IMPORTANT

State and Federal laws and local board policy require certain information to be disseminated to school district employees. This publication is intended to assist all district employees in complying with these requirements for the 2021-2022 school year.

Please take a moment to review this information carefully.

The district must document that it has offered individual employees this information. To accomplish this, please sign your building’s sign-off sheet. Your signature indicates that you have received, reviewed and understand the information contained in this document.

If you have any further questions after reviewing this notification please contact our district office.

Lake Chelan School District...
An Equal Opportunity Employer (Policy 5010)

It is the policy of the Lake Chelan School District to provide equal opportunity for employment to all individuals regardless of race, religion, creed, 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 disabilities, or the use of a trained guide dog or service animal by a person with a disability, or any other basis prohibited by local, state or federal laws. This policy applies to all areas of employment including recruitment, hiring, training, promotion, demotion, compensation and benefits administration, transfer, discipline, and termination.

It is also the policy of the Lake Chelan School District to recruit, hire, and place individuals who demonstrate the greatest potential for successful performance. Accordingly, all applicants for employment, transfer, or promotion are evaluated on the basis of education, training, experience, skills, abilities, and all other factors relevant to the position for which they are being considered.

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

- **TITLE IX COORDINATOR / CIVIL RIGHTS COMPLIANCE COORDINATOR**: Human Resources Director, Tamar Burns, PO Box 369, Chelan, WA 98816; 509-682-3515; burnst@chelanschools.org
- **SECTION 504 / ADA COORDINATOR**: Director of Student Services, Sarah Clarke, PO Box 369, Chelan, WA 98816; 509-682-7744; clarkes@chelanschools.org

Annual Employee Notification August 2021

<table>
<thead>
<tr>
<th>INSIDE THIS ISSUE:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Prohibition of Harassment, Intimidation and Bullying</td>
<td>2</td>
</tr>
<tr>
<td>Consequences of Sexual Contact with Students</td>
<td>2</td>
</tr>
<tr>
<td>Safe Interaction with Students</td>
<td>3</td>
</tr>
<tr>
<td>Maintaining Professional Staff/Student Boundaries</td>
<td>3</td>
</tr>
<tr>
<td>Responsible E-mail &amp; Internet Use</td>
<td>4</td>
</tr>
<tr>
<td>Social Media and Digital Communication Guidelines</td>
<td>5</td>
</tr>
<tr>
<td>Body Fluid Alert</td>
<td>8</td>
</tr>
<tr>
<td>Immunization Update</td>
<td>8</td>
</tr>
<tr>
<td>Staff Safety Plan</td>
<td>8</td>
</tr>
<tr>
<td>Drug Free Schools</td>
<td>9</td>
</tr>
<tr>
<td>Child Abuse, Neglect &amp; Exploitation Prevention</td>
<td>10</td>
</tr>
<tr>
<td>Americans with Disabilities</td>
<td>11</td>
</tr>
<tr>
<td>Family Medical Leave Act</td>
<td>11</td>
</tr>
<tr>
<td>Reporting Improper Government Action</td>
<td>12</td>
</tr>
<tr>
<td>Worker’s Compensation</td>
<td>12</td>
</tr>
<tr>
<td>District Contacts</td>
<td>13</td>
</tr>
</tbody>
</table>
Prohibition of Harassment, Intimidation and Bullying

LCSD Board Policies 3207, 3210, 5011, 6590

The 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 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 or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

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

Nothing in this section requires the affected individual to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. “Other distinguishing characteristics” can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status. Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom, or program rules. This policy is a component of the district’s responsibility to create and maintain a safe, civil, respectful and inclusive learning community and is to be implemented in conjunction with comprehensive training of staff and volunteers, including the education of students in partnership with families and the community. The policy is to be implemented in conjunction with the Comprehensive Safe Schools Plan that includes prevention, intervention, crisis response, recovery, and annual review.

Employees, in particular, are expected to support the dignity and safety of all members of the school community.

Any school employee who witnesses sexual harassment or receives a report, informal complaint, or written complaint about sexual harassment is responsible for informing the district Title IX or Civil Rights Compliance Coordinator, Tamar Burns, at the District Office. All staff are also responsible for directing complainants to the formal complaint process.

Reports of discrimination and discriminatory harassment will be referred to the district’s Title IX/Civil Rights Compliance Coordinator, Tamar Burns, at the District Office 509-682-3515. Reports of disability discrimination or harassment will be referred to the district’s Section 504 Coordinator, Sarah Clarke, at the Special Programs Office 509-682-7744.

Consequences of Sexual Contact with Students (Board Policy 5011)

Criminal Consequences of Sexual Contact with Students
Sexual contact with students is illegal in the state of Washington. If convicted of sexual contact with a student, you could face one or more of the following consequences:

- Jail time
- Probation
- Sex offender registration
- Be prohibited from contact with minors
- Loss of teaching certificate

Employment Consequences of Sexual Contact with Students
If the district finds that an employee had sexual contact with a student:

- You will be subject to disciplinary action up to and including termination. A record of any action taken will remain permanently in your personnel file.
- The findings of the investigation are subject to disclosure under the Freedom of Information Act.
- State law requires that sexual misconduct by an employee be disclosed to other school districts you may apply to for employment.
- The findings will be reported to OSPI who may conduct their own investigation that may result in the revocation of your teaching certificate.
- EHB 1385 Defines intercourse between employee and students 16-21 as 1st degree sexual misconduct if employee is 5 years older than student.
Safe Interaction With Students (Policy 5253)

Lake Chelan School District’s Staff Conduct Policy
“The board expects that the entire staff shall strive to set the kind of example for students that shall serve them well in their own conduct and behavior and contribute toward a school atmosphere that is friendly, but has a degree of formality.”

General Guidelines for Safe Interaction with Students:
Transportation of Students
- Get administrator approval
- Never transport a student alone
- Follow additional district requirements for transporting students including field trip guidelines, licensing, vehicle requirements and parental permission.

School Sponsored Events to include overnight field trips and all athletic competitions and training
Staff and volunteers during school related activities, to include overnight field trips and athletic competitions and trainings, will not consume alcohol during the entire length of the outing, work under the influence of alcohol or any controlled substance unless the substance is prescribed by a doctor and does not impair the individual’s ability to function in his or her position. All staff and volunteers will be on call in case of an emergency.

Interactions with Students
All interactions with students will be professional, appropriate, focused on teaching, learning, and related to school events. Staff are responsible to set and maintain appropriate boundaries with students.

Do not:
- Take a student or students on private outings
- Transport a student alone. If an emergency arises and you need to transport a student, first contact the parent for permission, and get prior approval from your building administrator. If you are unable to contact the parent(s), get permission from your building administrator in advance. In all cases, have another adult accompany you.
- Make sexiest comments
- Make sexual comments and/or innuendos
- Make jokes that belittle or diminish another person
- Give students compliments that focus on physical attributes
- Initiate conversations or correspondence of a private and personal nature with students

Communication
Only say or write things to a student that you would be comfortable sharing with the student’s parents, your administrator, or supervisor.

Do not:
- Gifts
In general, giving gifts to students is not encouraged. If gifts are provided they should be:
  - Of nominal value
  - Identical for all students in the class

Guidelines for Cyber Interaction with Students if Social Networking is Part of Your Educational Plan:
- Consider maintaining separate professional and personal sites, with strict limits on personal information being made available to students.
- Tell parents at the beginning of the school year that you might text-message students or communicate with them via internet, so they aren’t surprised. Make sure they have an opt-out opportunity if it makes them uncomfortable.
- Check personal sites regularly if the public has access to them. Even if you don’t post inappropriate material, that doesn’t mean your friends won’t.
- Be clear that all interaction with students via social networking, texting, or otherwise is related to the “Assessment, treatment, instruction, or supervision of students”. (WAC 181-87-060)

Working Alone with Students at School
- Keep the door open and lights on
- Do not post anything on, or cover up class windows

Physical Contact with Students
The district believes that all physical contact with students must be professional and appropriate.
- Preschool – Third Grade and Special-Needs Classrooms: The district realizes that teachers in these classes will have more physical contact with their students to facilitate the educational process.
- Fourth-Grade and Above: Limit physical contact with students to encouraging and acknowledging a student’s efforts and accomplishments. Physical contact should be limited to a:
  - Pat on the upper back or shoulder
  - Handshake
  - High-five

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

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

Staff members are required to promptly notify the principal or the supervisor of the employee suspected of engaging in inappropriate conduct that violates this policy.
Use of Personal Electronic Devices
In accordance with all district policies and procedures, students and staff may use personal electronic devices (e.g. laptops, mobile devices and e-readers) to further the educational and research mission of the district. School staff will retain the final authority in deciding when and how students may use personal electronic devices on school grounds and during the school day.

Network
The district network includes wired and wireless devices and peripheral equipment, files and storage, e-mail and Internet content (blogs, websites, collaboration software, social networking sites, wikis, etc.). The district reserves the right to prioritize the use of, and access to, the network.

All use of the network must support education and research and be consistent with the mission of the district.

Acceptable network use by district students and staff include:
• Creation of files, digital projects, videos, web pages and podcasts using network resources in support of education and research;
• Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, e-mail and webpages that support education and research;
• With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;
• Staff use of the network for incidental personal use in accordance with all district policies and procedures; or
• Connection of personal electronic devices (wired or wireless) including portable devices with network capabilities to the district network after checking with the district computer technician or technology director to confirm that the device is equipped with up-to-date virus software, compatible network card and is configured properly. Connection of any personal electronic device is subject to all procedures in this document.

Unacceptable network use by district students and staff includes but is not limited to:
• Personal gain, commercial solicitation and compensation of any kind;
• Actions that result in liability or cost incurred by the district;
• Downloading, installing and use of games, audio files, video files, games or other applications (including shareware or freeware) without permission or approval from the district computer technician or technology director;
• Support for or opposition to ballot measures, candidates and any other political activity;
• Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software and monitoring tools;
• Unauthorized access to other district computers, networks and information systems;
• Cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks;
• Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacturing);
• Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material; or
• Attaching unauthorized devices to the district network. Any such device will be confiscated and additional disciplinary action may be taken.

The district will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by his/her own negligence or any other errors or omissions. The district will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the district’s computer network or the Internet.

No Expectation of Privacy
The district provides the network system, e-mail and Internet access as a tool for education and research in support of the district’s mission. The district reserves the right to monitor, inspect, copy, review and store without prior notice information about the content and usage of:
• The network;
• User applications and bandwidth utilization;
• E-mail;
• User files and disk space utilization;
• User document files, folders and electronic communications;
• Internet access; and
• Any and all information transmitted or received in connection with network and e-mail use.

No student or staff user should have any expectation of privacy when using the district’s network. The district reserves the right to disclose any electronic messages to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Washington.
Effective communication with colleagues, students and families is vital for a thriving school environment where all stakeholders feel heard and engaged. Social media and digital communication devices and methods offer a means by which staff can quickly communicate with others, share information and exchange ideas.

Examples:

Social network - a dedicated website or other application that enables users to communicate with each other by posting information, comments, messages, images, etc.

Microblog - an online space where authors create communities to share information, ideas, personal messages, and other content

Listserv, newsgroup - An email exchange where messages are broadcast to every member of a group at once

Forum - a web-based place where users post their comments or opinions on topics. Users may comment on or respond to previous posts. Readers can read and/or respond to all prior posts.

Chatroom / Video Conference - An internet space where groups of people meet for live conversations via typed messages

Text message - an exchange, usually one-to-one, of communication typically typed into a smartphone or handheld device.

Purpose of guidelines

The district understands the value of social media and the benefits offered by digital communication devices for providing quick and easy interaction among peers, students and families. These guidelines are intended to support all staff members to clearly understand the many factors and possible consequences to consider. Staff should use communication tools in a district approved manner within district-approved platforms or spaces. These guidelines are in addition to, and complement, existing and future Board Policies.

Guidelines

When using social media or digital communication devices to communicate with students and/or families district staff should follow:

Board Policies

Always comply with all District Board Policies including, but not limited to, policies related to:

- Student Records: Policy 3231 Student Records; Policy 3235, Protection of Student Personal Information; Policy 3143 District Notification of Juvenile Offenders; Policy 4020, Confidential Communications; Policy 4040 Public Access to District Records; Policy 4310 Relations with Law Enforcement Agencies, Child Protective Agencies and County Health;
- Staff Policy, Procedures, and Rules for Using Information Technology: Policy 2022, Electronic Resources and Internet Safety; Policy 2023, Digital Citizenship and Media Literacy; Policy 3245 Students and Telecommunication Devices; Policy 4400, Election Activities; Policy 5252, Staff Participation in Political Activities;
- Mandatory Reporting of Suspected Abuse or Neglect: Policy 3241, Child Abuse, Neglect and Exploitation Prevention;
Discrimination/Harassment: Policy 3205, Sexual Harassment of Student Prohibited; Policy 3207, Prohibition of Harassment, Intimidation, and Bullying; Policy 3210 Nondiscrimination; Policy 5011, Sexual Harassment; Policy 5253, Maintaining Professional Staff-Student Boundaries; Policy 5270, Resolution of Staff Complaints;

Copyright: Policy 2025, Copyright Compliance;

Distribution of Materials: Policy 4060, Distribution of Materials; Policy 4400, Election Activities

District-sanctioned vs. personal media
These guidelines should serve as a reference tool for staff to make informed decisions regarding their selection and use of social media resources and digital communication devices. Communication resources and devices, while of unquestionable value, are not without risk both personally and professionally, if used in the absence of the appropriate level of discretion and intent.

- The district does not take a position on an employee's decision to participate in blogs, wikis, social media pages, etc. for personal use on personal time. If, however, staff members choose to do so, staff members should not communicate with students and families regarding topics pertaining to your work with the LCSD.
  - Follow all rules established by social media provider (i.e. age requirements, profile restrictions).
  - Be aware that even with the most stringent privacy settings, photo tagging and other tools may make personal information regarding students and their families publicly available. Staff should be prepared to address these issues and remind families of this potential.
- Do not "friend", "follow" or otherwise interact with students from your personal social media accounts.
- When using social media sites/products for school or LCSD-related purposes, use district-sanctioned and/or district-created platforms, (e.g. MOE, CMS, CHS or LCSD Facebook page).
- Communicate with families and students through district-provided devices on district systems.
  - Staff must avoid communicating with families regarding school or LCSD related matters through personal social media accounts, blogs, etc.
  - Staff must avoid posting student information, pictures, work product exemplars on personal social media sites, blogs, etc. Current parental consents apply only to district-sanctioned sites.
  - Staff must avoid communicating with students and families through personal communication devices such as cell phones, tablets, etc. for any school or LCSD-related matters. Staff members who choose to communicate with students and families through text messages should do so using a district provided device or district-sanctioned technology. Staff should avoid giving students and families' personal phone numbers, especially cell phone numbers.

Social media in the classroom
- Communicate clearly and meaningfully with families and students before using social media within the classroom so that families understand what, if any, information regarding their children may be available on the internet.
  - When using social media within the classroom, staff should provide information to families regarding the purpose for the use of the selected media, an example of what the media project will look like and a description of the amount of student information and level of security. Unless detrimental to the overall objective of the project, staff should use password protected social media sites available only to families.
  - Passive consent (consent that requires parents to actively opt out rather than opting-in) is appropriate in most instances.
  - Staff should work with their building principal whenever they are considering a new use of social media or digital communication within the classroom.
- Always use common sense and professional judgment when contacting students through social media.
  - Communications must be age-appropriate and related directly to a student's education.
  - Staff at the elementary and middle school levels must include parents in all digital communications unless parents actively opt out.
Staff at the high school level may communicate directly with students via media devices only after parents have been generally advised of the staff's intent to do so and have had the opportunity to opt-out.

**Standards of professional conduct**

Your online behavior must reflect the same standards of professionalism, respect and integrity as your face-to-face communications.

When using personal social media sites, if you identify yourself as an employee of the Lake Chelan School District you must remember that you have associated yourself with the district, your colleagues and your school community; therefore, you must ensure that any associated content is consistent with the mission and work of the district.

- Staff who have identified themselves as associated with the district should use the following disclaimer on personal social media sites, including blogs, "The views on this site are my own and do not necessarily represent the views, opinions, vision or strategies of the Lake Chelan School District."

- Even with the most stringent privacy settings, when posting online comments that are related to school students, families or the district even in a personal capacity, staff should act as if all comments/postings are in the public domain.

Use caution when posting any comment and/or images to the internet that may reflect negatively on your professional image. Be advised that failure to adhere to these guidelines may result in disciplinary action.

For questions about the guidelines contact your building principal or supervisor.

**USE GOOD JUDGEMENT!**
The board recognizes that safety and health standards should be incorporated into all aspects of the operation of the district. Rules for safety and prevention of accidents will be posted in compliance with OSHA and WISHA requirements. All hazardous chemicals will be identified and properly labeled. Staff members will be trained in the use of these chemicals specific to their respective jobs. Proper records will be maintained to verify that all of the preventive and safety measures are in place. Injuries and accidents will be reported to the district office.

The district will have at least one staff member at each school and work site in the district who holds a valid certificate of first aid training or equivalent training provided by a district nurse. Each school and work site will have first aid supplies readily accessible and if the work site has more than fifty employees a first aid station will be established.

Asbestos:
In compliance with the US Environmental Protection Agency, Asbestos Hazard Emergency Response Act, in June of 2005, we performed a re-inspection of our school buildings for asbestos containing building materials. Existing asbestos containing materials are limited to floor tiles, which have been covered by plywood and wall-to-wall carpet, and pipe lagging in a sealed tunnel under Bradley St. All other asbestos materials in the buildings have been removed. No asbestos containing materials have been used in any of the buildings or remodels since 1985. The results of the re-inspection are on file in the Management Plan in the School’s Administrative Office and at each of the building sites. Everyone is welcome to view these anytime during normal school hours. Information is available on an appointment basis by calling the district office at 682-3515.

Staff Safety Plan (Policy 6511)

The board recognizes that safety and health standards should be incorporated into all aspects of the operation of the district. Rules for safety and prevention of accidents will be posted in compliance with OSHA and WISHA requirements. All hazardous chemicals will be identified and properly labeled. Staff members will be trained in the use of these chemicals specific to their respective jobs. Proper records will be maintained to verify that all of the preventive and safety measures are in place. Injuries and accidents will be reported to the district office.

The district will have at least one staff member at each school and work site in the district who holds a valid certificate of first aid training or equivalent training provided by a district nurse. Each school and work site will have first aid supplies readily accessible and if the work site has more than fifty employees a first aid station will be established.

Asbestos:
In compliance with the US Environmental Protection Agency, Asbestos Hazard Emergency Response Act, in June of 2005, we performed a re-inspection of our school buildings for asbestos containing building materials. Existing asbestos containing materials are limited to floor tiles, which have been covered by plywood and wall-to-wall carpet, and pipe lagging in a sealed tunnel under Bradley St. All other asbestos materials in the buildings have been removed. No asbestos containing materials have been used in any of the buildings or remodels since 1985. The results of the re-inspection are on file in the Management Plan in the School’s Administrative Office and at each of the building sites. Everyone is welcome to view these anytime during normal school hours. Information is available on an appointment basis by calling the district office at 682-3515.

Body Fluid Alert (Policy 6512)

Contact with body fluids presents a risk for becoming infected with a variety of illnesses. Whenever possible, avoid direct skin contact with body fluids. Gloves are recommended when contact with body fluids is anticipated and are available from the school nurse. Hands should be thoroughly washed after gloves are removed.

Examples of situations where gloves should be worn are: treating nosebleeds, handling clothes or towels soiled with body fluids, and treating open wounds.

In some instances, unanticipated skin contact with body fluids may occur. In these instances, hands should be washed with soap and warm water after the contact has occurred.

An intermediate level disinfectant should be used to clean hard surfaces contaminated with body fluids. Bleach diluted 1:10 with water works very well and is available from the building janitors.

Towels or clothing saturated with body fluids should be washed separately from other items. If the material is bleachable, 1/2 cup of bleach should be added to the wash cycle.

Please reference Board Policy 6512 or contact your school nurse.

Immunization Update (Policy 6512)

All staff members are encouraged to complete an Immunization History form to be placed on file at the district office. In the event of an outbreak of a vaccine-preventable disease in school, the local health officer has the authority to exclude all susceptible persons, including school staff. If an employee is excluded, those days may be without pay.

A staff member may claim an exemption for health, religious, or philosophical reasons. However, staff members who file an exemption may be excluded if an outbreak occurs at his/her school.

Any staff member who is excluded is not eligible to receive benefits unless he/she is ill or physically disabled. If you are interested in updating your immunization history, please contact Human Resources at the district office.

Be sure your immunizations are up to date!

Staff Safety Plan (Policy 6511)

The board recognizes that safety and health standards should be incorporated into all aspects of the operation of the district. Rules for safety and prevention of accidents will be posted in compliance with OSHA and WISHA requirements. All hazardous chemicals will be identified and properly labeled. Staff members will be trained in the use of these chemicals specific to their respective jobs. Proper records will be maintained to verify that all of the preventive and safety measures are in place. Injuries and accidents will be reported to the district office.

The district will have at least one staff member at each school and work site in the district who holds a valid certificate of first aid training or equivalent training provided by a district nurse. Each school and work site will have first aid supplies readily accessible and if the work site has more than fifty employees a first aid station will be established.

Asbestos:
In compliance with the US Environmental Protection Agency, Asbestos Hazard Emergency Response Act, in June of 2005, we performed a re-inspection of our school buildings for asbestos containing building materials. Existing asbestos containing materials are limited to floor tiles, which have been covered by plywood and wall-to-wall carpet, and pipe lagging in a sealed tunnel under Bradley St. All other asbestos materials in the buildings have been removed. No asbestos containing materials have been used in any of the buildings or remodels since 1985. The results of the re-inspection are on file in the Management Plan in the School’s Administrative Office and at each of the building sites. Everyone is welcome to view these anytime during normal school hours. Information is available on an appointment basis by calling the district office at 682-3515.
Drug-Free Schools, Community and Workplace (Policy 5201)

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, which includes work done in connection with a federal grant. This 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, which could also include work on a federal grant.

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

- Reporting to work under the influence of alcohol, illegal and/or controlled substances, including marijuana (cannabis) and anabolic steroids.
- Using, possessing, transmitting alcohol, illegal and/or controlled substances, including marijuana (cannabis) and anabolic steroids, in any amount or in any manner on district property at any time or when involved in a school district activity on or off school district property. Any staff member convicted of a felony attributable to the use, possession, or sale of illegal and/or controlled substances, including marijuana (cannabis) and anabolic steroids, will be subject to disciplinary action, including immediate termination.
- Using district property or the staff member’s position within the district to make or traffic alcohol, illegal and/or controlled substances, including marijuana (cannabis) and anabolic steroids.
- Using, possessing or transmitting illegal and/or controlled substances, including marijuana (cannabis) and anabolic steroids, 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 will 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 will inform the federal granting agency within ten days of such conviction, regardless of the source of the information.

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.

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. (Board Policy 5201)
Child abuse, neglect and exploitation are violations of children’s human rights and an obstacle to their educational development. The board directs that staff shall be alert for any evidence of such abuse, neglect or exploitation.

For purposes of this policy, “child abuse, neglect or exploitation” shall mean:

- Inflicting physical injury on a child by other than accidental means, causing death, disfigurement, skin bruising, impairment of physical or emotional health, or loss or impairment of any bodily function.
- Creating a substantial risk of physical harm to a child’s bodily functioning.
- Committing or allowing to be committed any sexual offense against a child as defined in the criminal code, or intentionally touching, either directly or through the clothing, the genitals, anus, or breasts of a child for other than hygiene, child care, or health care purposes.
- Committing acts which are cruel or inhumane regardless of observable injury. Such acts may include, but are not limited to, instances of extreme discipline demonstrating a disregard of a child’s pain or mental suffering.
- Assaulting or criminally mistreating a child as defined by the criminal code.
- Failing to provide food, shelter, clothing, supervision or health care necessary to a child’s health or safety.
- Engaging in actions or omissions resulting in injury to, or creating a substantial risk to the physical or mental health or development of a child.
- Failing to take reasonable steps to prevent the occurrence of the preceding actions.

Child abuse can include abuse by another minor and so may be included in incidents of student misconduct.

When feasible, the district will provide community education programs for prospective parents, foster parents and adoptive parents on parenting skills and on the problems of child abuse and methods to avoid child abuse situations. The district shall also encourage staff to participate in in-service programs that deal with the issues surrounding child abuse.

The superintendent shall develop reporting procedures, including sample indicators of abuse and neglect, and shall disseminate the procedures to all staff. The purpose is to identify and report as soon as possible to the proper authorities all evidence of child abuse or neglect. Staff shall receive training regarding reporting obligations during their initial orientation and every three years after initial employment.

Classified and certified staff are legally responsible for reporting all suspected cases of child abuse and neglect. A certificated or classified school employee who has knowledge or reasonable cause to believe that a student has been a victim of physical abuse or sexual misconduct by another school employee will report such abuse or misconduct to the appropriate school administrator. The administrator will report to the proper law enforcement agency if he or she has reasonable cause to believe that the misconduct or abuse has occurred as required under RCW 26.44.030. Under state law staff are free from liability for reporting instances of abuse or neglect and professional staff are criminally liable for failure to do so.

Staff need not verify that a child has in fact been abused or neglected. Any conditions or information that may reasonably be related to abuse or neglect should be reported. Legal authorities have the responsibility for investigating each case and taking such action as is appropriate under the circumstances.

(Policy, Procedures, and Reporting Form are available in building offices and on the district website at: www.chelanschools.org)
The Lake Chelan School District is committed to ensuring that no employee, prospective employee, or individual receiving services from the LCSD is discriminated against on the basis of a disability. The LCSD complies with the requirements of the Americans with Disabilities Act, which makes it illegal to discriminate against a qualified individual with a disability in employment, and requires employers to make reasonable accommodations to the disability. Requests for accommodation can be made by contacting the District Office.

Every employee of the district who has worked for the district at least one year and for at least 1,250 hours in the preceding year is entitled to twelve (12) workweeks of Family Leave during any twelve (12) month period to:

- Care for a newborn child, an adopted child of the employee who is under the age of eighteen at the time of placement for adoption, or a newly placed foster child;
- Care for a spouse, parent, or child of the employee who has a serious health condition, or the employee may obtain leave for a personal health condition if it renders the employee unable to perform his or her job; or
- Respond to a qualifying exigency occurring because the employee’s spouse, son or daughter, or parent is on active duty, or has been notified of pending active duty in support of a contingency operation.

A period of Family Leave is in addition to any sick leave taken due to the employee’s temporary disability attributable to pregnancy or childbirth. The district will grant leave upon the same terms to male employees as is available to female employees upon the birth or adoption of the employee’s child.

If both parents of a newborn or newly adopted child are employed by the school district, they will be entitled to a total of twelve workweeks of family leave during any twelve month period, and leave will be granted to only one parent at a time. There is no pooling effect for spouses if the family leave is related to a serious health condition.

For more information regarding FMLA, please contact the district Human Resources or check Board Policy 5404.

Staff, substitute staff, student teachers and volunteers will be required to have money in hand or on their meal account in order to pay for any food items. You will not be allowed to charge meals or “ala carte” purchases if account balance is below $0.00.

Payments can be made at any school building office or with Accounts Payable. Please present your invoice prior to receiving your meal.
The district encourages the reporting of improper governmental actions by any district officers or employees and will protect employees against retaliatory employment actions for reporting improper governmental actions when the reports are made in compliance with this policy and related procedure. District officers and employees are prohibited from taking retaliatory action against an employee because the employee has, in good faith, reported alleged improper governmental action in accordance with this policy and related procedure. The superintendent shall establish procedures for receiving and acting on employee reports of improper governmental actions and responding to allegations of retaliation.

Worker’s Compensation Coverage

Lake Chelan School District is recognized as a self-insured employer under the Washington State Workers’ Compensation Law. Our self-insured program applies to all work-related injuries or illnesses. The industrial insurance laws of Washington State allow employers to insure their workers’ compensation obligations through the State Fund or through self-insurance. The benefits and rights for injured workers are exactly the same under either system. By being self-insured, Lake Chelan School District assumes the cost of the actual medical charges and compensation expenses and pays, from district funds, all benefits prescribed by workers’ compensation law associated with on-the-job injuries or illnesses. Under our self-insured program, you do not pay the medical-aid premium; however, the supplemental pension and asbestos premium deduction will appear on your payroll check at each pay period. The deduction amount is determined by the Department of Labor and Industries and is subject to change annually. The current supplemental pension rate can be obtained from Human Resources.

If you sustain a work-related injury, the following steps are to be followed:

- Report the injury to your supervisor, WHETHER OR NOT MEDICAL ATTENTION IS REQUIRED.
- Your supervisor or the district claims contact person will log your injury on an accident report.
- Human Resources will provide you with the “Self-Insurer Accident Report” form (SIF-2) and a “Physician’s Initial Report” form (PIR) if you seek medical treatment. Both of these forms are available from Human Resources at the district office; they are not available from the doctor or other source of treatment.
- Human Resources will help you complete the SIF-2 form before you go for medical treatment. When you have completed and signed the claim form, you will receive the pink copy, and the PIR to take with you.
- In case of an emergency, your supervisor will make sure that the treating physician or emergency facility is informed that Lake Chelan School District is self-insured so that your claim can be properly processed.

The method by which Lake Chelan School District determines Time Loss Certification includes, but is not limited to:

- Medical Progress Report (SIF-10)
- Medical Reports
- Release for Work Slip
- Phone Calls

This information will be obtained by our Self-Insured Program Claims Administrator, Matrix Absence Management, Inc. Time loss payments will be made regardless of the Lake Chelan School District sick leave policy.

The Lake Chelan School District self-insured program is administered by the North Central Educational Service District located in Wenatchee. Matrix Absence Management administers claims from P.O. Box 779005, Rocklin, CA 95677.

If you have questions, please call Human Resources at 682-3515.
Board of Directors:

Jeff Fehr, Board Chair  fehrj@chelanschools.org
Lynda Foster, Vice-Chair  fosterl@chelanschools.org
Ken Brunner  brunnerk@chelanschools.org
Kim Thorpe  thorpek@chelanschools.org
Barb Polley  polleyb@chelanschools.org

Lake Chelan School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained guide dog or service animal 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:

Title IX / Civil Rights Compliance Coordinator: Human Resources, 509-682-3515 or burnst@chelanschools.org
Section 504 / Special Education / ADA Coordinator, 509-682-7744 or clarkes@chelanschools.org

Lake Chelan School District, PO Box 369, Chelan, WA 98816