students to reach their highest potential, thus preparing them to become responsible and productive citizens.

Our mission, in cooperation with the community, encompasses the following goals:

- To provide a safe and supportive environment
- To align curriculum with the Essential Academic Learning Requirements
- To create challenging opportunities that encourage student individuality
- To develop a student-centered school that fosters creativity, problem solving and self-directed, life-long learning
- To ensure technological opportunities throughout the curriculum
- To inspire graduates to use their talents and abilities for the betterment of the world

General Information

Interpretation of Student Handbook

The staff is expected to know and enforce the contents of the Student Handbook.

Faculty Work Day

The teacher workday begins at 7:30am and ends at 3:10pm. Faculty meetings may extend the workday periodically. Faculty members are expected to be available to assist their students in class from 7:30AM-8:00AM and from 2:40PM-3:10PM.

Participation in Decision Making

Faculty meetings will be scheduled by the administrator starting at 2:45pm. Generally, they will conclude no later than 3:30pm. Committees to work on school issues will be formed as the need arises.

Request for a Substitute

In case of illness or other absence, contact Toni at 364-9432 by 6:00am (or if possible, the night before). If Toni is unavailable, call Jaecee at 364-0021, if Jaecee is unavailable call Heather at 364-3709. It is important that you contact someone in the office as soon as you know you will need a substitute.

Attendance/Lunch Count Procedure

Secondary teachers are expected to complete their attendance, in the Skyward system, for first period by 8:10AM, they are then expected to take attendance at the beginning of each class daily.

Elementary Teachers are expected to take attendance using the Skyward system by 8:10AM daily.

All staff with a first period class are expected to enter their lunch count (students and adults) with their first period attendance daily in the Skyward system.

Photo-copy Machine Use

Please use the copy machine in the library for all of your copying needs. If color copies are needed to be made, then the copier in the office may be used.

Defensive Driving Course

The completion of a defensive driving course is required for anyone driving a school vehicle. This course must be completed every other year. Any personal traffic violations must be reported to the office. All school bus driving requirements that apply are to be met as stated in WAC 392-144.

Fiscal

NOVA Time

If you forget to clock in or out of NOVA Time you will need to report to the Superintendent before your next shift and complete a NOVA Time adjustment form.

Requisition Process

The first step in ordering anything for use in the school including travel is the submission of a requisition form. Once a complete requisition is received by the office and signed by the Business Manager and the Superintendent the office staff will generate a purchase order and place final orders for goods and services. The office staff will also make all travel arrangements. All required forms are available in Business Manger's office.

The office will attempt to place orders as requested, however substitutions may be made for economy and/or availability.

The office must receive goods before they are distributed to the person who requested the order. It is vital that the office obtain the packing slip for every shipment to the school; therefore the office will receive all items and then deliver them to the classrooms.

Purchase Orders

All purchase orders will be generated by the office staff.

Guidelines for Employee Reimbursements

The following must be met before reimbursement forms can be processed for reimbursement. Incomplete forms will delay reimbursement.

- Please print or type (do not use pencil).
- Please enter full name and complete home address.
- Attach (staple securely) all itemized receipts to the back of the form.

- Employee claiming reimbursement and the Superintendent must sign and date the form.

Receipt Policy

- Original itemized documentation/receipts from vendor must be attached.
 - Copies are not acceptable.
- Charge card receipts are not acceptable unless they detail the items purchased.
 - No personal items should be purchased on school credit cards.

When to Expect Payment

- Please allow at least 3 weeks for processing.

Travel Authorization and Expense Claims

Expense claims are to be submitted after returning from a trip.

After Travel

Each employee must complete an Expense Voucher Form and submit his/her own claim to the District Office within 10 days after returning from travel (one may not claim another employee's expenses).

Original itemized receipts are required as documentation for all travel expense claims (including lodging, registration, meals, and any other expense that provides a receipt).

Meals

Meals are reimbursable when the employee has incurred a meal expense under the following conditions:

1. Approved, overnight, out-of-district travel
2. Meals with meetings where:
 - a. The purpose of the meeting is to conduct official district business and attendance has been approved by the superintendent
 - b. The purpose of the meeting is to receive training or to provide training to district employees, consistent with district policy
 - c. The meal is an integral part of the meeting
 - d. The superintendent or authorized designee approves payment for the meals in advance of the meeting

Transportation

If all District vehicles are being used, one may use one's own personal vehicle and be reimbursed for mileage. If District vehicles are available, one must use them. If one uses his/her own vehicle when district vehicles are available one will not receive reimbursement for mileage. If one is leaving early or coming home later than expected with one's own vehicle, one can only be reimbursed for mileage on the way to and from the destination, and not in between.

Lodging

If one pays for one's own lodging, an original itemized receipt from the hotel must be attached to the expense claim form to be reimbursed. The District will pay for room and tax only, unless other expenditures such as business telephone expenses, are approved prior to travel. Room service, entertainment, personal expenses, etc. are not reimbursable.

If accompanied by one's spouse, the single rate should be indicated on the receipt for lodging.

Mileage

Mileage for the use of one's personal vehicle is claimed on the Expense Voucher Form and will be reimbursed at the assigned Federal mileage reimbursement rate.

Planning

Lesson Planning

Lesson planning should be made to take full advantage of the instructional periods. Sufficient instruction, modeling, and guided practice must be provided to ensure that all students can do their homework independently. Lesson plans should be written no less than one week in advance. The plans should be left in a place that is easy to find so that in case of a substitute, plans could be readily used. Lesson plans need to be turned in to the office at the end of each year. Lesson plans need to have the correlation to the Washington Common Core Standards and the Next Generation Science Standards.

Planning Time

Planning time is provided to develop lesson plans, hold parent/teacher conferences, assist individual students, and work professionally with colleagues. Working collaboratively with a fellow staff member to develop a unit of instruction across subject areas is encouraged.

Class Preparation

Teachers are to be well prepared each day for classes. Class time is for students. Teacher preparation is to be done during times when students are not in class. Lessons and activities should be planned and well developed to meet the Washington Common Core Standards.

Professional Expectations

Student Advocacy

All staff members are expected to advocate for the best interest of **all** students at all times. When students need assistance, the administrator expects that extra help or resources will be sought. Normally this is done by making a referral to the counselor and/or administrator.

Professional Behavior

Professional behavior is expected from all members of the faculty. If there is a concern about a student or a staff member, the concern should be conveyed in private, not in the faculty lounge, classroom, hallway or in front of others.

Bring all compliments, criticism, and complaints directly to the attention of the individual teacher, administrator, or parents who are in a position to do something about it. Trust the professionalism, strength and integrity of our co-workers to deal with problems and concerns. Keep criticism and complaints within the school – not in the community. Trust and support are the foundation of a good working relationship.

Dress Code

We as a staff need to hold ourselves to a higher standard than the students. Staff who attend school with unsuitable dress will be given a reasonable opportunity to correct the problem, if the problem persists, disciplinary action may be necessary. The dress code for staff needs to be neat, clean and professional.

The following are general guidelines of inappropriate dress. Staff dress shall not be regulated except in the following instances:

- a. The staff's dress or appearance shall create a material and substantial disruption of the educational process at the school.
- b. Clothing that advertises drugs, alcohol, tobacco products, violence, or uses profanity, or is gang related.
- c. Sexually suggestive or supportive clothing including halter tops, spaghetti strap tops, sport bras, or shirts that reveal your chest, cleavage, or midriff. Undergarments must not be visible.
- d. Pants or shorts worn below the waistline or that show your undergarments.
- e. Any other clothing item or personal property deemed as disruptive and/or unsafe by the Superintendent.
- f. Dress or skirts must extend closer to the knee than the hip.
- g. Sleeveless shirts and blouses may not expose the torso more than 2 inches below the arm.

Harassment

Harassment and/or bullying of any kind are not tolerated in the Glenwood School District. It is the responsibility of the staff to discourage and report incidents of harassment/bullying.

Instructional Expectations

Student Progress

Teachers are expected to keep parents well informed of student progress. Student progress includes achievement as well as lack of progress. Teachers should contact parents by phone, use a progress report form, and be willing to schedule parent teacher conferences during, before, and after school. **Parents should be contacted when a student's grade is a C- or**

lower. Students who are struggling and falling behind in any class should be brought to the attention of the Counselor and the Superintendent.

School Grading Scale

This grading scale will take precedent over any other grading scale, including Running Start and online classes.

A = 4.0	100.00-93.00
A- = 3.7	92.99-90.00
B+ = 3.3	89.99-87.00
B = 3.0	86.99-83.00
B- = 2.7	82.99-80.00
C+ = 2.3	79.99-77.00
C = 2.0	76.99-73.00
C- = 1.7	72.99-70.00
D+ = 1.3	69.99-67.00
D = 1.0	66.99-62.00
F = 0	61.99-00.00

Grading

Report cards will be sent home at the conclusion of each grading term. **In addition, teachers will notify parents whenever a student's grade drops below a C- at any time during the term.** Please see the chart below as to when grades are to be completed for each grading period:

- Term 1: 10/25/16 – 11/7/16
- Term 2/Semester 1: 1/18/17 – 1/30/17
- Term 3: 3/23/17 – 4/12/17
- Term 4/Semester 2: 6/2/17 – 6/15/17

Secondary Course Syllabi

All middle school and high school teachers will prepare a course syllabus for each class they are teaching. Each course syllabus should contain a description of the class, provide a topical overview, list the class rules, and identify the grading policy. A copy of the course syllabus should be distributed to each class member and one copy should be submitted to the Superintendent.

Each faculty member is required to prepare a progressive discipline plan for each class they are teaching. A copy of the class progressive discipline plan should be distributed to each class member and one copy should be submitted to the Superintendent. If a student is referred to the office, the staff member will call the office to let them know the student is coming. Staff will promptly fill out the Incident Report/Discipline Referral form and send it to the office.

Management & Discipline Expectations

Class Rules

To provide clear expectations for students each teacher will prepare and clearly post his/her class rules in their classroom.

Community Relations

Drug-free Schools, Community and Workplace

Policy No. 5201

Personnel

The board has an obligation to staff, students and citizens to take reasonable steps to assure safety in the workplace and to provide safety and high quality performance for the students that the staff serves.

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

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

- A. Reporting to work under the influence of alcohol, illegal chemical substances or opiates.
- B. Using, possessing, transmitting alcohol, illegal chemical substances (including anabolic steroids) or opiates in any amount or in any manner on district property at any time. Any staff member convicted of a felony attributable to the use, possession, or sale of illegal chemical substances or opiates will be subject to disciplinary action, including immediate termination.
- C. Using district property or the staff member’s position within the district to make or traffic alcohol, illegal chemical substances or opiates.
- D. Using, possessing or transmitting illegal chemical substances and opiates in a manner which is detrimental to the interest of the district.

Any staff member who is taking a drug or medication whether or not prescribed by the staff member’s physician, which may adversely affect that staff member’s ability to perform work in a safe or productive manner is required to report such use of medication to his or her supervisor. This includes drugs which are known or advertised as possibly affecting judgment, coordination, or any of the senses, including those which may cause drowsiness or dizziness. The supervisor in conjunction with the district office 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 may be subject to disciplinary action, which may include immediate discharge. As a condition of eligibility for reinstatement, an employee may be required to satisfactorily complete a drug rehabilitation or treatment program approved by the board, at the employee's expense. Nothing in this policy shall be construed to guarantee reinstatement of any employee who violates this policy, nor does the school district incur any financial obligation for treatment or rehabilitation ordered as a condition of eligibility for reinstatement. The district office will assist any individual in locating available counseling or rehabilitation services.

Other actions such as notification of law enforcement agencies may be taken in regard to a staff member violating this policy at the district's discretion as it deems appropriate.

Staff Handbook Sign Off

The signature below indicates that the Glenwood School District Staff Handbook has been read and the employee agrees to comply with the content.

Date: _____

Employee Signature: _____