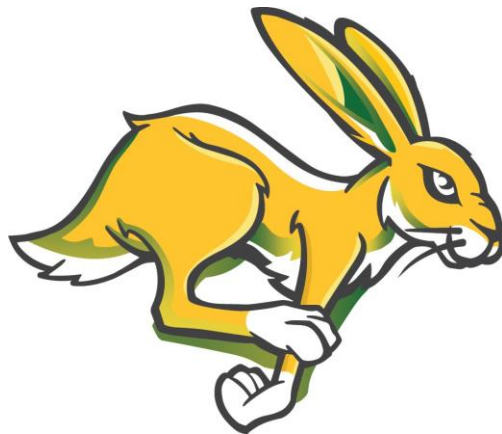


# Quincy School District

## Staff Handbook K-5



A

**Absenteeism:**

Use the Red Rover system for entering pre-planned absences, with the exception of Personal Leaves and Professional meetings, which are entered by the principal or administrative assistant. Illness: if you become ill unexpectedly and it is before 6:00 AM, please enter your absence in Red Rover. Otherwise, call Maxine. The earlier you call the more likely the chance of securing a substitute. Please make sure you have all your Red Rover information at home with you. If you must leave the building during school hours, even during your 30 minute lunch break, please notify the office so you are accounted for in case of an emergency.

**Absence information for substitutes**

Each teacher and para is expected to maintain a substitute folder that gives pertinent and valuable information to the guest. These should be updated periodically so the information is relevant for the substitute.

**Accident Reporting Procedures**

In the event of an accident, district administrative/supervisory personnel are responsible to see to it that an accident report form is properly completed and submitted immediately to the district office.

**Animals in the Classroom**

The district discourages animals in the classroom due to student and staff allergies, and maintenance and care of animals. OSPI Health guide states unacceptable animals are; wild animals, poisonous animals, wolf hybrids, stray animals, baby chicks and ducks, and aggressive animals.

**Attendance Guidelines:**

- The district relies on its employees to be on time and present at work regularly. Failure to adhere to this principle creates a burden for other employees and causes unnecessary turmoil in the department, classroom or building.
- Sick leave is defined in the negotiated agreements. Please use it only for its intended purpose. The terms of the Family Medical Leave Act provide job protection for employees who, because of illness, may miss an extended number of work days even when their paid sick leave is depleted. Specific questions about this may be addressed to the district payroll department. An employee may also request an unpaid leave of absence due to an extended illness or medical condition.
- Other forms of leave, including bereavement leave, emergency leave, personal leave and jury duty, are defined in the negotiated agreements and must be used according to the guidelines spelled out in those agreements.
- In limited circumstances, unpaid leave may be granted as follows:

- Unpaid leave is reserved for exceptional, unusual circumstances (not routine, or frequent). Examples would include occasions such as the marriage or graduation of a son or daughter.
- Unpaid leave, if needed, must be arranged as far in advance as possible through your supervisor and must be approved by the supervisor, superintendent and the school board.
- Unpaid leave will not be approved for reasons such as to extend a weekend or holiday break.
- Misuses of leave may result in disciplinary action up to and including discharge
- For employees who do not work year round there is no paid vacation leave. Such employees wishing to plan trips or family vacations should do so during the school vacations or breaks when pupil services are not needed (summer vacation, Christmas vacation, spring break, etc.)
- Each employee is responsible to notify the immediate supervisor (in advance whenever possible) regarding an absence from work. In the case of those using the AESOP automated system to arrange for a substitute for an absence due to illness covered by paid sick leave, the automated system provides sufficient notification. In all other absences, direct notification of the supervisor is required.

## B

### **Building Care**

The building environment should be safe and conducive to learning. It is the expectation that the primary caretakers of the building are the staff and students. Please keep classrooms neat and orderly, and keep hallways, and playground free of garbage. All loose items and boxes need to be stored off of the floor on shelves or in cabinets. Floors must be cleared of all items daily so rooms can be vacuumed. Please notify the office immediately of any maintenance concerns so we can find a solution.

## C

### **Cell Phone Usage**

Cell phones should not be used during instructional time, supervisory duties and professional meetings. If a situation does require cell use during contracted work time please make arrangements with the building administrator.

### **Child Abuse**

Per Board Policy/Procedure No 3421 (Child Abuse, Neglect, and Exploitation Prevention), staff are responsible for reporting all suspected cases of child abuse and neglect. Please contact the counselor or principal immediately upon suspicion. They will provide you with the district CPS reporting form and assist you in making the phone call. If a parent confronts you about making a call, indicate to them that you cannot discuss the matter and refer them to the principal.

### **Classroom Budget**

Each teacher is given an allotted classroom budget for the school year. Please assure that any needed items are ordered by the district's specified cut off date.

## **Code of Professional Conduct: Chapter 181-187 of WAC**

- Make sure all certifications are current and up to date
- Falsification or misrepresentation can result in an official inquiry and law enforcement or CPS may result
- The use of illicit drugs and unlawful possession and use of alcohol or tobacco by staff on school premises is wrong and harmful. The unlawful possession, use, or distribution of illicit drugs and alcohol or tobacco by employees on school premises or as part of any school activity is prohibited.
- No alcohol or controlled substance furnished to students
- No pressuring of students or families into purchasing equipment, supplies, or services
- No sexual misconduct with or to a student including inappropriate verbal or physical advancement, touching, texting, indecent exposure, or intercourse.

### **Collaboration**

The Quincy School District is a firm believer in establishing professional learning communities (PLCs). For more information on Collaboration, please reference the district approved Collaboration resources on the teaching and learning Share Point. Attendance is vital at these collaborations, so taking a personal day is discouraged. Please schedule any doctors' appointments outside of contracted time.

### **Computers**

All internet use by staff or students must be precipitated with a signed user permission/agreement form. Please refer to the Appendix P in the Master Agreement between the QSD and QEA for clarification in regards to computer use. Mobile devices should stay in the building unless checked out using the district technology check-out form.

### **Community Relationships**

As employees of the Quincy School District, our actions and speech represent the district not only during the school day, but at all times. The community listens to our opinions and watches our actions; therefore, it greatly benefits us to maintain a professional image. Remember that your conduct at QSD events, sporting or otherwise, and on social media should represent you as a professional.

### **Confidentiality**

#### ***Student Files...***

Student files are kept in a locked cabinet when not being used. Certificated staff with legitimate educational interests may access the files; however students' files are to never leave the vicinity of the office. Please be sure files are kept in an "off limits" area to other students and returned to the appropriate filing cabinet by 4:00 pm the same day.

#### ***Conversations...***

Confidentiality is of the utmost importance. In order to ensure Quincy School District staffs is in compliance with all district, state, and federal laws, staff are asked to keep conversations regarding students and employees in appropriate areas.

## **Crisis Procedures**

Each staff member must be familiar with the information on the building crisis cards (red/green). Drills will be held periodically throughout the year. All building staff are mandated to participate in these drills.

## **Custodial Issues/Restraining Orders**

It is critical that all students and visitors check in and out through the office. All restraining orders or parenting plans which prohibit a biological parent from seeing or checking a student out of school must be maintained at the office. If a plan or order is received, staff is notified on a need-to-know basis.

D

## **Dress**

We take pride in our professionalism and therefore our dress should reflect this. Staff members are expected to dress professionally and, at a minimum, follow the student dress code. Due to our role in children's lives, it is understood that we will all "Dress for Success." Friday is the designated day to wear staff shirts and appropriate casual attire such as jeans. Clothing should be appropriate for your teaching or classroom assignment.

E

## **Employees' Children**

Children of staff members are welcome in our building. If they come before or after school they should be supervised by you in your room unless invited by another staff member. Please make arrangements for them on staff meeting days and for meetings that fall before and after school hours. Your own underage children should not be with you during times when you are supervising students. Please use discretion where confidentiality is necessary and honor the privacy of the staff room and work room.

F

## **FERPA: Family Educational Rights and privacy Act**

- Confidentiality of student educational records:
  - Access to educational records: only for legitimate educational purposes...all records are kept confidential including all information about the family relationships and other personal matters, all personally identifiable health care information, and personally identifiable information, including name of the child, child's parent, or other family member. Health records are also considered confidential.
    - If a parent approaches you outside of school hours requesting information about a student, please remember to refer those parents to the principal, teacher, or school nurse.
    - No medical information can be shared without a release from the parents and this is handled by the nurse personnel or designee.

## **Flag Salute**

A flag ceremony must be held at the start of each school day. Students not reciting the pledge shall maintain a respectful silence. (Board Policy #2333)

## G

### **GLAD**

Glad is the district-adopted model of professional development in the area of language acquisition and literacy. The strategies and model promote English language acquisitions, academic achievement, and cross-cultural skills. Tied to standards, the model trains teachers to provide access to core curriculum using local district guidelines and curriculum. GLAD is an instructional model with clear, practical strategies promoting positive, effective interactions among students and between teachers and students. GLAD develops metacognitive use of high level, academic language and literacy. It is the Quincy School District expectation that during staff development activities all teachers are provided with the instructional strategies, the theory and research that support the model and the curriculum model that brings these all together in the context of district and state frameworks and standards. See district framework [CLICK HERE](#)

### **Gun Free Workplace**

Schools are “gun free zones”. Employees violating these rules and regulations are subject to disciplinary sanctions up to and including termination of employment and referral for prosecution.

## H

### **Harassment, Intimidation and Bullying**

The Quincy School District is committed to a safe and civil educational environment for all students, employees, volunteers and visitors free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any intentionally written message or image, including those that are electronically transmitted, a 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 characters. For complete details please ask for a copy of the district policy.

## K

### **Key Control for District facilities**

- Individual Responsibility for Security of Keys
  - All key/key cards shall be retained in the possession of the person to whom issued at all times. **Keys/Key cards shall not be loaned out or left on or in desks. Keys/Key Cards are not to be given to students.**
- Lost/Stolen Keys/Key Cards
  - Any person having a key lost or stolen must notify their supervisor immediately, who will in turn notify the Safety director to ensure against compromise of the key control and the security systems.
    - A. Notification should immediately be made by telephone or in person and followed by a written notice within 48 hours containing the circumstances of the loss.

Quincy School District, 119 J St. SW, Quincy, WA. 98848  
B. Written notification will be completed by submitting a “Lost or Missing Key Report”

- Yearly Key Inventory
  - All employees in position of a building key/s with either turn in their key/s or show them to the building secretary for inventory purposes.
  - For additional information please see the Quincy School District Key Control Policy.

## L

### **Last Day for Teachers**

On the last day of the school year, teachers may check out and leave after the end of the student day or make specific arrangements in advance with the principal to check out within five working days following the last school day.

### **Last Day for Classified Staff**

On the last day of the school year classified staff is expected to work their regular contracted work day.

## M

### **Multi-Tiered Systems of Support**

MTSS collaborates for interventions that can address a variety of student needs. The MTSS process includes district forms that allow the classroom teacher to track accommodations and interventions. Teachers should come prepared to MTSS meetings with documentation/data of initial instruction and interventions and samples of work from students for both academic and behavior.

## P

### **Positive Behavior Intervention and Support (PBIS)**

The Quincy School District embraces a student discipline program that is simplistic and clearly articulated around a set of common student and staff expectations. Each school has adopted an acronym that outlines their program. Expectations are taught and modeled for students regularly throughout the school year. We focus on what behaviors we want students to adopt and demonstrate. Students are recognized when they demonstrate these behaviors.

### **Purchasing and Travel**

Please use the appropriate requisition procedure and forms as outlined on the district drive and in Skyward. If you desire to purchase items outside of this system on your own, please consult with the building principal to assure that reimbursement will be possible.

Travel guidelines and forms can be found on the district drive. If you are traveling to a conference during school hours you are encouraged to use a Quincy School District vehicle. If you do not choose to use a QSD vehicle, you may not be reimbursed for

mileage. Please consult with the building principal and the transportation department to assure that proper arrangements can be made for transportation.

## S

### **School Closures/Delays-Staff expectations**

Because each emergency school closure or delay situation is unique, individual circumstances will need to be considered with supervisors. The following are general guidelines:

#### **School Cancellations**

- School year-staff members (e.g. teachers, secretaries, paraeducators, bus drivers, food service, etc.) will make up the day/hours when the day is rescheduled (typically at the end of the school year in June). The exception to this guideline is when only a portion of the district's schools are cancelled or closed (e.g. closure of a single building due to power failure when the other schools operated on schedule). In this case school-year staff members are expected to work since the day will not be made up later. If conditions make it impossible or unsafe for employees to report to work as usual, employees have the same options presented in the previous bulleted item.

#### **Delayed Start**

- When school is delayed for students, the delayed start also applies to school employees except for custodians, maintenance, mechanics, rounds, district office, supervisors and building administrators who should generally come to work at their regular time (if road conditions/weather permit)
- If conditions make it impossible/unsafe for these employees to report to work at the regular time, employees have at least three options as follows:
  - Make arrangements with supervisor to make up the hours missed
  - Use Emergency Leave or other form of leave as appropriate
  - Take unpaid leave
- Paraeducators, food service workers, library technicians, sign language interpreters, and SLPAs will work with their supervisors to arrange an acceptable time to make up any hours missed due to the delayed start.
- Bus drivers should adjust their scheduled routes with the school day (e.g. if school is delayed 2 hours, they should arrive 2 hours later than their usual scheduled arrival time)

### **School Usage**

After hours: Always use the main entrance. Upon arriving, disarm the alarm and sign in. Call the principal if you find the building unsecured or if something is not "right." If you feel unsafe, call 911. Before leaving, be sure to arm the alarm and check that the front door closes securely.

Private activities: Persons using the building for non-school events must receive approval by requesting facility use through the district website.



**Social Media**

The district supports the use of technology to communicate for educational purposes. However, district employees are prohibited from inappropriate online socializing or from engaging in any conduct on social networking websites that violate the law, district policies, or other generally recognized professional standards. Staff members will not maintain personal contact with a student outside of school by phone, email, texting, instant messenger or Internet chat rooms, social networking websites, or letters (beyond homework or their legitimate school business) without including parent/guardian.

**Student Led Conferences**

All teachers will participate in conferences. All students and parents will be invited to conferences, both Fall and Spring. Teachers will guide all students in setting goals and sharing achievements with their parents.

**Supervision**

Children must be supervised at all times while they are at school. In the event that you need to leave your classroom, group, or duty station, please notify the office to request that someone step in to supervise in your place while you are away.

A copy of this document is available on the district drive.

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After reading this handbook, please print and sign your full name below. Then cut and return this portion in to your principal.

I \_\_\_\_\_ have read the 2022-2023 QSD staff handbook. I understand that a copy of the handbook is available on the district drive.

(signature) \_\_\_\_\_ (date) \_\_\_\_\_