

Opportunities  
Unlimited  
for All

QUINCY SCHOOL DISTRICT

# EMPLOYEE HANDBOOK 2021-2022

119 J St SW Quincy, WA | 509.787.4571 | [www.qsd.wednet.edu](http://www.qsd.wednet.edu)



# EMPLOYEE HANDBOOK 21-22

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Helpdesk@qsd.wednet.edu -----

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Redrover@qsd.wednet.edu -----

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Payroll@qsd.wednet.edu -----

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# QUICK CONTACTS

- [payroll@qsd.wednet.edu](mailto:payroll@qsd.wednet.edu) – all questions related to Payroll
- [expenses@qsd.wednet.edu](mailto:expenses@qsd.wednet.edu) – all questions related to Expense Reimbursements
- [redrover@qsd.wednet.edu](mailto:redrover@qsd.wednet.edu) – all questions related to Red Rover

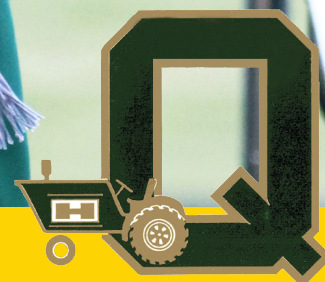
<b>John Boyd</b> Superintendent	<a href="mailto:jboyd@qsd.wednet.edu">jboyd@qsd.wednet.edu</a>	x3102
<b>Dr. Nik Bergman</b> Assistant Superintendent	<a href="mailto:nbergman@qsd.wednet.edu">nbergman@qsd.wednet.edu</a>	x3116
<b>Velma Flores</b> Exec. Assistant to the Superintendent	<a href="mailto:vflores@qsd.wednet.edu">vflores@qsd.wednet.edu</a> TalentEd & General Questions	x3102
<b>Jessica Blancas</b> Exec. Assistant to the Assistant Superintendent	<a href="mailto:jblancas@qsd.wednet.edu">jblancas@qsd.wednet.edu</a> Remind, Website & General Questions	x3100
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<b>Michele Gonzalez</b> Exec. Assistant to the Director of Teaching & Learning	<a href="mailto:mgonzale@qsd.wednet.edu">mgonzale@qsd.wednet.edu</a> Substitute Questions, QSD Clock Hours Issuance	x3110
<b>Tia Stoddard</b> Business Manager	<a href="mailto:tstoddar@qsd.wednet.edu">tstoddar@qsd.wednet.edu</a> Clock Hour Approvals, Placement, Paper Contracts	x3107
<b>Mary Medrano</b> Payroll Specialist	<a href="mailto:mmedrano@qsd.wednet.edu">mmedrano@qsd.wednet.edu</a> Payroll & Benefit Questions	x3103
<b>Robin Mauro</b> Payroll/Benefits Assistant	<a href="mailto:rmauro@qsd.wednet.edu">rmauro@qsd.wednet.edu</a> Payroll & Benefit Questions	x3109
<b>Tina Olson</b> Accounts Payable Specialist	<a href="mailto:tolson@qsd.wednet.edu">tolson@qsd.wednet.edu</a> Purchasing & Credit Cards	x3101
<b>Peggy Hinkins</b> Accounts Payable Assistant	<a href="mailto:phinkins@qsd.wednet.edu">phinkins@qsd.wednet.edu</a> Purchasing, Reimbursements, General Questions	x3105
<b>Shawn Fuller</b> Technology Supervisor	<a href="mailto:helpdesk@qsd.wednet.edu">helpdesk@qsd.wednet.edu</a>	x3111
<b>Daniel Fregoso</b> Technology Assistant	<a href="mailto:helpdesk@qsd.wednet.edu">helpdesk@qsd.wednet.edu</a>	x3114
<b>Taylor Bailey</b> Technology Assistant	<a href="mailto:helpdesk@qsd.wednet.edu">helpdesk@qsd.wednet.edu</a>	x3112
<b>Justin Blalock</b> Technology Assistant	<a href="mailto:helpdesk@qsd.wednet.edu">helpdesk@qsd.wednet.edu</a>	x3113
<b>Margie Mills</b> Administrative Assistant Red Rover Coordinator	<a href="mailto:mamills@qsd.wednet.edu">mamills@qsd.wednet.edu</a> Red Rover, Vector Solutions & School Dude	x3995

# QUINCY'S PROMISE:

All students graduate from high school and are prepared for the next step in their education, career, and life.



Opportunities unlimited for all: Quincy School District



# QUINCY'S PROMISE



**All students graduate from high school and are prepared for the next step in their education, career, and life.**



## Vision: Our Aspirations

**Strong Community = Successful Students**

In the Quincy School District, students are supported in achieving their preferred futures by a strong network which includes their family, school district staff and resources, and a wide array of community partners and services. A connected community develops students who are post-secondary and career ready, optimistic about their future opportunities, and marketable in competitive environments. Students apply their knowledge and the skills of communication, collaboration, critical thinking to become competent, productive, contributing citizens of the 21st Century.

## Mission: Our Common Work

**Learning and Support for Every Student**

The Quincy School District community models collaborative relationships and provides united support to ensure that all students graduate from high school and are prepared for the next step in their post-secondary education, career, and life.

To realize our mission, as one cohesive community, we create a framework that provides:




- a safe, equitable, accessible, and inclusive learning environment for everyone
- high levels of support in educating each student
- access to a globally competitive curriculum and
- knowledge, skills, and technologies for life-long learning and success in our changing world

# Values: Our Commitments

## Culture of Respect

The Quincy School District believes a culture of respect is essential for student success. We support and sustain a respectful climate for all individuals within our school district and community by committing to be inclusive, student-centered, and effective communicators.

Through these commitments, we create conditions which allow all individuals, especially our students, to feel respected.

When we are	Individuals will feel
 Inclusive	<ul style="list-style-type: none"> <li>• Honored</li> <li>• Appreciated</li> <li>• Celebrated</li> <li>• Accepted</li> </ul>
 Student-Centered	<ul style="list-style-type: none"> <li>• Supported</li> <li>• Inspired</li> <li>• Hopeful</li> <li>• Engaged</li> <li>• Productive</li> </ul>
 Effective Communicators	<ul style="list-style-type: none"> <li>• Informed</li> <li>• Connected</li> <li>• Involved</li> <li>• Empowered</li> <li>• Valued</li> </ul>

# Outcomes for Students and Graduates

## Our Expectations for Student Success

Develop character attributes	Prepare for the 21 <sup>st</sup> Century
<ul style="list-style-type: none"> <li>• Lead and collaborate</li> <li>• Interact in culturally competent ways</li> <li>• Respect others</li> <li>• Act with integrity</li> <li>• Stay optimistic and resilient</li> <li>• Seek resources</li> <li>• Pursue goals tenaciously</li> <li>• Become effective family and community members</li> </ul>	<ul style="list-style-type: none"> <li>• Thinking critically and solving problems</li> <li>• Communicating effectively</li> <li>• Motivating themselves and others</li> <li>• Staying healthy and active</li> <li>• Learning throughout their lives</li> <li>• Innovating and creating</li> </ul>

# FOUNDATIONAL STRATEGIES

## Our Long-Term Priorities

Foundational strategies represent long-term areas of focus for the school district: they are considered pillars of the district's work and help create priorities and provide direction.

### 1. STUDENT GROWTH AND ACHIEVEMENT

Prioritize evidence-based instructional practices, guaranteed and viable curriculum, and use of assessment data. Key suggested actions for 2015-2020 include:

- a. Provide continuous learning opportunities for all staff, including mentoring new staff to the district
- b. Collaborate through high-functioning learning communities and work teams to make instructional improvements based on student data
- c. Clarify and strengthen the instructional plan for the district
- d. Implement cultural responsive teaching strategies e.g., Guided Language Acquisition Design (GLAD) and Advancement via Individual Determination (AVID)
- e. Continue to increase student growth and achievement and narrow the opportunity/ achievement gap

### 2. PARTNERSHIPS:

Develop and sustain strong partnerships between and among schools, parents, the community, and community-based organizations. Key suggested actions for 2015-2020 include:

- a. Strengthen partnerships with community-based organizations, businesses, and industries
- b. Establish mentorship opportunities for students, which build on strong community partnerships
- c. Increase partnerships with parents through opportunities that focus on parent voice, leadership, and engagement

### 3. COMMUNICATION:

Provide on-going, two-way communication opportunities with all constituents utilizing multiple means and multiple languages. Key suggested actions for 2015-2020:

- a. Provide frequent, clear, and personalized communication with all families across the district
- b. Strengthen connectivity across the district and community by using current social media and communication methods
- c. Increase opportunities for students, parents, and community members to share their voices and become empowered contributors to the district system
- d. Promote the positive direction and success of the school district

*“Opportunities  
unlimited for ALL”*



#### 4. CONTINUOUS RENEWAL

Ensure that resources are continually monitored, maintained, refreshed and upgraded. Key suggested actions for 2015-2020:

- a. Ensure district facilities meet district needs and provide a quality and safe learning environment for all students
- b. Ensure that technologies are refreshed to support learning within the district
- c. Increase innovation in recruiting, hiring, supporting, and retaining high quality staff members
- d. Ensure that our facilities and grounds are maintained at the highest standard
- e. Develop two, five, ten year plans for facilities to prepare for future needs and growth

#### 5. ACCESS, OPPORTUNITY AND EQUITY FOR ALL

Foster equity, access, and opportunity to support the whole child through his or her PreK-12 educational career Key suggested actions for 2015-2020:

- a. Narrow the opportunity/achievement gap
- b. Increase access to rigorous course offerings and real-world learning opportunities
- c. Develop and implement a multi-tiered system of support district-wide
- d. Ensure every student in Quincy has access to early learning experiences
- e. Increase resources for parents, families, and the community in support of student learning

## TARGETED STRATEGIES: Our Two-Year, High-Impact Priorities

Targeted, high-impact, strategies represent intense work within the district and are considered priority for focused work over a two-year period. Targeted strategies will be implemented from fall, 2018 – fall, 2020. Specific action plans for each targeted strategy will be developed and continuously updated by school district leadership team members.



1. Whole Child: Increase support for the whole child, with a focus on partnerships with mental and physical health, multi-tiered systems of support (academic, behavior and social emotional learning), and early learning opportunities for all students.



2. Partnerships: Expand partnerships and engagement, with a focus on developing and sustaining strong partnerships between and among schools, parents, the community, and community-based organizations.



3. Continuous Renewal: Ensure District resources are used for improvement of staff hiring and retention, technology, facilities, classrooms, and safety.



4. Student Growth and Achievement: Develop, implement, and evaluate evidence-based instructional practices, guaranteed and viable curriculum, and use of assessment data to ensure student growth and achievement.



5. Access, Opportunity, and Equity for All: "Together with students, families, and community, the Quincy School District will eliminate barriers and increase access to support for each and every student." "En union con los estudiantes, las familias, la comunidad, y el Distrito Escolar de Quincy eliminara las barreras y mejorara el acceso al apoyo para todos y cada uno de los estudiantes."



# QSD TECHNOLOGY

Welcome to the Quincy School District...

Technology support consists of your Building Technology Representative, the QSD Digital ED Leadership Team and the Technology Department. If you need support for a technology issue, please follow the following steps:

1. A wide variety of information and answers to many of your questions can be found on our [Digital Education Handbook site](#).

2. If you are unable to find the answer to a question or issue via the Digital Ed site, please contact your Building Technology Rep, shown below:

- Quincy High School – Ross Kondo (Ext. 3708), [mkondo@qsd.wednet.edu](mailto:mkondo@qsd.wednet.edu)
- Quincy Middle School – Elizabeth Fowler (Ext. 3624), [lfowler@qsd.wednet.edu](mailto:lfowler@qsd.wednet.edu)
- Quincy Innovation Academy – Ben Lewis (Ext. 3960), [flewis@qsd.wednet.edu](mailto:flewis@qsd.wednet.edu)
- Monument Elementary – Kimberly Bunch (Ext. 3518), [kbunch@qsd.wednet.edu](mailto:kbunch@qsd.wednet.edu)
- Pioneer Elementary – Jennifer Bunney (Ext. 3414), [jbunney@qsd.wednet.edu](mailto:jbunney@qsd.wednet.edu)
- Mt. View Elementary – Abby Martinez (Ext. 3302), [amartine@qsd.wednet.edu](mailto:amartine@qsd.wednet.edu)
- Ancient Lakes Elem – Heather Jacobson (Ext. 3016), [hjacobso@qsd.wednet.edu](mailto:hjacobso@qsd.wednet.edu)
- George Elementary – Lisa Hansen (Ext. 3208), [lhansen@qsd.wednet.edu](mailto:lhansen@qsd.wednet.edu)
- All other buildings – [helpdesk@qsd.wednet.edu](mailto:helpdesk@qsd.wednet.edu)

3. If you still need help after trying steps one and two, or it is an emergency, please email [helpdesk@qsd.wednet.edu](mailto:helpdesk@qsd.wednet.edu).

## ACCOUNTS:

You will receive access to 2 main systems, the **QSD network** and **Skyward**.

**QSD Network** – This account will allow you to log into district computers and provides you with access to a variety of apps including [Office 365 \(professional use\)](#) and [Google Workspace \(instructional or professional use\)](#). Your Office 365 and Google accounts provide cloud storage accessible from any internet enabled device and a variety of unique tools. We strongly encourage users to save files to the cloud for maximum flexibility.

- **Password Self Portal Service** – Please create your Password Profile so you can reset your own QSD network password. To do this, please go to [www.qsd.wednet.edu](http://www.qsd.wednet.edu) > Staff > Password Self Service Portal. Without this step you could be locked out of your account until the Tech Dept. can assist.
- **Skyward** – This account provides access to your payroll information and the student information system. If you forget your Skyward password, please use the “Forgot my password” link on the login page. Too many login attempts will lock you out of the system so please use this feature to ensure access. For more information about Skyward [click here](#).

## OFFICE 365:

Used for professional purposes throughout the district. Your login to this resource will be **youremail@qsd.wednet.edu** and your QSD Network password. [Click here](#) for more information and online training.

**GOOGLE WORKSPACE:**

Used for instructional purposes through the district as well as professionally. Your login to this resource will be [youremail@qsd.wednet.edu](mailto:youremail@qsd.wednet.edu) and your QSD Network password. [Click here](#) for more information and online training.

**DISTRICT DRIVE:**

The district drive is available on all district computers and can be found via File Explorer. This drive is a repository for forms, files, and other district resources.

**PHONES:**

Voicemail passwords for new accounts will be 12345#. Once you access the phone system, you will be prompted to set a greeting and such. Your building secretary can provide you with a long-distance access code, if eligible.

**DISTRICT WEBSITE:**

Our district website URL is [www.qsd.wednet.edu](http://www.qsd.wednet.edu). From this site, you can access Red Rover (absence management system), Skyward, change your password and access a wide variety of other resources.

**DISTRICT WIRELESS:**

We have 5 wireless networks within our district for various purposes and devices. If you want to connect using your personal device, please use **QSD-Wifi** and login using your QSD username and password. The QSD Guest Network is **ONLY** for guests and not intended for staff use. It is locked down tightly which can cause issues for staff users and make navigating the internet difficult.

**SMART PHONES:**

Many district staff find it beneficial to access district email on their personal phone. Here are instructions for [Android](#) and [iPhones](#). If you need assistance with this process, please contact your building tech.

**DIGITAL EDUCATION HANDBOOK SITE:**

This [site](#) is full of information about technology basics, our Core 4, Big 5, behavior, SEL (Social Emotional Learning), curriculum, data analytics, Level Up and more. It is constantly being updated and improved so that it can be your central repository of technology information. Be sure to visit this site when you have a technology question.

As stated before, the Digital Ed Site and your building technology assistants can help you with many of the questions you may already have. If you are unable to solve the problem using those resources, please do not hesitate to email the Tech Dept. at [helpdesk@qsd.wednet.edu](mailto:helpdesk@qsd.wednet.edu). We look forward to meeting each of you and helping meet your technology goals.

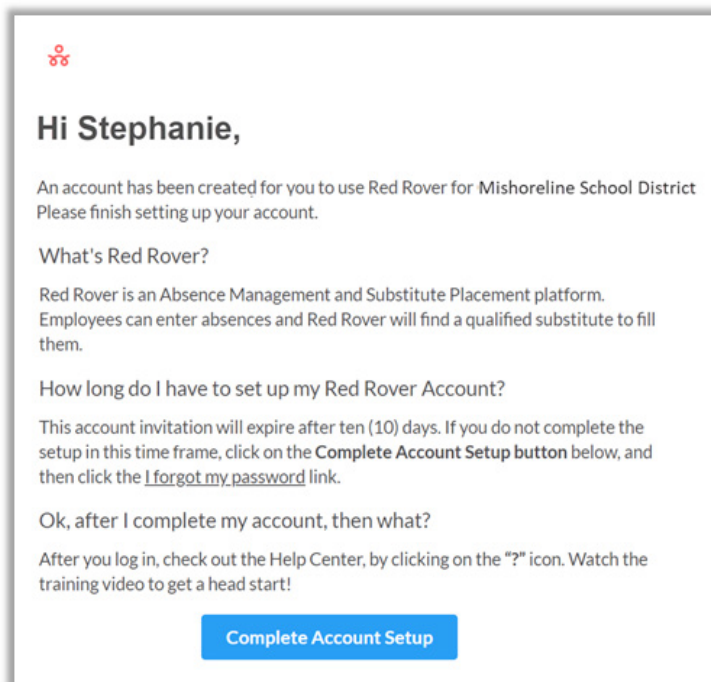
# RED ROVER

Hello Everyone,

We are very pleased to announce that Quincy School District is transitioning to **Red Rover** in the upcoming school year. **Red Rover** is a new Absence Management & Sub Placement software that will be replacing AESOP. **Red Rover** is highly intuitive, user-friendly, and includes a wider range of capabilities that meet our needs.

We're sending you this notification to inform you of the following items that will help you transition to the new system with ease:

1. In the coming weeks, you will receive an email from **Red Rover** directly. This email is your "account setup invitation". Do NOT ignore this email. The email notification will look like this:



2. Once you receive the email, please click on the "Complete Account Setup" button at the bottom of the email, and log into Red Rover. You will have 10 days to set up your account, at which point your invitation will expire. You will be asked to setup your password.

3. After you've logged in, watch the [Employee Basic Training video](#) to get a high-level view of the system and what it can do. The video is only about six minutes long.

4. You can also check out the Red Rover Help Center to learn more about the system on your own.

As always, if you need assistance or have any questions, please contact **Margie Mills** at [mamills@qsd.wednet.edu](mailto:mamills@qsd.wednet.edu) or by phone at (509) 797-3145. We believe this will be a positive change for all of us here at Quincy School District.

Thank you so much in advance for your cooperation as we transition to this exciting new process.



# PAYROLL/HUMAN RESOURCES

Welcome to the Quincy School District!

## The Basics:

- **PAYDAY** is the last working day of each month.
- Employee salaries are divided into 12 equal payments (September through August).

## Electronic Deposit is mandatory for all staff:

The first month is always the pre-note month. Items transmitted are the employee name and necessary account information and are checked for accuracy, **which means you will receive a check in hand.** If all is good, then the following month the money will be transmitted electronically. We no longer print earning statements (check stubs). Employees need to use Employee Access in Skyward to print their own earnings statement.

## Mandatory Employee Enrollments:

1. Enrollment into the Washington State Department of Retirement Systems - go to: <https://www.drs.wa.gov/choice/>. If this does not open for you then go to: [www.drs.wa.gov](http://www.drs.wa.gov) and under Popular Links click on Choose a Plan. Here you will find all the information you need to help decide which plan you want.
2. Enrollment in the SEBB Health plans: the link is below.
3. Certificated staff only: Enrollment into VEBA (contact your QEA president for information).

## Health Benefits:

SEBB benefits run on a calendar year and will be effective on 9/1/2021. These benefits include medical, dental, vision, basic life, basic LTD, and basic AD&D. The School Employee Enrollment Guide\* for 2021 is attached here: <https://www.hca.wa.gov/assets/pebb/20-0049-school-employee-enrollment-guide-2021.pdf>.

Certificated Staff: You will have 31 days from August 23rd (1st LID Day) to enroll yourself (and any eligible dependents you would like to include) in these benefits. Classified staff will have 31 days from August 30th. The start date for your benefits is 9/1/2021.

\*On page 6 of the School Employee Enrollment Guide there is a Quick Start Guide. Please contact us at the numbers below if you need any assistance. If you wish to waive medical, please pay close attention to the allowable reasons for doing so ([see page 19](#)).

Open Enrollment information for 2021 calendar year will be sent out to the buildings via email when it becomes available. You will also receive this information by US Mail to your current home address.

## Optional Employee Membership (strictly out-of-pocket and the employee initiates the deduction):

- Payroll Deductions for monthly membership dues to the Health Clubs in Quincy.
- Payroll deductions for 403b and 457 plans - tax sheltered annuities.

**Contacts: Maria Medrano 787-4571 ext 3103 & Robin Mauro 787-4571 ext 3109**

# EMPLOYEE ACCESS

Go to your districts Employee Access website: <http://eplus.districtname.wa-kl2.net>

1. Login: Enter your User Name.
2. Password: Enter your Password.
3. Select "Employee Access" from the Login Area Menu.
4. Click "Sign In"

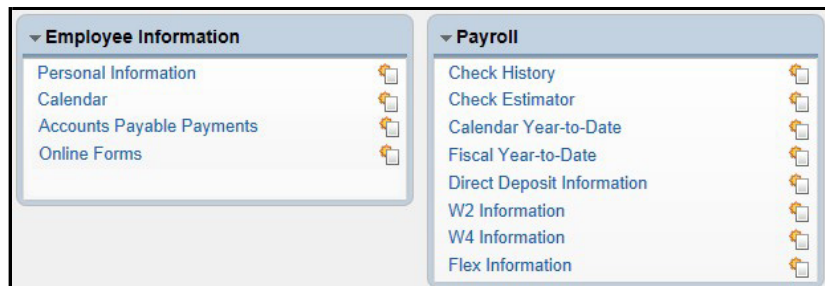


Employee Access is dedicated to the employee. Depending on district configuration and security access an employee can review their personal Demographic, Personnel, Payroll, Time Off, Insurance, AP Payment information and Attachments. Additionally, depending on configuration and modules that the District utilizes, employees can enter Time Off and Expense Reimbursement requests as well as Apply for Open Positions. Supervisors can also approve or deny Time Off and Expense Reimbursement Requests.

## EMPLOYEE INFORMATION

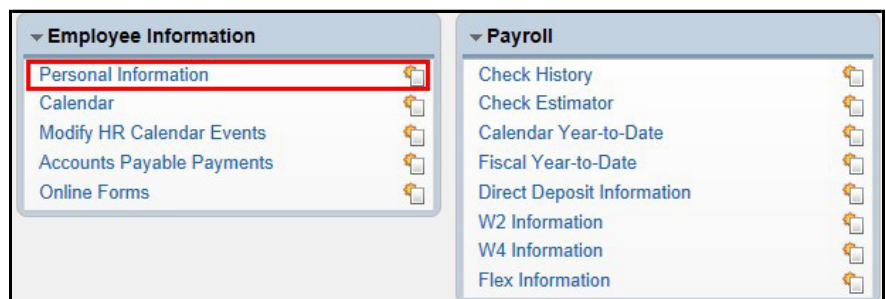
The Employee Information area includes Personal Information, Calendar and Events, Accounts Payable Payments, Online Forms and Payroll.

Click on Employee Information



## PERSONAL INFORMATION

The Personal Information area includes Demographic, Personnel, Payroll, Time Off, Insurance, AP Payments and Attachments. Information displayed is contingent on District configuration.

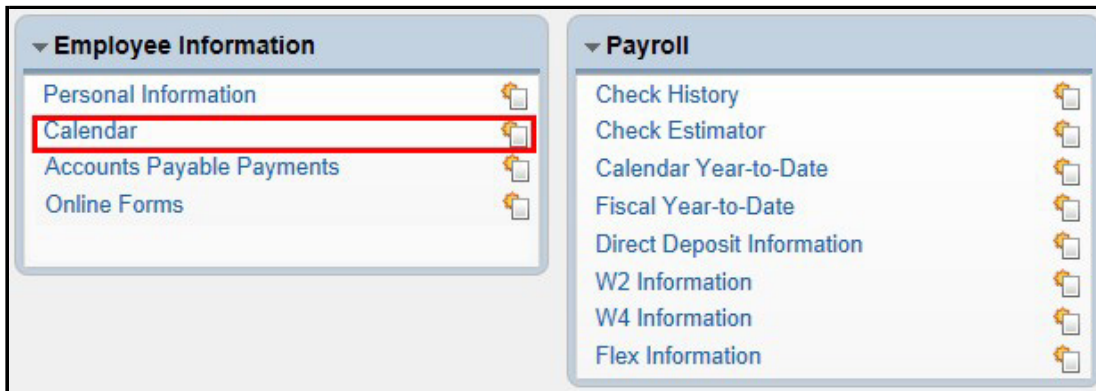


<b>DEMOGRAPHIC</b>		
	Employee Info	Name, phone, race and ethnicity information.
	Address	Primary and Mailing
<b>PERSONNEL</b>		
	Personnel Info	Employee Type, Hire and Start Date, Building, Check location, State ID
	Lane/Step History	Placement Tracker Information
	Prof Development	Degree and Credit History
	Assignments	Summary for the current year
	Certifications	Certification and Endorsement History
<b>PAYROLL</b>		
	Checks	Historical payroll records
	Check Estimator	Creates an estimation based on changes to payroll information.
	Calendar YTD	Calendar year-to-date payroll totals for the current or previous year(s).
	Fiscal YTD	Payroll fiscal-year-to-date (September- August) totals for the current or previous year(s).
	History Report	Allows a user to run payroll history reports
	Direct Deposit	List of direct deposit account(s) on file.
	W2 Information	Information for each year that a W2 statement exists.
	W4 Information	State and Federal Tax marital status as well as State and Federal tax exemption status.
	Flex Information	Yearly declared amount, as well as monthly payroll deduction.
<b>TIME OFF STATUS</b>		
		Historical time off transactions
<b>INSURANCE</b>		
		<i>Under Construction</i>
<b>AP PAYMENTS</b>		
		Payments received through Accounts Payable.
<b>ATTACHMENTS</b>		
		Forms made available from HR



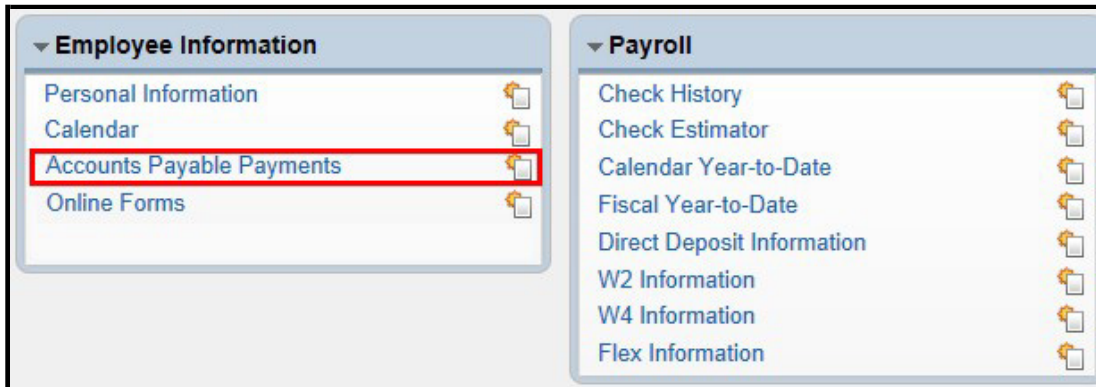
## CALENDAR

The calendar tab allows an employee to view important payroll related dates and events. Time off transactions will also be displayed if this feature is being used by the district.



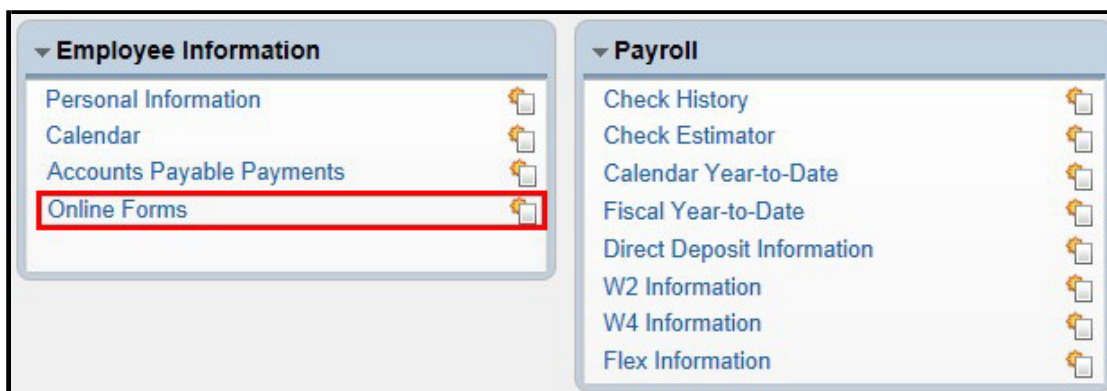
## ACCOUNTS PAYABLE PAYMENTS

Displays payments made to the employee through Accounts Payable.



## ONLINE FORMS

Displays custom forms set up by the district for employee use.





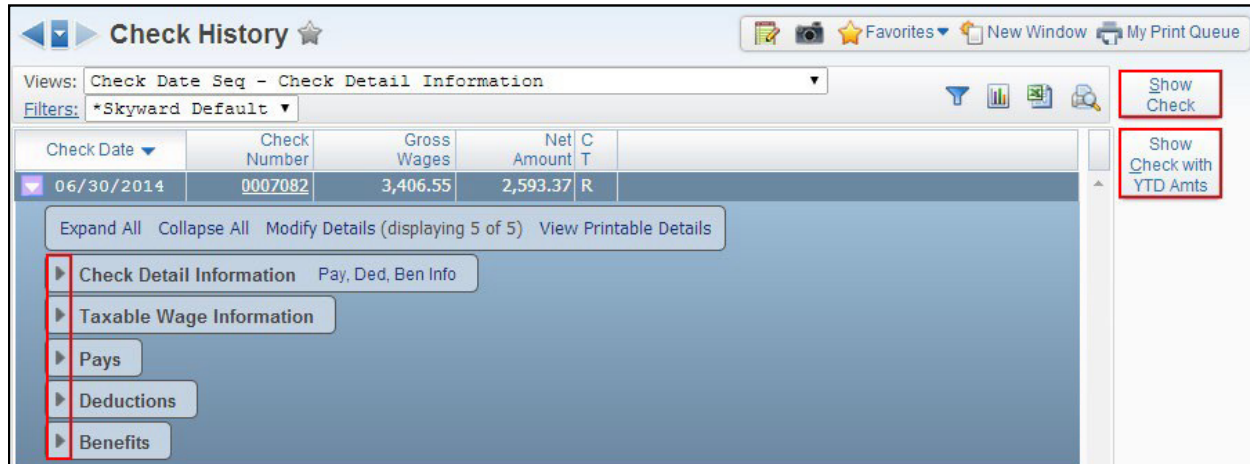
## PAYROLL

The Payroll area includes detailed information about the employee's payroll such as Check History, Check Estimator, Calendar YTD, Fiscal YTD, Direct Deposit, W2, W4 and Flex information.

## CHECK HISTORY

Check History displays an employee's historical payroll records in chronological order.

1. Select Check History
2. Click the  symbol to display Check History detail categories
3. Click on the individual category  symbol **-OR-** Expand All **-OR-** Select Show Check to view detailed information for the highlighted record.
4. Select Show Check with YTD Amts to display a view of the check with YTD amounts as of the date the check was printed.

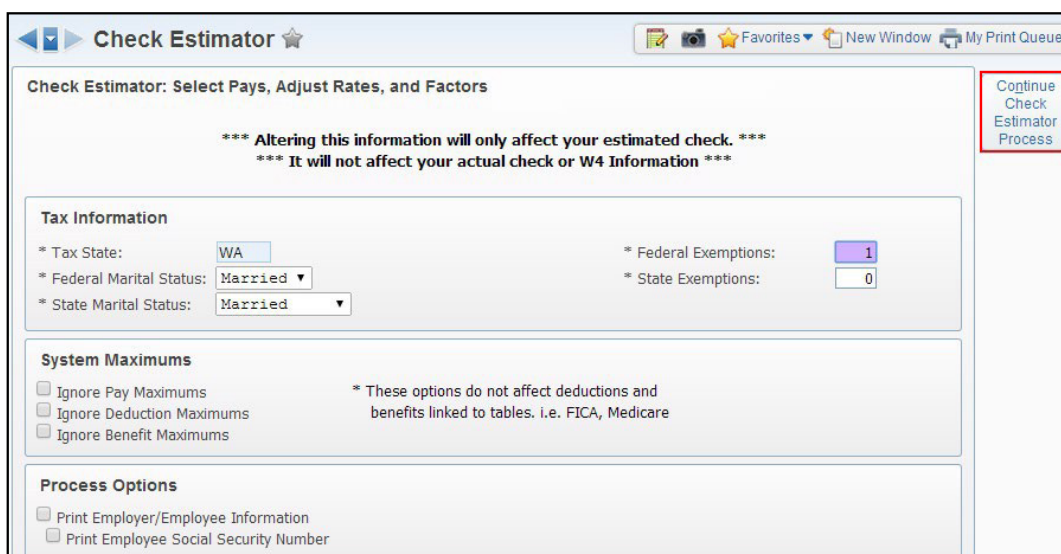


Check Date	Check Number	Gross Wages	Net Amount	C/T
06/30/2014	0007082	3,406.55	2,593.37	R

## CHECK ESTIMATOR

Check Estimator allows users to create an estimation based on changes to payroll information. The estimator process will not affect your actual payroll check or W4 information. It is for estimation purposes only. Any actual changes will need to be submitted to your payroll office.



**NOTE:** If you want to apply any of the changes that you used in this calculation to your actual payroll check, you need to contact your payroll office.

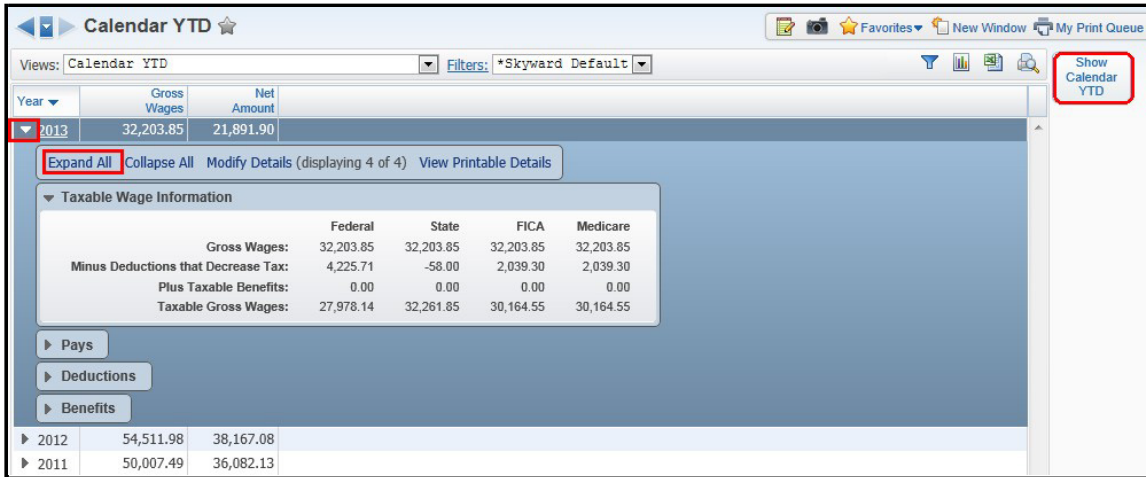




## Calendar YTD

The Calendar YTD area displays the employee's calendar year-to-date payroll totals for the current or previous year(s).

1. Select Calendar YTD
2. Click the  symbol to display Calendar YTD detail categories
3. Click on the individual category  symbol –OR– Expand All –OR– Select Show Calendar YTD to view detailed information for the highlighted record.





Year	Gross Wages	Net Amount
2013	32,203.85	21,891.90
2012	54,511.98	38,167.08
2011	50,007.49	36,082.13

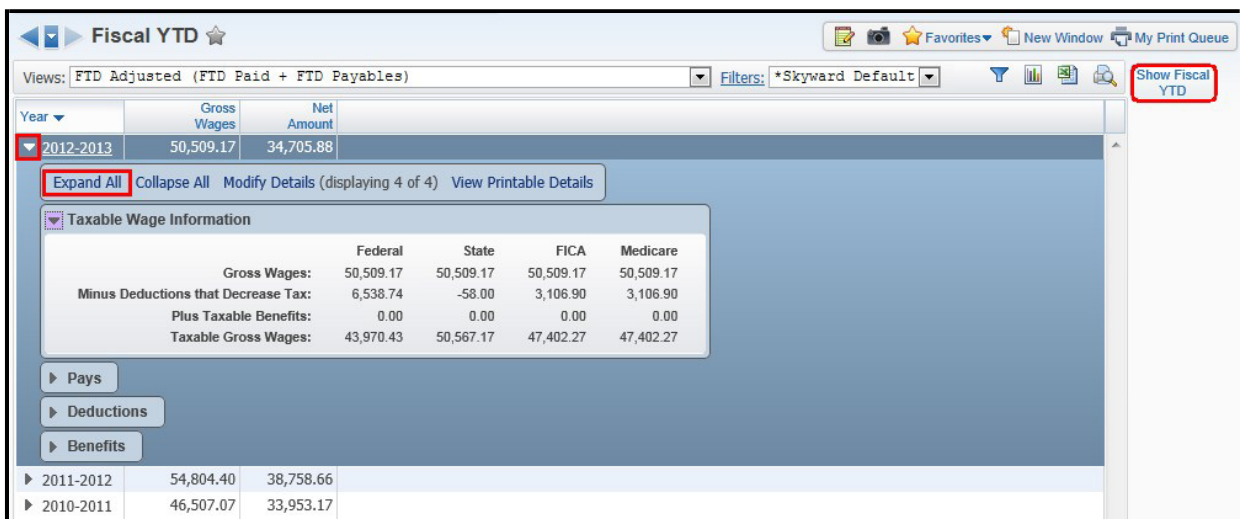
  

	Federal	State	FICA	Medicare
Gross Wages:	32,203.85	32,203.85	32,203.85	32,203.85
Minus Deductions that Decrease Tax:	4,225.71	-58.00	2,039.30	2,039.30
Plus Taxable Benefits:	0.00	0.00	0.00	0.00
Taxable Gross Wages:	27,978.14	32,261.85	30,164.55	30,164.55

## Fiscal YTD

Fiscal YTD shows the payroll fiscal-year-to-date (September-August) totals for the current or previous year(s).

1. Select Fiscal YTD
2. Click the  symbol to display Fiscal YTD detail categories
3. Click on the individual category  symbol –OR– Expand All –OR– Select Show Fiscal YTD to view detailed information for the highlighted record.



Year	Gross Wages	Net Amount
2012-2013	50,509.17	34,705.88
2011-2012	54,804.40	38,758.66
2010-2011	46,507.07	33,953.17


  

	Federal	State	FICA	Medicare
Gross Wages:	50,509.17	50,509.17	50,509.17	50,509.17
Minus Deductions that Decrease Tax:	6,538.74	-58.00	3,106.90	3,106.90
Plus Taxable Benefits:	0.00	0.00	0.00	0.00
Taxable Gross Wages:	43,970.43	50,567.17	47,402.27	47,402.27

## DIRECT DEPOSIT

The Direct Deposit Information tab displays a list of an employee's direct deposit account(s) on file.

**NOTE:** Contact your district's payroll department if changes are needed.

1. Select Direct Deposit Information.
2. Click on the  symbol to return to the main menu.





**Direct Deposit Information** ☆

Views: Direct Deposit Information Filters: \*Skyward Default

Type ▲	Code	Description	Account Type	Bank	Bank Account	Routing Number
Net		Net	Checking	WELLS FARGO BANK NW		

## W2 INFORMATION

W2 Information displays employee W2 information for each year that a W2 statement exists.

1. Select W2 Information
2. Click the  symbol to display Wage and Tax summary information.
3. Click on the individual category  symbol -OR- Expand All to view detailed information for the highlighted record.
4. Select Show W2 Info to display detailed information for the highlighted record.
5. Select View W2 to view or save a W2 PDF file (Available depending on district configuration).



**W2 Information** ☆

Views: W2 Information Filters: \*Skyward Default

Year ▼	Federal Wages	Federal Tax	Social Security Wages	Social Security Tax	Medicare Wages	Medicare Tax	State 1	State 1 Wages	State 1 Taxes	State 2
2012	47,589.44	6,439.87	51,309.18	2,155.02	51,309.18	744.00	WA			
2011	43,204.38	4,399.41	46,417.09	1,949.49	46,417.09	673.08	WA			

Expand All Collapse All View Printable Details

**Wage and Tax Amounts**

Federal Wages: 47,589.44	Federal Tax: 6,439.87
Social Security Wages: 51,309.18	Social Security Tax: 2,155.02
Medicare Wages: 51,309.18	Medicare Tax: 744.00
State Wages 1(WA):	State Tax 1(WA):
State Wages 2( ):	State Tax 2( ):
W2 Option: Paper	

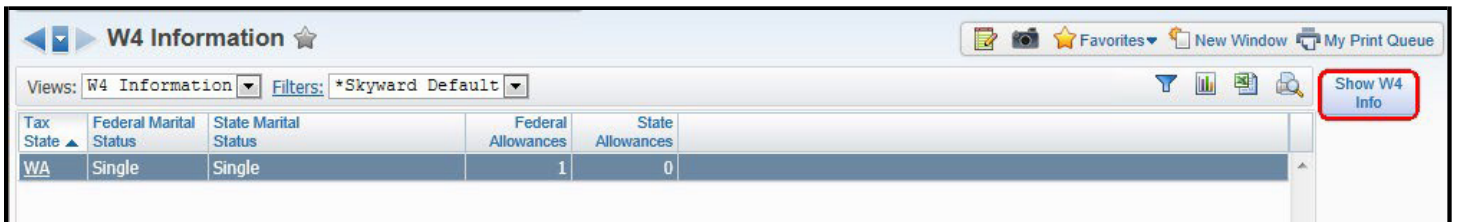
Show W2 Info View W2

## W4 INFORMATION

The W4 Information displays Tax State, Federal and State Marital Status as well as Federal and State Exemption status.



**NOTE:** Contact your district's payroll department if changes are needed in any of these fields.

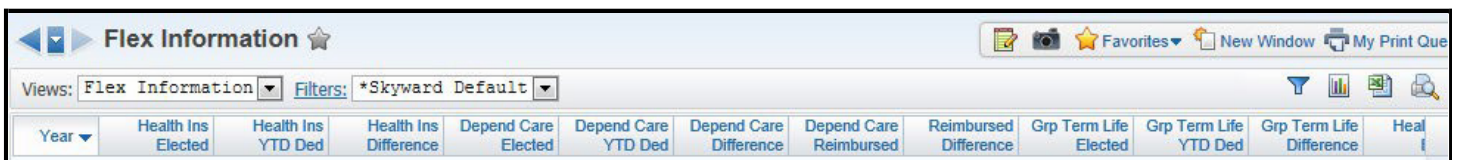
1. Select W4 Information
2. Click on Show W4 Info to display detailed information.



## FLEX INFORMATION

Allows an employee to track what has been deducted and reimbursed for your flex account through payroll. (Availability depending on District Configuration).

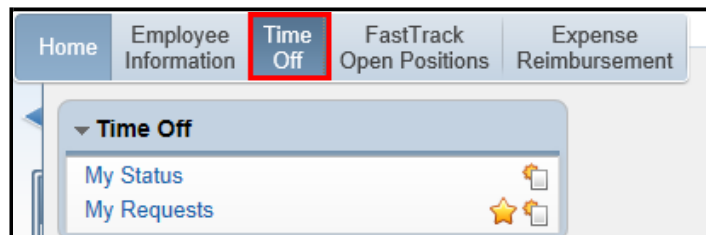
1. Select Flex Information
2. Click the  symbol to display Flex Account information.
3. Click on the individual category  symbol **-OR-** Expand All to view detailed information for the highlighted record.



## ACCESSING TIME OFF INFORMATION

Menu Path: Employee Access, Time Off

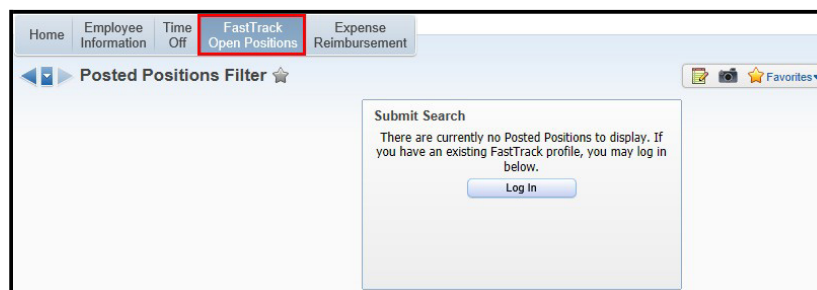
Allows employees to view time off history. Depending on District configuration, employees can enter time off requests as well as supervisors can approve and/or deny time off requests.



## ACCESSING FAST TRACK INFORMATION

Menu Path: Employee Access, Fast Track

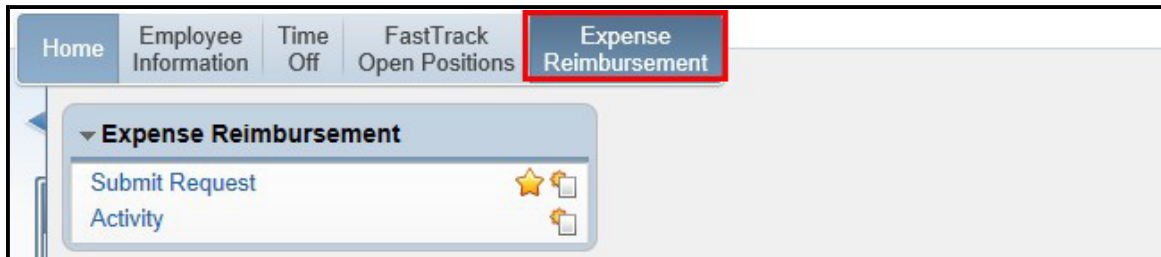
Allows employees to view and apply for open positions as well as to screen applicants if assigned. (Availability depending on District Configuration).



## ACCESSING EXPENSE REIMBURSEMENT INFORMATION

Menu Path: Employee Access, Expense Reimbursement

Allows employees to submit expense reimbursement requests as well as view expense request activity. (Availability depending on District Configuration).

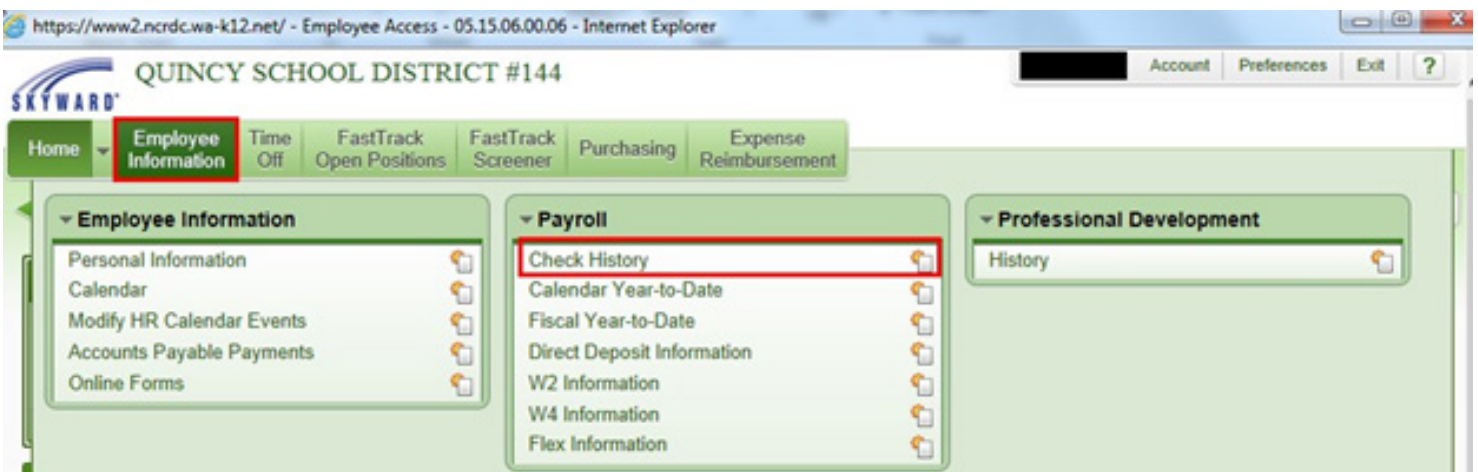


# SKYWARD- VIEWING PAYROLL CHECK

1. To view your pay stub, you must follow the following path in Skyward:  
Employee Access/Employee Information/Payroll/Check History



OR



2. Once you have clicked on Check History, you will see a list of all checks by date. You will need to highlight the desired check and click the 'Show Check' button to the right.

A screenshot of the 'Check History' page in the Skyward application. The page displays a table of checks with columns for Check Date, Check Number, Gross Wages, Net Amount, and C/T. The first row is highlighted in green. To the right of the table, there is a 'Show Check' button and a 'Show Check with YTD Amts' button, both highlighted with red boxes.

Check Date	Check Number	Gross Wages	Net Amount	C/T
07/31/2015	900032246			R
06/30/2015	900031799			R
05/29/2015	900031331			R
04/30/2015	900030865			R
03/31/2015	900030390			R
02/27/2015	900029918			R

3. Your paystub will then appear for you to view. In order to print it out, you will need to click the 'Print' button. It will then bring up a dialog box that asks you again if you want to print and gives you options as to what information that you want to print out on the paystub. You can make your choice and then click 'Print' again.

Check Number 900032246

Check Information for [REDACTED]

<b>Employer Information</b> Name: QUINCY SCHOOL DISTRICT Address: 119 J ST SW QUINCY, WA 98848-1330	<b>Employee Information</b> Name: [REDACTED] Address: [REDACTED]
--	--

Check Detail Information

Print

Back

Print 07/31/2015 Check Information

07/31/2015 Check Information

Don't print Social Security Number  
 Print last 4 digits of Social Security Number  
 Print full Social Security Number

You must enter the SSN for authentication in order to print the full SSN:

Print

Back

4. Once job has completed, click 'View Report' and a PDF version of your paystub will appear. You will then need to click the printer icon on the PDF to get it to print to your network printer.

Request Complete

07/31/2015 Check Information has finished processing.

View Report

Back



# RETIREMENT (DRS) & ELECTED OUT-OF-POCKET PLANS



## MEANINGFUL NOTICE / PLAN SUMMARY INFORMATION 2021

### Quincy School District 144, WA

#### 403(b) PLAN AND 457(b) DEFERRED COMPENSATION PLAN

The 403(b) and 457(b) Plans are valuable retirement savings options. This notice provides a brief explanation of the provisions, policies and rules that govern the 403(b) and 457(b) Plans offered.

Plan administration services for the 403(b) and 457(b) plans are provided by TSA Consulting Group, Inc. (TSACG). Visit the TSACG website (<https://www.tsacg.com>) for information about enrollment in the plan, investment product providers available, distributions, exchanges or transfers, 403(b) and/or 457(b) loans, and rollovers.

#### ELIGIBILITY

Most employees are eligible to participate in the 403(b) and 457(b) plans immediately upon employment, however, private contractors, appointed/elected trustees, school board members, and student workers are not eligible to participate in these Plans. Eligible employees may make voluntary elective deferrals to both the 403(b) and 457(b) plans, and participants are fully vested in their contributions and earnings at all times.

#### EMPLOYEE CONTRIBUTIONS

##### *Traditional 403(b) and 457(b)*

Upon enrollment, participants designate a portion of their salary that they wish to contribute to their traditional 403(b) and/or 457(b) account(s) up to their maximum annual contribution amount on a pre-tax basis, thus reducing the participant's taxable income. Contributions to the participant's 403(b) or 457(b) accounts are made from income paid through the employer's payroll system. Taxes on contributions and any earnings are deferred until the participant withdraws their funds.

##### *Roth 403(b)*

Contributions made to a Roth 403(b) account are after-tax deductions from your paycheck. Income taxes are not reduced by contributions you make to your account. All qualified distributions from Roth 403(b) accounts are tax-free. Any earnings on your deposits are not taxed as long as they remain in your account for five years from the date that your first Roth contribution was made. Distributions may be taken if you are 59½ (subject to plan document provisions) or at separation from service.

The Internal Revenue Service regulations limit the amount participants may contribute annually to tax-advantaged retirement plans and imposes substantial penalties for violating contribution limits. TSACG monitors 403(b) plan contributions and notifies the employer in the event of an excess contribution.

#### THE BASIC CONTRIBUTION LIMIT FOR 2021 IS \$19,500.

Additional provision allowed if selected by the employer:

#### AGE-BASED ADDITIONAL AMOUNT

Participants who are age 50 or older any time during the year qualify to make an additional contribution of up to \$6,500 to the 403(b) and/or 457(b) accounts.

#### ENROLLMENT

Employees who wish to enroll in the 403(b) and/or 457(b) plan must first select the provider and investment product best suited for their account. Upon establishment of the account with the selected provider, a "Salary Reduction Agreement" (SRA) form and/or a deferred compensation enrollment form and any disclosure forms must be completed and submitted to the employer. These forms authorize the employer to withhold 403(b) and/or 457(b) contributions from the employee's pay and send those funds to the Investment Provider on their behalf.

A SRA form and / or a deferred compensation enrollment form must be completed to start, stop or modify contributions to 403(b) and/or 457(b) accounts. Unless otherwise notified by your employer, you may enroll and/or make changes to your current contributions anytime throughout the year.

*Please note: The total annual amount of a participant's contributions must not exceed the Maximum Allowable Contribution (MAC) calculation. For convenience, a MAC calculator is available at <https://www.tsacg.com>.*



## INVESTMENT PROVIDER INFORMATION

A current list of authorized 403(b) and 457(b) Investment Providers and current employer forms are available on the employer's specific Web page at <https://www.tsacg.com>.

## PLAN DISTRIBUTION TRANSACTIONS

Distribution transactions may include any of the following depending on the employer's Plan Document: loans, transfers, rollovers, exchanges, hardships, unforeseen financial emergency withdrawals or distributions. Participants may request these distributions by completing the necessary forms obtained from the provider and plan administrator as required. All completed forms should be submitted to the plan administrator for processing.

## PLAN-TO-PLAN TRANSFERS

A plan-to-plan transfer is defined as the movement of a 403(b) and/or 457(b) account from a previous plan sponsor's plan and retaining the same account with the authorized investment provider under the new plan sponsor's plan.

## ROLLOVERS

Participants may move funds from one qualified plan account, i.e. 403(b) account, 401(k) account or an IRA, to another qualified plan account at age 59½ or when separated from service. Rollovers do not create a taxable event.

## DISTRIBUTIONS

Retirement plan distributions are restricted by IRS regulations. A participant may not take a distribution of 403(b) plan accumulations without penalty unless they have attained age 59½ or separated from service in the year in which they turn 55 or older. Generally, a distribution cannot be made from a 457(b) account until you have a severance from employment or reach age 70½. In most cases, any withdrawals made from a 403(b) or 457(b) account are taxable in full as ordinary income.

## EXCHANGES

Within each plan, participants may exchange account accumulations from one investment provider to another investment provider that is authorized under the same plan; however, there may be limitations affecting exchanges, and participants should be aware of any charges or penalties that may exist in individual investment contracts prior to exchange. Exchanges can only be made from one 457(b) plan to another 457(b) plan, or from one 403(b) plan to another 403(b) plan.

## 403(b) and 457(b) PLAN LOANS

Participants may be eligible to borrow their 403(b) and/or 457(b) plan accumulations depending on the provisions of their 403(b) and/or 457(b) account contract and provisions of the employer plan. If loans are available, they are generally granted for a term of five years or less (general-purpose loans). Loans taken to purchase a principal residence can extend the term beyond five years depending on the provisions of their 403(b) and/or 457(b) account contract and provisions of the employer. Details and terms of the loan are established by the provider. Participants must repay their loans through monthly payments as directed by the provider. Prior to taking a loan, participants should consult a tax advisor.

## HARDSHIP WITHDRAWALS

Participants may be able to take a hardship withdrawal in the event of an immediate and heavy financial need. To be eligible for a hardship withdrawal according to IRS Safe Harbor regulations, you must verify and provide evidence that the distribution is being taken for specific reasons. These eligibility requirements to receive a Hardship withdrawal are provided on the Hardship Withdrawal Disclosure form at <https://www.tsacg.com>.

## UNFORESEEN FINANCIAL EMERGENCY WITHDRAWAL

You may be able to take a withdrawal from your 457(b) account in the event of an unforeseen financial emergency. An unforeseeable emergency is defined as a severe financial hardship of the participant or beneficiary. The eligibility requirements to receive a Unforeseen Financial Emergency Withdrawal are provided on the Unforeseen Financial Emergency Withdrawal Disclosure form at <https://www.tsacg.com>.

## EMPLOYEE INFORMATION STATEMENT

Participants in defined contribution plans are responsible for determining which, if any, investment vehicles best serve their retirement objectives. The 403(b) and 457(b) plan assets are invested solely in accordance with the participant's instructions. The participant should periodically review whether his/her objectives are being met, and if the objectives have changed, the participant should make the appropriate changes. Careful planning with a tax advisor or financial planner may help to ensure that the supplemental retirement savings plan meets the participant's objectives.

## PLAN ADMINISTRATOR CONTACT INFORMATION

### Transactions

P.O. Box 4037

Fort Walton Beach, FL 32549

Toll-free: 1-888-796-3786

Toll-free fax: 1-866-741-0645

<https://www.tsacg.com>



### For overnight deliveries

73 Eglin Parkway NE, Suite 202

Fort Walton Beach, FL 32548

Toll-free: 1-888-796-3786

Toll-free fax: 1-866-741-0645

<https://www.tsacg.com>





# PURCHASING

To access purchasing documents, click [HERE](#).

To access central receiving documents, click [HERE](#).

For additional assistance please contact Tina Olson at [purchasing@qsd.wednet.edu](mailto:purchasing@qsd.wednet.edu)

A yellow icon featuring a dollar sign inside a circle, with a downward-pointing arrow and a curved arrow above it, all set against a yellow background.

# EXPENSE REIMBURSEMENTS

## Expense Reimbursement Directions

- Access from your school computer via the “M Drive” - “M:\District Forms\Employee Reimbursement\Information - Resources\EXPENSE REIMBURSEMENT DIRECTIONS.pdf”
- Click [HERE](#) to access from [qsd.wednet.edu](http://qsd.wednet.edu)

## Tuition Reimbursement Directions

- Access from your school computer via the “M Drive” - “M:\District Forms\Employee Reimbursement\Information - Resources\TUITION REIMBURSEMENT DIRECTIONS.pdf”
- Click [HERE](#) to access from [qsd.wednet.edu](http://qsd.wednet.edu)

## Per Diem Per County 2021:

- Access from your school computer via the “M Drive” - “M:\District Forms\Employee Reimbursement\Maps - Per Diem\JAN 2021 PER DIEM RATE per county.pdf”
- Click [HERE](#) to access from [qsd.wednet.edu](http://qsd.wednet.edu)

For additional assistance please contact Peggy Hinkins at [expenses@qsd.wednet.edu](mailto:expenses@qsd.wednet.edu)



# FAQS

**Q: What's my schedule on early release days?**

**A:** Classified Staff: Will work 1/2 of their normal schedule unless otherwise directed by their supervisor  
Certificated Staff: Work day will end at noon.

**Q: How often do I get paid?**

**A:** See payroll calendar on page 8

**Q: Do I get vacation, personal or sick leave days?**

**A:** Please review your contract [HERE](#). For leave of absence, see our Leaves page on the QSD website or click [HERE](#).

**Q: How do report an absence?**

**A:** Report your absence using the Red Rover Absence Management & Sub Placement system see page 6.

**Q: What do I do if I'm injured on the job?**

**A:** If injured on the job you must always notify your supervisor and complete an accident/incident report. If you seek medical attention, then it becomes an L&I Claim and you must complete a "Self-Insured Accident Report" at the Human Resources/Payroll office the same day as the accident whenever possible. Questions concerning Worker's Compensation/L&I Claims should be directed to payroll at 509-787-4571.

**Q: Do I come to work during inclement weather ?**

**A:** When our schools are closed due to snow, power outages, etc., an announcement will be made on most radio and television stations in the greater Quincy area, as well as on the district's website, social media pages and through our Remind text messaging platform. Before coming to work on days when there is a concern that weather might affect school being in session, you need to check these media sources for the status of the Quincy School District. If school is closed, you do not need to report to work unless otherwise directed by your supervisor. Days will be made up on a designated rescheduled day later in the year.

For more information, check out our [Inclement Weather Protocols](#).

**Q: What is a probationary status?**

**A:** All classified staff are placed into a "probationary status" for the first 90 calendar days of their employment. You will perform all your normal job duties during this time and once you successfully complete your probationary period, you will be subject to all the rights and duties contained in your collective bargaining agreement, retroactive to your hire date.

Certificated staff is placed into a "provisional status" for three years.

**Q: How do I get a copy of my collective bargaining agreement?**

**A:** As a new employee, you will be contacted by your Association's Building Representative shortly after you start working. Your Building Representative will provide you with a collective bargaining agreement and can answer any initial questions that you have about the Association. Your collective bargaining agreement can also be found [HERE](#).



# NON-DISCRIMINATION AND ANTI-HARASSMENT

## BULLYING AND INTIMIDATION

Knowing the difference between Rude, Mean and Bullying

- **Rude:** Inadvertently saying or doing something that hurts someone else. Incidents of rudeness are usually spontaneous, unplanned inconsideration based on thoughtlessness, poor manners or narcissism, but not meant to hurt someone else.
- **Mean:** Purposefully saying or doing something to hurt someone once (or maybe twice). The main distinction between “rude” and “mean” has to do with intention. While rudeness is often unintentional, mean behavior very much aims to hurt or depreciate someone.
- **Bullying:** Intentionally aggressive behavior, repeated over time, that involves an imbalance of power. Experts agree that bullying entails three key elements: an intent to harm, a power imbalance and related acts or threats of aggressive behavior.

Adapted from an article by [Signe Whitson](#).

Washington State law prohibits harassment, intimidation, or bullying (HIB) in our schools. The law and [Policy and Procedure 3207](#) define harassment, intimidation or bullying as:

- any intentionally written message or image—including those that are electronically transmitted—verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental, physical or sensory handicap, or other distinguishing characteristics, when an act physically harms a student or damages the student’s property;
- substantially interfering with a student’s education.
- severe, persistent or pervasive that it creates an intimidating or threatening educational environment.
- substantially disrupting the orderly operation of the school.

Schools are required to take action if students report they are being bullied, and any district staff member can take the report. Individuals who believe there has been a violation of policy are encouraged to contact their building administration or HIB/Student Civil Rights Officer, Mr. Nik Bergman at [qsdhib@qsd.wednet.edu](mailto:qsdhib@qsd.wednet.edu)

## NON-DISCRIMINATION NOTIFICATION

Quincy 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 dog guide 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 Coordinator: John Boyd, Superintendent, [jboyd@qsd.wednet.edu](mailto:jboyd@qsd.wednet.edu), 119 J Street SW, Quincy, WA 98848, (509) 787-4571.
- Section 504/ADA Coordinator: Victoria Hodge, Special Programs Director, [vhodge@qsd.wednet.edu](mailto:vhodge@qsd.wednet.edu), 119 J Street SW, Quincy, WA 98848, (509) 787-4571.
- Civil Rights Compliance Coordinator: Nik Bergman, Assistant Superintendent, [nbergman@qsd.wednet.edu](mailto:nbergman@qsd.wednet.edu), 119 J Street SW, Quincy, WA 98848, (509) 787-4571.

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 ([HERE](#)). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: <https://app.eduportal.com/documents/view/533400>

[Click here for website](#)

## **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 in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, 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 (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: <https://app.eduportal.com/documents/view/392357>

## **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 I. Write Our Your Complaint**

In most cases, complaints must be filed within one year from 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 or not 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 District**

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 received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received 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 received 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: (1) you have completed the district's complaint and appeal process, or (2) 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 received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

- **Email:** [Equity@kl2.wa.us](mailto:Equity@kl2.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 our [website](#), or contact OSPI's Equity and Civil Rights Office at 360-725-6162/ TTY: 360-664-3631 or by e-mail at [equity@kl2.wa.us](mailto:equity@kl2.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](mailto:OCR.Seattle@ed.gov) [OCR Website](#)

Washington State Human Rights Commission

1-800-233-3247 TTY: 1-800-300-7525 [Human Rights Commission Website](#)

### **REPORT A CONCERN**

#### **Vector Solutions Tip Reporting System:**

This system allows you to quickly, easily, and anonymously report safety concerns to school officials 24/7/365.

## **Our District's Tip Reporting Service**

Safety is one of our district's top priorities, that's why we're now using Vector Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration five different ways:

1. App: Search for "Vector Alert" in the App Store to download for free
2. Phone: 509.761.6009
3. Text: Text your tip to 509.761.6009
4. Email: [1522@alertl.us](mailto:1522@alertl.us)
5. Web: <http://1522.alertl.us>

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. Tips may be submitted anonymously too. Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.

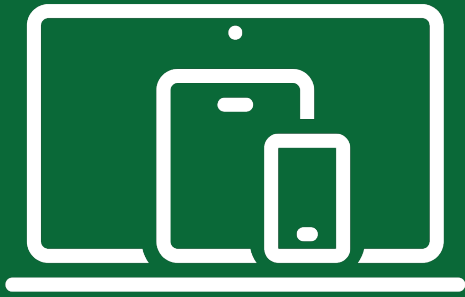
## [Vector Solutions Tip Reporting Flyer](#)

### **POLICIES**

[Prohibition of Harassment, Intimidation or Bullying 3207](#)

[Sexual Harassment of Students Prohibited – Students 3205](#)

[Sexual Harassment of District Staff Prohibited – Personnel 5011](#)



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QUINCY SCHOOL  
DISTRICT



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