

Welcome to



Bethel
SCHOOLS

Human Resources Department

*516 176th Street East
Spanaway, Washington 98387
253-683-6000*

MESSAGE FROM THE SUPERINTENDENT

Welcome to Bethel School District!

It's a genuine pleasure to welcome you to the dynamic team of Bethel Schools. I want you to know that the service you provide, either directly or indirectly, is an important aspect of educating our students.

Students, other staff members, parents and I will deeply appreciate your work. We're looking forward to a great year in Bethel, and we're glad you've chosen to join us.

Sincerely,

Tom Seigel

Superintendent

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IMPORTANT TELEPHONE NUMBERS

SUBSTITUTE HELP

District Office	(253) 683-6000
Absence Management (AESOP) (Substitute Calling System)	(800) 942-3767 www.frontlinek12.com/aesop
Human Resources	(253) 683-6000
Substitute Office (6:30 AM – 3:30 PM)	PHONE: (253) 683-6018 FAX: (253) 683-6019 EMAIL: subs@bethelsd.org
	Substitute Office Webpage: www.bethelsd.org/Page/792
Payroll	(253) 683-1601 FAX: (253) 683-6039

FOR JOB DESCRIPTION/INFORMATION

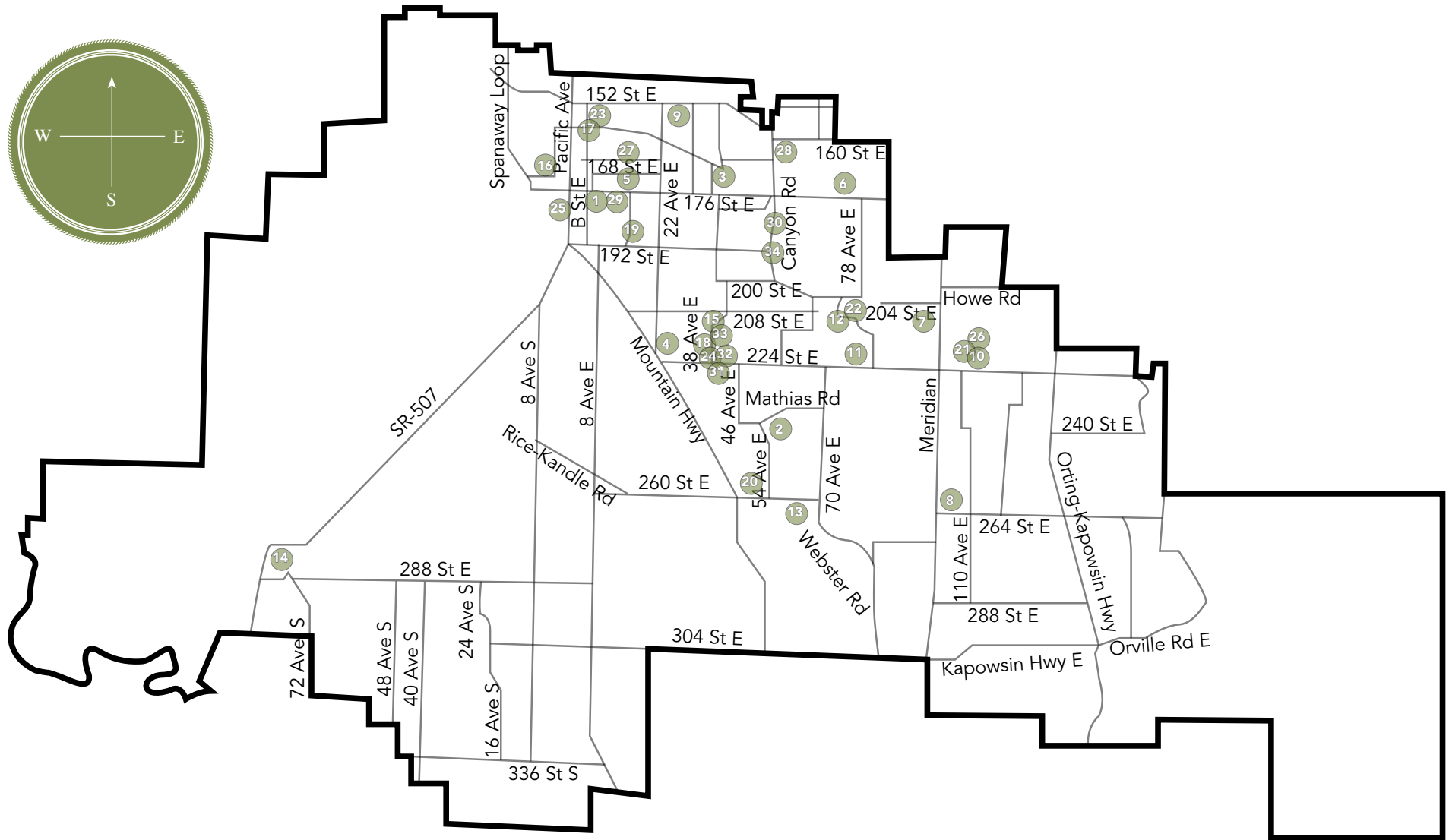
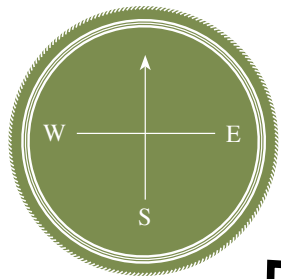
SPECIAL SERVICES	(253) 683-6920
TITLE I / LAP	(253) 683-6922
ECEAP (PRESCHOOL)	(253) 683-6929
PCSC	(253) 683-5950

ADDITIONAL HELP

Skyward Access (Attendance Help)	(253) 683-6731
Technology Help Line (MyBethel, Computer Access, E-Mail Help)	(253) 683-6767

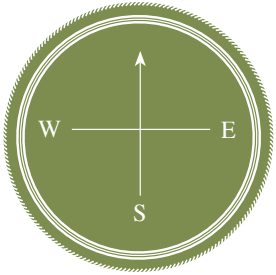
District Map 2017/18

Map numbers refer to school locations (see list).



District Map 2017/18

Numbers refer to school locations (see map).



Elementary Schools

1. Camas Prairie

320 176th Street E.
Spanaway, WA 98387
253.683.7400
Cassie Stephani, Principal

2. Centennial

24323 54th Avenue E.
Graham, WA 98338
253.683.7700
Chris Brauer, Principal

3. Clover Creek

16715 36th Avenue E.
Tacoma, WA 98446
253.683.7800
Sara Olson, Principal

4. Elk Plain

22015 22nd Avenue E.
Spanaway, WA 98387
253.683.7900
Chad Honig, Principal

5. Evergreen

1311 172nd Street E.
Spanaway, WA 98387
253.683.8200
Jamie Burnett, Principal

6. Frederickson

17418 74th Avenue E.
Puyallup, WA 98375
253.683.6300
Ellen Eddy, Principal

7. Graham

10026 204th Street E.
Graham, WA 98338
253.683.8500
Amy Low, Principal

8. Kapowsin

10412 264th Street E.
Graham, WA 98338
253.683.8600
Stephanie McPhail, Principal

9. Naches Trail

15305 Waller Road E.
Tacoma, WA 98446
253.683.8700
Sean McKenzie, Principal

10. Nelson

22109 108th Avenue E.
Graham, WA 98338
253.683.6400
Kris Hillius, Principal

11. North Star

7719 224th Street E.
Graham, WA 98338
253.683.8800
Stephen Rushing, Principal

12. Pioneer Valley

7315 Eustis Hunt Road
Spanaway, WA 98387
253.683.8900
Christoph Green, Principal

13. Rocky Ridge

6514 260th Street E.
Graham, WA 98338
253.683.5000
Lindsey Marquardt, Principal

14. Roy

340 Peterson Street S.
Roy, WA 98580
253.683.5100
David Cordell, Principal

15. Shining Mountain

21615 38th Avenue E.
Spanaway, WA 98387
253.683.5200
Paul Marquardt, Principal

16. Spanaway

412 165th Street S.
Spanaway, WA 98387
253.683.5300
Kim Kosa, Principal

17. Thompson

303 159th Street E.
Tacoma, WA 98445
253.683.5800
Ralph Wisner, Principal

Middle Schools

18. Bethel

22001 38th Avenue E.
Spanaway, WA 98387
253.683.7200
Julie Shultz-Bartlett, Principal

19. Cedarcrest

19120 13th Avenue Ct. E.
Spanaway, WA 98387
253.683.7500
Scott Martin, Principal

20. Cougar Mountain

5108 260th Street E.
Graham, WA 98338
253.683.8000
Bethany Aoki, Principal

21. Frontier

22110 108th Avenue E.
Graham, WA 98338
253.683.8300
Mark Barnes, Principal

22. Liberty

7319 Eustis Hunt Road E.
Spanaway, WA 98387
253.683.6500
Tom Mitchell, Principal

23. Spanaway

15701 B Street E.
Tacoma, WA 98445
253.683.5400
Tami Nelson, Principal

High Schools

24. Bethel

22215 38th Avenue E.
Spanaway, WA 98387
253.683.7000
Adam Cox, Principal

25. Challenger

18020 B Street E.
Spanaway, WA 98387
253.683.6800
Jeff Johnson, Principal

26. Graham-Kapowsin

22100 108th Avenue E.
Graham, WA 98338
253.683.6100
Matt Yarkosky, Principal

27. Spanaway Lake

1305 168th Street E.
Spanaway, WA 98387
253.683.5600
Julie Baublits, Principal

28. Pierce County Skills Center

16117 Canyon Road
Puyallup, WA 98375
253.683.5950
Michelle Ledbetter, Director

District Services

29. Educational Service Center: Administration, Information Service Center, Special Services

516 176th Street E.
Spanaway, WA 98387
253.683.6000

30. Bethel Support Annex: Operations, Print Shop, Warehouse

5410 184th Street E.
Building C
Puyallup, WA 98375
253.683.6080

31. Operations Support Center

4015 224th Street E.
Spanaway, WA 98387
253.683.6085

32. Art Crate Field/ Stadium

22215 38th Avenue E.
Spanaway, WA 98387
253.683.7000

33. Bethel Learning Center

21818 38th Avenue E.
Spanaway, WA 98387
253.683.5940

34. Central Kitchen and Transportation Center

5625 192nd Street E.
Puyallup, WA 98375
253.683.6912 (Kitchen)
253.683.5900 (Transportation)

BETHEL SCHOOL DISTRICT

Student Calendar

2017-2018

SEPTEMBER						MARCH						
	M	T	W	TH	F		M	T	W	TH	F	
4 = Labor Day - No School					1						1	2
5 = Teacher/Principal Day - No Students	4	5	6	7	8		5	6	7	8	9	
6 = Waiver Day #1 - No Students	11	12	13	14	15		12	13	14	15	16	
7 = First Day of School	18	19	20	21	22		19	20	21	22	23	
27 = Late Arrival	25	26	27	28	29		26	27	28	29	30	
												7 = Late Arrival
												16 = MS End of 2nd Trimester/Grade Prep (Early Dismissal 6-8)
												23 = Elem Grade Prep (Early Dismissal K-5)
												26-30 = Elementary Conference Week (Early Dismissal K-5)
OCTOBER						APRIL						
	M	T	W	TH	F		M	T	W	TH	F	
13 = Waiver Day #2 - No Students	2	3	4	5	6		2	3	4	5	6	2-6 = Spring Break
25 = Late Arrival	9	10	11	12	13		9	10	11	12	13	11 = Late Arrival
27 = Elem/MS Grade Prep (Early Dismissal K-8)	16	17	18	19	20		16	17	18	19	20	13 = HS End of 3rd Qtr/Grade Prep (Early Dismissal 9-12)
30-Nov 3 = Elem Conference Week (Early Dismissal K-5)	23	24	25	26	27		23	24	25	26	27	
	30	31					30					
NOVEMBER						MAY						
	M	T	W	TH	F		M	T	W	TH	F	
1-3 = Secondary Conferences (Early Dismissal 6-12)			1	2	3			1	2	3	4	2 = Late Arrival
9 = HS End of 1st Qtr/Grade Prep (Early Dismissal 9-12)	6	7	8	9	10		7	8	9	10	11	22-24 = Secondary Conferences (Early Dismissal 6-12)
10 = Veterans Day - No School	13	14	15	16	17		14	15	16	17	18	25 = Snow Make-Up or No School
22-24 = Thanksgiving Break	20	21	22	23	24		21	22	23	24	25	28 = Memorial Day - No School
	27	28	29	30			28	29	30	31		
DECEMBER						JUNE						
	M	T	W	TH	F		M	T	W	TH	F	
1 = MS End of 1st Trimester/Grade Prep (Early Dismissal 6-8)					1						1	6 = Late Arrival
6 = Late Arrival	4	5	6	7	8		4	5	6	7	8	8 = Elem/MS/HS Grade Prep (Early Dismissal K-12)
18-Jan 1 = Winter Break	11	12	13	14	15		11	12	13	14	15	19 = Last Day of School (Early Dismissal K-12)
	18	19	20	21	22		18	19	20	21	22	
	25	26	27	28	29		25	26	27	28	29	
JANUARY						JULY						
	M	T	W	TH	F		M	T	W	TH	F	
10 = Late Arrival	1	2	3	4	5		2	3	4	5	6	
15 = Martin Luther King Day - No School	8	9	10	11	12		9	10	11	12	13	
	15	16	17	18	19		16	17	18	19	20	
	22	23	24	25	26		23	24	25	26	27	
	29	30	31				30	31				
FEBRUARY						AUGUST						
	M	T	W	TH	F		M	T	W	TH	F	
2 = Elem/HS End of 2nd Qtr/Grade Prep (Early Dismissal K-5 & 9-12)				1	2				1	2	3	
16 = Snow Make-Up Day or No School	5	6	7	8	9		6	7	8	9	10	
19 = President's Day - No School	12	13	14	15	16		13	14	15	16	17	
20 = Waiver Day #3 - No Students	19	20	21	22	23		20	21	22	23	24	
	26	27	28				27	28	29	30	31	

- KEY -

- Late Arrival
- Early Dismissal Elementary
- Early Dismissal Elem & MS
- Early Dismissal MS
- Early Dismissal MS & HS
- Early Dismissal for HS
- Early Dismissal All Grades
- Waiver Day / No School for students
- No School

Elementary = Grades K-5
 Middle School = Grades 6-8
 High School = Grades 9-12

Students Calendar = 177 school days for students and 3 waiver days for teachers.

**BETHEL SCHOOL DISTRICT BELL SCHEDULE
2017-2018**

SECONDARY SCHOOLS			ELEMENTARY SCHOOLS				PRESCHOOL / ECEAP / HEADSTART			
	START	DISMISS		BREAKFAST	START	DISMISS		M-TH	START	DISMISS
Bethel High School	7:35	2:05	Elk Plain	7:20	7:35	2:05				
Graham-Kapowsin High School	7:30	2:00					Elk Plain Headstart	AM	8:30	1:00
Spanaway Lake High School	7:50	2:20								
			Camas Prairie	8:15	8:30	3:00	Elk Plain Preschool	AM	8:30	11:10
Challenger High - AM M-F	7:55	10:55	Centennial	8:15	8:30	3:00		PM	12:05	2:55
Challenger High - PM M-F	11:25	2:25	Clover Creek	8:15	8:30	3:00				
Pierce Co Skills Center - AM	8:00	10:30	Graham	8:15	8:30	3:00	Frederickson	AM	9:20	12:00
Pierce Co Skills Center - PM	11:15	1:45	North Star	8:15	8:30	3:00		PM	12:55	3:35
			Pioneer Valley	8:15	8:30	3:00				
Bethel Middle School	7:30	2:00	Thompson	8:15	8:30	3:00	Pioneer Valley	AM	9:00	11:40
Cedarcrest Middle School	7:15	1:45						PM	12:35	3:15
Cougar Mountain Middle School	7:15	1:45								
Frontier Middle School	7:20	1:50					Nelson	AM	9:20	12:00
Liberty Middle School	7:15	1:45	Kapowsin	8:45	9:00	3:30		PM	12:55	3:35
Spanaway Middle School	7:15	1:45	Roy	8:45	9:00	3:30				
SECONDARY SPECIAL EDUCATION							Shining Mtn	AM	9:00	11:40
								PM	12:35	3:15
Transition	7:35	2:05								
NW Soil	9:00	2:30	Evergreen	9:00	9:15	3:45	Spanaway	AM	9:20	12:00
NW Soil Early Dismissal Wed	9:00	12:30	Frederickson	9:00	9:15	3:45		PM	12:55	3:35
Relife MTWTH	8:00	3:00	Naches Trail	9:00	9:15	3:45				
Relife Early Dismissal Fri	8:00	12:00	Nelson	9:00	9:15	3:45	Thompson	AM	9:00	11:40
LSA AM	9:00	11:00	Rocky Ridge	9:00	9:15	3:45		PM	12:35	3:15
LSA PM	12:00	2:00	Shining Mtn	9:00	9:15	3:45				
Options T,W,TH	2:30	4:30	Spanaway	9:00	9:15	3:45				
ACTIVITY RUNS			DHH Mt Tahoma		7:30	2:05	Elementary Early Dismissal Days			
Bethel Middle School		4:20	DHH Baker Middle		8:15	2:45				
Cedarcrest Middle School		4:15	DHH Birney Elem		9:00	3:30	Middle School Early Dismissal Days			
Cougar Mountain Middle School		4:15	DHH Birney PS	M-TH	9:00	3:30				
Frontier Middle School		4:20	DHH Rogers HS	M	8:55	2:25	High School Early Dismissal Days			
Liberty Middle School		4:00	DHH Rogers HS	T-F	7:55	2:25				
Spanaway Middle School		4:00	DHH Ballou Jr	M	8:40	2:10	Camas Prairie		9:30	2:30
Bethel High School		4:30	DHH Ballou Jr	T-F	7:40	2:10	Challenge			
Graham-Kapowsin High School		4:30	DHH Zeiger Early	M	9:35	2:56				
Spanaway Lake High School		4:45	DHH Zeiger	T-F	8:35	2:56				

BETHEL SCHOOL DISTRICT EARLY DISMISSAL SCHEDULE
2017-2018

SECONDARY SCHOOLS	EARLY DISMISSAL	ELEMENTARY SCHOOLS	CONFERENCES	EARLY DISMISSAL
BETHEL HIGH SCHOOL	10:15	CAMAS PRAIRIE	11:05	11:05
GRAHAM-KAPOWSIN HIGH	10:10	CENTENNIAL	11:05	11:05
SPANAWAY LAKE HIGH	10:30	CLOVER CREEK	11:05	11:05
		ELK PLAIN	10:10	10:10
BETHEL JUNIOR HIGH	10:10	EVERGREEN	11:50	11:50
CEDARCREST JUNIOR HIGH	9:55	FREDERICKSON	11:50	11:50
COUGAR MOUNTAIN JUNIOR HIGH	9:55	GRAHAM	11:05	11:05
FRONTIER JUNIOR HIGH	10:00	KAPOWSIN	11:35	11:35
LIBERTY JUNIOR HIGH	9:55	NACHES TRAIL	11:50	11:50
SPANAWAY JUNIOR HIGH	9:55	NELSON	11:50	11:50
		NORTH STAR	11:05	11:05
TRANSITION PROGRAM (LAB bldg)	10:15	PIONEER VALLEY	11:05	11:05
		ROCKY RIDGE	11:50	11:50
		ROY	11:35	11:35
CHALLENGER - AM (no school)	* N/A	SHINING MT	11:50	11:50
CHALLENGER - PM (no school)	* N/A	SPANAWAY	11:50	11:50
PCSC - AM (no bus)	* N/A	THOMPSON	11:05	11:05
PCSC - PM (no bus)	* N/A			
		ALL PRE-SCHOOLS	CANCELLED	CANCELLED
		ALL ECEAP CLASSES	CANCELLED	CANCELLED
		HEADSTART	CANCELLED	CANCELLED
		Endeavor (Elem gifted program)	same schedule as Naches Trail Elem	
		Challenge @ Shining Mt	CANCELLED	
Report Card Prep:		LATE ARRIVAL DAYS		
SECONDARY EARLY DISMISSAL DAYS		ELEMENTARY EARLY DISMISSAL DAYS		
Student Led Conference Days:		TEACHER/PARENT CONFERENCE DAYS		
SECONDARY CONFERENCE DAYS		Elementary:		

THINGS YOU NEED TO KNOW

Email is important! All Absence Management (AESOP) notifications, confirmations, changes in assignment, and/or cancellations, are sent via email. Please make sure the sub office has your BEST email address and that you check it daily.

Activation

Once your Absence Management (AESOP) profile is activated you will receive a welcome email. This email contains important training links that you must view prior to logging in. The email will also contain important information on how to login to Absence Management (AESOP) and what your first steps should be.

District Email

All substitutes are issued a district email address. You will receive your MyBethel login information with instructions on how to update your password before you leave today. To access your MyBethel email go to bethelsd.org and select the MyBethel Icon in the top right hand corner.

Safe Schools

All district staff including substitutes are required to complete the four mandatory Safe Schools trainings yearly. You will receive your Safe Schools login information to your MyBethel email address within a week of attending New Employee Orientation. Once you receive your login information please go to bethel.wa.safeschools.com/login and complete the trainings.

Rejecting Jobs

It is recommended that you do NOT "reject" jobs. The system tracks rejections and will reduce your ability to view available jobs in advance. Once a job is rejected you will no longer be able to view it. Simply do not click "Accept" or "Reject" next to a job you are not interested in online. For the phone system simply hang up the phone if you are not interested.

Cancelling Jobs

Cancelling a job within 24 hours of that job's start time will result in the system putting you in NON-WORK DAY status. If you are cancelling within 2 hours of the job's start time, you will need to contact the sub office to have them pull you out of your assigned position. In both situations you will be unable to view any other available jobs for that day.

Inactivity

Substitutes that do not accept jobs for a period of 3 months or more may be inactivated due to lack of service, requiring the substitute to re-apply and possibly incur fingerprinting costs.

Guidelines for Emergency Cert Substitutes

As a reminder, emergency substitutes work under the following district guidelines:

- Emergency substitute assignments are limited to five (5) consecutive days per assignment. Debi Christensen must approve exceptions in HR.
- To align with OSPI rules, emergency substitutes cannot accept prearranged jobs.

EXAMPLE WELCOME LETTER

TO: DOE, JANE
Bethel School District 403

6/14/2017

Dear Jane,

We have the pleasure of notifying you that Bethel School District 403 is using an automated service that greatly simplifies and streamlines the process of finding and managing substitute jobs in this district. This service, called Aesop, utilizes both the telephone and the Internet to assist you in locating jobs in this school district. The Aesop system is available 24 hours a day, 7 days a week. Aesop uses three methods to make jobs available to substitutes:

1. You can search for and accept available jobs, change personal settings, update your calendar, and personalize your available call times by visiting Aesop on the internet at www.aesoponline.com. If the employee has uploaded lesson plans on the Internet, you will be able to view them online once you take the job!
2. You may interact with the Aesop system by way of a toll-free, automated voice instruction menu at 1-800-942-3767. Here, you can proactively search for jobs and manage existing jobs. We recommend calling in to check the computer recording of your name by pressing Option 5.
3. Aesop will also make phone calls to substitutes to offer jobs. The administrative office has selected the following hours as standard call times when the Aesop service may call for substitutes: 5:00:00 AM – 1:00:00 PM in the morning and 5:00:00 PM – 10:00:00 PM in the evening. The phone number we have on record for you is 253-555-0505.

Important Notes:

Follow the [link](#) for a training video on getting started.
For additional resources please follow the [link](#) to the learning center.

In order to access the Aesop system, you will need to enter your ID and PIN numbers as follows:

ID Number 0001234

PIN Number 0505

- * Once you login you will need to accept the User License Agreement.
- * **You must then activate your School list. Click on the Preferences tab, choose "show me assignments at the schools selected below, then select your schools and "SAVE".**
- * If you accept a job, Aesop will issue a confirmation number. **Please remember that your transaction is not complete until Aesop supplies you with a confirmation number.**

We are confident that you will find the Aesop experience beneficial and enjoyable. Should you experience difficulty using the Aesop system in any way, please contact the substitute office.

Thank you,

BSD Sub Office

Absence and Substitute Management



LOGGING IN ON THE WEB

To log in to the absence management system, type signin.frontlineeducation.com in your web browser’s address bar and select **Sign In** for the “Absence Management” feature.

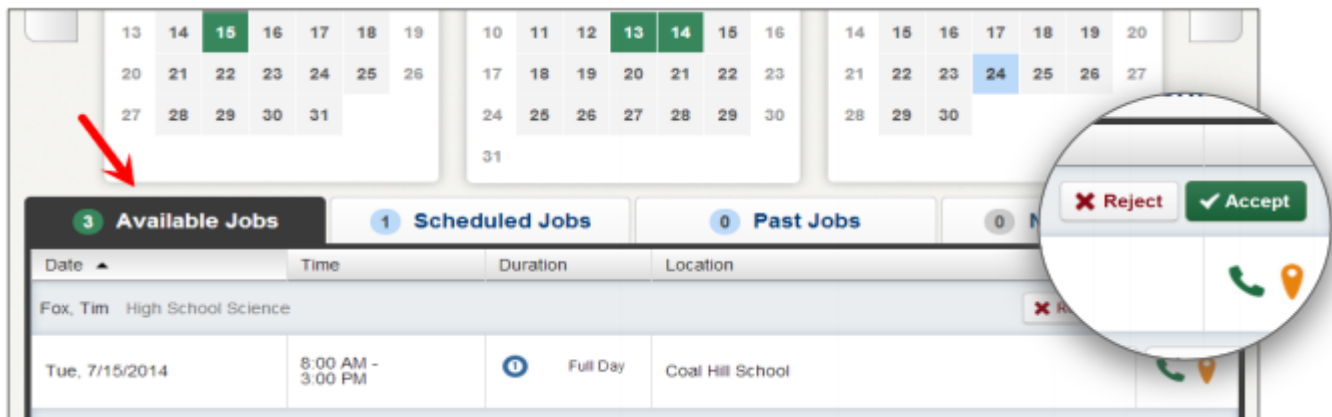
The Sign In page will appear. Enter your ID and PIN and click **Login**.

CAN’T REMEMBER YOUR LOGIN INFO?

If you’re having trouble logging in, click the **Login Problems** link next to the “Login button for more information.

CREATING AN ABSENCE

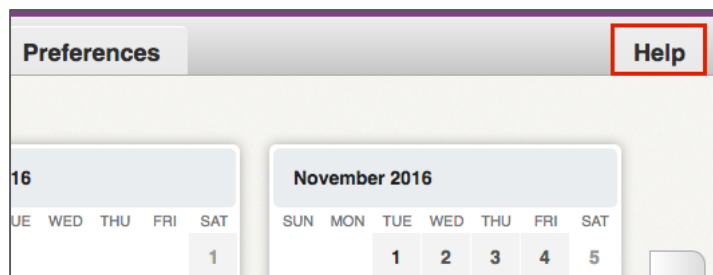
The system makes it easy to find available jobs right on the homepage. Available jobs appear in green on the calendar and in list form under the “Available Jobs” tab.



To accept a job, simply click the **Accept** button next to the absence. If you do not want to accept this job, click the **Reject** button, instead.

GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click the **Help** tab to go to the Learning Center to search a knowledge base of help and training materials.



ACCESSING ABSENCE MANAGEMENT ON THE PHONE

Not only is the system available on the web, but you can also find and accept available jobs, manage personal information, change your PIN number, and more, all over the phone.

When You Call into Absence Management

To call, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the absence management system, you can:

- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

When the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically start calling substitutes, trying to fill the job.

Keep in mind, when the system calls you, it will be calling about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

Note: When the system calls, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.

When you receive a call, you can:

- Listen to available jobs – **Press 1**
- Prevent absence management from calling again today – **Press 2**
- Prevent absence management from ever calling again – **Press 9**

If you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). At this point, the absence management system will list the job details, and you will have the opportunity to accept or reject the job.



Bethel School District

Student Records




Welcome to Bethel School District and thank you for substituting in our schools.

Teachers across our district are using Educator Access Plus (EA+) to take attendance for both elementary and secondary schools. As a substitute you too have the responsibility to take attendance for the classes that you will be working with in all schools. This document will walk you through the process.

Getting a Laptop

When entering the building ask for a Chromebook to use for the day. If one isn't available, please ask for instructions on how to enter attendance online. The expectation is that all substitutes will take attendance electronically, not on paper.

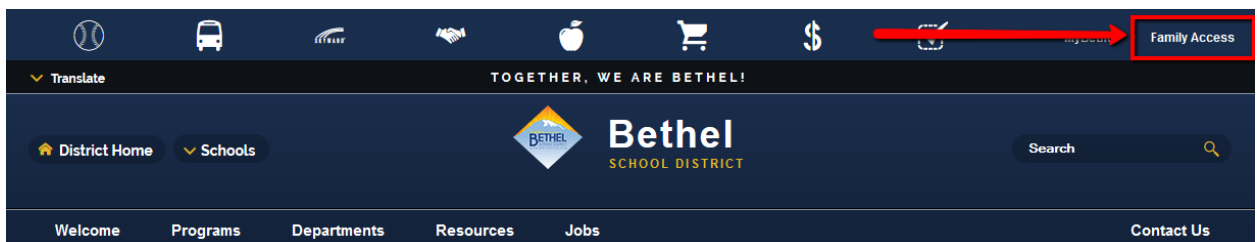
Logging Into the Computer

Login In Information	PC Computer 	Chromebook 	MAC Computer 
Username	The first part of your email address	Public	bethel
Password	Bethelxxxxx (xxxxx = employee #)	Enter	Leave this field blank

Once you have logged into the computer, click on a browser icon to access the Internet. This should take you directly to the Bethel School District website (www.bethelsd.org) or the single sign on webpage. Type in the web address www.bethelsd.org if the web page does not automatically open.

Logging Into Skyward

- 1) Click on "Family Access" to log into the district portal.



Note: Clicking on "Family Access" will provide you with a single login to access Educator Access Plus (EA+), Employee Access, and Family Access, if you are a parent/guardian of active Bethel student.



If you are unable to log into the computer contact the ACT (Technology person in the school) first. If unavailable, call the Technology Help Desk at: **683-6767.**

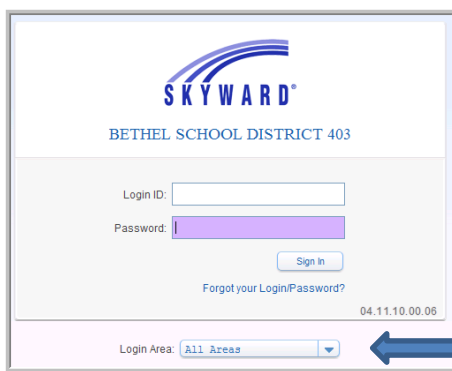
Note: Usernames and passwords are attached to staff confidential information. A substitute should never “borrow” a teacher’s log in information for accessing Educator Access +. Also, properly log out of Skyward after attendance is taken. This secures your personal information from anyone who may use the computer after you are done.

2) To log into Skyward, use your unique Login/Password.

- a. Username: The first part of your email, preceding the @ symbol.
- b. Password: Passw0rd (the O is a zero). This is a temporary password and you will be prompted to generate a new one the first time you log in.
- c. To help you remember your login information, please record it here and store in a secure place.

Login Information	Network	Skyward
Username		
Password		

3) Enter your Skyward username and password in the appropriate fields. The first time you log in you will be prompted to change your password. Initially a temporary one of *Passw0rd” is assigned to all new staff. Select a password that is unique and memorable to only you.

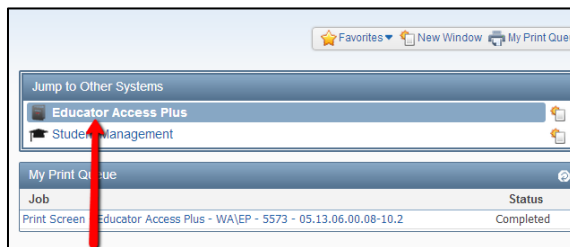


Note: Be sure the Login Area, at the bottom, is set to All Areas.

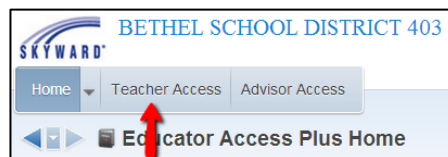
For All Substitutes

A. There are two steps to ensure you can successfully take attendance for all classes you are assigned to.

B. If Skyward does not display the Educator Access Plus Home” at the top left corner of the window, navigate to Educator Access Plus by clicking on the “Educator Access Plus” link in the Jump to Other Systems box.



C. Click on the “Teacher Access” module button and select the option you need. Depending on your access you will be able to go to Gradebooks or My Classes. Attendance is taken in My Classes.



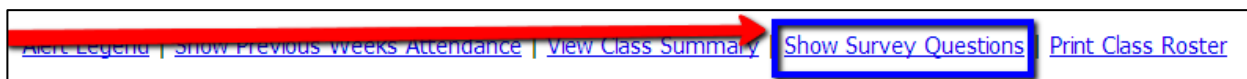
D. The ability to take attendance is in “Post Daily”. Click on “Post Daily Attendance” and click on the class that is currently in your room. Mark attendance and remember to click on “SAVE” before exiting.



Note: Attendance can be corrected after it has been saved, just save it again after making the changes.

For Elementary Schools – Lunch Count

E. While on the page to take attendance, the screen can be set to enter lunch count. Click on the “Show Survey Question” link to enable this.



F. Using the drop down arrows next to Student Lunches, Milk and Adult Lunches, indicate how many of each are needed. Click on “SAVE” before exiting.



For the security of our students we remind you that the information contained in EA+ is confidential. Access is limited to the dates of the substitute assignment.

SUBSTITUTE PAYROLL INFORMATION

Our pay periods are from the **11th** of one month through the **10th** of the following month. District warrants are issued on the last business day of the calendar month. Work performed through the 10th of the month will be paid on the warrant issued the last business day of that month. The warrant amount will be available in the recipient's banking account on payday; unless the recipient has opted out of Direct Deposit.

SUB TEACHER PAY	SUB CLASSIFIED PAY
PER FULL DAY (3.75 hrs. >): \$140.00	HOURLY: SEE ATTACHED PAY SCHEDULE
PER HALF DAY (3.75 hrs. <): \$70.00	

PLEASE NOTE: Visiting Secretarial/Clerk pay is listed within this handbook, and on the District website, within the Classified Substitute Salary Schedule B. The standard deductions are: Federal Withholding Tax, Social Security Contribution, and Labor and Industries insurance premium. Visiting teachers who have been members of the Washington State Teachers Retirement Systems (TRS) should make certain that they have the appropriate forms filed with the Payroll Office for appropriate deductions. New member eligibility is determined by current TRS guidelines, which are available from the Payroll Office.

Long-Term Assignments (Certificated Sub's Only)

Long-term assignments are teaching assignments, which continue for 21 or more consecutive workdays. After the 20th day, the visiting teacher's pay is adjusted to the appropriate placement on the State Teacher Salary Schedule. Placement is based on education and experience. The annual placement is divided by 180 teacher workdays and paid as per diem for the duration of the long-term assignment. If you are interested in filling long term positions please provide copies of your official transcripts.

July Incentive (Certificated Sub's Only)

July lump sum incentive for meeting minimum working day threshold will be paid out on the last business day of July. Please see BEA Article 50 SUBSTITUTES for details.

Unemployment Eligibility

Washington State does not allow unemployment payments to educational workers between school sessions (Spring, Winter, and Summer Break). To qualify for unemployment payments, you must have a qualifying amount of non-school wages.

Reasonable Assurance

Every spring the substitute office sends out notice of reasonable assurance of continued employment with BSD via mail to all substitutes for the upcoming school year. If you wish to remain active for the upcoming school year you need to complete the form once received and return by the last day of the current school year.

2017-2018 CLASSIFIED SUBSTITUTE SALARY SCHEDULE B

	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8	Level 9	Level 10	Level 11	Level 12	Level 13
Sub Rate	\$ 14.77	\$ 16.00	\$ 17.40	\$ 18.32	\$ 19.07	\$ 20.29	\$ 20.71	\$ 21.09	\$ 22.20	\$ 24.94	\$ 27.91	\$ 29.99
Child Nutrition	*Helper	*Cook *Serving Cook	*Assist Cook Mgr *CK Prod Asst.		*Cook Manager *CK Prod Mgr		*CK Truck Driver	*Loader/Picker				
Assist/Sp Services		*Child Care I *Copy/Mail Center *Crossing Guard *CTE Supply Shopper *English Reader/Grader *In-School Suspension *Parent Volunteer Assistant *Student Supervision	*Basic Education *CTE *ECEAP/Headstart *ELL *Infant/Toddler/Headstart *Printshop Helper *Speech/Lang *SpEd EBD *SpEd Mainstream *SpEd Non-Mainstream *SpEd Non-Mainstream WC *SpEd Preschool *SpEd Structured Program *Title I/LAP		*District Courier *Print Shop Operator	*Campus Safety *Stuent Resource Specialist		*Reprographic Tech	*FSW *ECEAP/Headstart Instructor *School Psyc Intern *Speech/Lang Instructor	*COTA		
Secretarial/Clerical	*Curr Whs Support Clerk		*Attendance *Clerk-Mobile Device *Clerk-Career/Tech Ed *LMC - School *Office - ESC/School *Sp Svcs - Bldg Support *Sp Svcs - Physch Support *Sp Svcs - SpEd Records	*ASB/LMC-Middle School *Budget & ASB Elem *Child Nutrition *Clerk- Career & College Readiness *District Receptionist *Elem Registrar *Health *SS-Medicaid *Transportation Receptionist	*ASB- Middle School *CN Revenue *Curriculum Materials *District Learning Media Center *On-Time Grad Success *Printshop *Registrar - Middle School *SS- Registrar	*Bethel Rec Secretary/Receptionist *Clerk - ASB High School *Curric & Assess Technician *Family Center *Finandal Technician *Receiving/Inventory *Registrar-High School *Substitute System Operator		*Class Prof. Dev/Work Comp Spec. *HR Specialist *Payroll Specialist *Secretary - Director *Secretary - Facilities Planning *Secretary to Principal *Substitute Coordinator *Title I/LAP Program Technician	*Human Resources Technician *Integrated Info Technician *Purchasing Support Tech *LPN-Early Childhood, SpEd, Basic Ed *Special Services Technician *Secretary to Executive Director *Transportation/Parts		*Technology Support Tech	
Custodial				*Custodian			*Head Custodian -Elem *Head Custodian-CSS	*Head Custodian - MS	*Head Custodian - HS			
Maintenance			*Grounds Helper		*General Helper *Painter Helper	*Grounds Maintenance			*Warehouse Driver	*Certified Grounds Maint *Certified Maint Tech *Comp Op Fiscal/Student *General Maintenance *Painter *Stadium Worker *Warehouse Person	*AV/Computer/Telecom Tech *Carpenter *Copier Tech *Alarms, Appliance Tech *Plumber *Locksmith *Web/Graphics/Design Specialist	*Electrician *HVAC Tech *Systems Analyst Tech
Transp								*Bus Driver		*Computer Planning Routing Tech *Driver Trainer	*Dispatcher *Head Planner/Router	
Bus Asst		*Bus Asst									*Mechanic	

BETHEL PUBLIC SCHOOLS



EDUCATIONAL SERVICE CENTER • HUMAN RESOURCES DEPARTMENT

516 - 176th Street East • Spanaway, WA 98387-8399 • (253) 683-6000 • Fax: (253) 683-6019

web address: www.bethelsd.org

CERTIFICATED SALARY SCHEDULE 2017-18 SCHOOL YEAR

YRS EXP	BACHELORS						Unavailable if not already reached	MASTERS * PhD		
	BA 01	BA+15 02	BA+30 03	BA+45 04	BA+90 05	BA+135 06		MA 07	MA+45 08	MA+90 OR PhD 09
00	36,521	37,507	38,529	39,554	42,840	44,957		43,785	47,072	49,191
01	37,013	38,013	39,048	40,117	43,438	45,543		44,272	47,593	49,697
02	37,481	38,491	39,537	40,688	44,000	46,127		44,762	48,073	50,201
03	37,964	38,983	40,040	41,229	44,534	46,712		45,227	48,529	50,709
04	38,437	39,501	40,565	41,794	45,119	47,313		45,714	49,038	51,234
05	38,926	39,995	41,069	42,367	45,679	47,918		46,209	49,522	51,760
06	39,428	40,474	41,585	42,948	46,244	48,494		46,716	50,013	52,262
07	40,312	41,373	42,498	43,935	47,280	49,593		47,666	51,010	53,324
08	41,604	42,724	43,876	45,431	48,822	51,219		49,161	52,552	54,949
09		44,122	45,332	46,943	50,413	52,892		50,672	54,143	56,623
10			46,805	48,533	52,049	54,611		52,263	55,780	58,340
11				50,169	53,761	56,375		53,899	57,492	60,104
12				51,753	55,520	58,211		55,600	59,250	61,942
13					57,322	60,093		57,360	61,052	63,823
14					59,132	62,046		59,172	62,981	65,776
15					60,671	63,660		60,710	64,618	67,486
16					61,884	64,932		61,924	65,910	68,836

In compliance with the Washington State Allocation Model (SAM)

2017-18 BEA

NOTE: TRI IS NOT INCLUDED

LEAP DOCUMENT FINAL INCLUDING 2.3% COLA EFFECTIVE 9/1/17

STAFF DEVELOPMENT OPPORTUNITIES

CERTIFICATED

Credit and Cost Information

Since you are a registered visiting teacher with Bethel School District, you are eligible to take advantage of our staff development classes. Credit and cost information is listed under specific classes. Applicable credit and course fees will be collected at the first session of class. Please note that only checks or money orders will be accepted. Courses with a materials fee will be required to pre-pay to confirm registration for that course.

Registration Guidelines

The procedures for registration in district classes are as follows:

- Registrations will not be accepted over the phone.
- Registration may be completed by using the sheets located in the back of the staff development calendars. You must enclose a check or money order with your registration form for courses requiring a materials fee.
- Registration forms will be collected for three days following distribution of the new calendar. The forms will then be mixed together, and names will be registered as drawn. After the class has been filled, any remaining names will be placed on a waiting list. This system provides an equal opportunity for all locations to apply for popular classes.
- Bethel School District employees/visiting teachers, parents and community members are given first priority in Bethel staff development offerings. Out-of-district participants will be registered on a space-available basis.

You can pick up a staff development calendar at our main office reception area.

If you have any questions, please call Tricia Gillespie at (253) 683-6955.

CLASSIFIED

Substitutes interested in taking a course for personal interest reasons, may be accommodated on a space-available basis provided they agree to pay \$5.00 per class hour (plus the cost of any required course materials) prior to the start of class.

For questions related to the Classified Professional Development Program, please contact our Program Specialist at (253) 683-6090.

PLEASE NOTE: Substitutes are not eligible for Classified Professional Development program funds.

RESPONSIBILITIES OF A VISITING TEACHER

Arrival and Departure Time

The District requires that visiting teachers adhere to the arrival and departure time that applies to regular teachers. This is one half hour before school starts and one half hour after the students are dismissed for the day (including late start days). *Please refer to the bell schedule.*

There may be times when you get a late call from the Aesop system and it may be difficult, if not impossible, to arrive by the time indicated. This is understood and accepted as unavoidable. The times given were established to help the visiting teacher have the time so essential for a successful teaching experience. The visiting teacher should report directly to the school office. He or she will be given information and materials pertinent to the school and position involved. Many schools have developed a substitute manual to assist you in your assignment.

If you accept a position and will not be able to arrive by the indicated start time please contact the substitute office.

Lesson Plans and Materials

Lesson plans are usually found in the absent teacher's classroom or in the school office. However, since it is impossible always to anticipate illness, and advisable for the visiting teacher to develop short units and activities to use when suitable. (K-5, Middle School, and High School)

Room Care

The care of the room is up to the visiting teacher. It should be left clean, orderly, and in good condition. Chairs should be in their proper places, paper picked up and windows closed. This is not, however, to suggest that the visiting teacher is expected to do the picking up; he or she should see that the students do it.

Classroom Control

Class control can be a major problem for a visiting teacher. A few simple suggestions will help you establish good class routines, provide for an efficient learning situation, and establish mutual respect of teacher and students.

- Be Positive: You are there to insure that students continue to receive quality education.
- Be Patient: It is natural for a class to test a visiting teacher. You represent a change for them. Patience, understanding, firmness, and respect will diminish distrust.
- Expect Good Behavior: Children tend to respond to whatever we expect of them. A positive approach is worth a hundred negative rules.
- Be Fair and Consistent: Your success in classroom control will depend to a great extent on your degree of fairness and consistent treatment. Children must know what to expect of you and what you expect of them. Uncertainty is a breeder of misbehavior.
- Be Ready: Materials and plans for the day are a must. This is another reason for getting in early and ensuring that you know what you want the class to be doing during the day.

RESPONSIBILITIES OF A VISITING TEACHER

- Leave Time: Especially on the secondary level when classes change each period. Leave enough time at the end of each period for the class to gather materials together and for you to prepare for the next group.
- Use Common Sense: This is the prime suggestion of all. All rules regulation, guides, and directives in the world are no substitute for it. You can always ask questions of the office staff.
- Keep Your Sense of Humor: What more can be said?

If classroom control becomes a problem, please contact the building secretary for assistance.

Teaching the Class

The guest teacher has the prime responsibility to teach as well as possible what the regular teacher has outlined. The following suggestions are offered:

- Be Prepared: Through plans and materials left by the regular teacher or through the use of short units of your own.
- Begin on Time: Do not give the class time to develop restlessness and disinterest. Begin immediately and get the students involved.
- Introduce Yourself: Explain why you are there and emphasize that class will be conducted as usual according to the regular teacher's instructions. Write your name on the board.
- Make Clear Presentations: What the children gain from the lesson will depend on how well you present it. Provide clear models.
- Provide for Child Involvement: In a really good lesson, children should have an active part in discussion, planning, questioning, and decision-making. Be sure that directions are clear and supervision is provided. Allow students to share an example when appropriate.
- Discourage Unnecessary Trips: Review carefully requests to leave the room, go to the library, or nurse's office, etc., and by all means do not dismiss the class early.

Ending the Day

The visiting teacher, like the regular teacher, is required to complete a full school day (7-½ hours), and needs to stay until the scheduled release time, unless prior approval has been given by the principal. Besides leaving the room in good order, a visiting teacher should have completed the grading of any assigned papers, prepared for the next day's classes (to the extent he or she is able), attended any building meeting (unless excused by the principal), and returned the visiting teacher's folder and any building keys to the office.

RESPONSIBILITIES OF A VISITING TEACHER

It is also requested that the visiting teacher leave a brief written comment on each class or subject if he or she is not to return the next day. Note any assignments or activities the class covered, particularly in reference to the lesson plans left by the regular teacher.

A visiting teacher, to be most effective, should not be expected to act as a babysitter. You have a definitive and important part in the education of children, to emphasize that importance in the eyes of the regular teacher, it is most helpful to have a list of work accomplished by the visiting teacher. It is also helpful if you leave your name and phone number in the event the regular teacher desires a follow-up call. Remember, your phone number is used by teachers to request you back on the Aesop system.

If you enjoyed the students and classroom, it is nice to leave a thank you note expressing your sentiments. Leave it on the teacher's desk.

Leave the classroom in the same order as when you arrived.

Professional Ethics

Visiting teachers are expected to maintain the same ethical standards as regular teachers. *It is detrimental to speak negatively of other teachers, parents, students, or other staff members to anyone.* Discuss any problems or concerns with the building principal or someone in Human Resources.

Release of Students

No visiting teacher in primary, elementary, or secondary schools should ever release a student from class without specific authorization from the school office. Any parents or visitors to a building must first report to the office to sign in and obtain a school pass before visiting any classrooms.

Emergencies

Be certain to familiarize yourself with the emergency procedures unique to each building. These include but are not limited to fires, earthquakes, hazardous weather condition, etc. Emergency procedures may be found in the visiting teacher folder or by consulting with the building principal.

ROLES AND RESPONSIBILITIES OF A VISITING PARAEDUCATOR

Roles and Responsibilities

- Monitor and assist students during teacher-directed, whole class instruction.
- Monitor and support students during independent work or cooperative learning activities under teacher direction.
- Provide follow-up instruction after teacher-directed instruction.
- Provide small group instruction (pre-teaching or alternative instruction to students under teacher direction.
- Train others (peer partners, peer tutors, volunteers, and parents) to provide instruction or assistance to students under the direction of a certificated staff member.
- Support students' instructional program through the preparation of materials and the fulfillment of other clerical tasks.
- Monitor students in a variety of settings such as the cafeteria, bus loading area, playground, hallway, or auditorium.

Confidentiality and Ethics

1. Never violate confidentiality! Understand the rule, "Need to know vs. Desire to Tell." It will guide you in deciding when and to whom you share student information. Only those people who are directly involved in the education of a special needs student may have specific information.
2. Remember you have both your public and private self. As an educator you are always scrutinized by your community. It is important to project a professional, ethical image both in and out of school.
3. If you are unsure about accessing specific student information, ask your supervising teacher.
4. If you are unsure about sharing student information, defer to your supervising teacher.

ROLES AND RESPONSIBILITIES OF A VISITING PARAEDUCATOR

Expectations

1. Maintain confidentiality.
2. Respect the legal and human rights of children, youth, and their families.
3. Follow district policies for protecting the health, safety, and well being of children and youth.
4. Demonstrate an understanding of distinctions in roles of various educational personnel.
5. Follow the directions of teachers and other supervisors.
6. Follow the chain of command for various administrative procedures.
7. Demonstrate dependability, integrity, respect for individual differences and other standards of ethical conduct.
8. Demonstrate a willingness to participate in training activities to improve performance.

Relationships with Students and Parents

1. Discuss a child's progress, limitations, and/or educational program only with the supervising teacher in the appropriate setting.
2. Discuss school problems and confidential matters only with appropriate personnel.
3. Refrain from engaging in discriminatory practices based on a student's disability, race, sex, cultural background, or religion.
4. Respect the dignity, privacy, and individuality of all students, parents, and staff members.
5. Present yourself as a positive adult role model.

Relationship with Teacher/Supervisor

1. Recognize the teacher as a supervisor and team leader.
2. Establish communication and a positive relationship with the teacher.
3. When problems cannot be resolved, utilize the school district's grievance procedures.
4. Discuss concerns about the teacher or teaching methods directly with the teacher.

MODE OF DRESS

Your mode of dress will generally color student reaction positively or negatively instantly. Any outlandish, outmoded, or risqué costume tends to divert student attention. More so than with the regular teacher, students judge your competence by this first impression. Attire that is entirely appropriate on one level may be viewed as inappropriate at another. For instance, at the elementary level you will find it necessary to dress for physical interaction with the children, and possibly wear fun, bright, non-threatening colors. On the high school level the model would reflect the adult world. You can achieve an authoritarian no nonsense look by wearing dark tailored clothing. Under any circumstance, appropriate clothing needs to be planned ahead and ready to go, to prevent any last minute frustration.

Always keep in mind that you are a role model!

POLICY & PROCEDURE

Policy/Procedure #	Title
5010	NONDISCRIMINATION AND AFFIRMATIVE ACTION
5013	SLURS, A FORM OF DISCRIMINATION
5005	EMPLOYMENT AND/OR VOLUNTEER DISCLOSURES, CERTIFICATION REQUIREMENTS, ASSURANCES, AND APPROVAL Citizenship Status
5009	EMPLOYEE ETHICS
2133	DIVERSITY-MULTICULTURAL EDUCATION
6590	SEXUAL HARASSMENT Complaint Procedures
3206	SEXUAL HARASSMENT RELATED TO STUDENTS Student-Related Sexual Harassment Complaint Forms
5271	REPORTS OF IMPROPER GOVERNMENTAL ACTION
5283	POSSESSION OF WEAPONS BY EMPLOYEES
3249	POSSESSION OF WEAPONS BY STUDENTS
5201	DRUG-FREE WORKPLACE
6802	USE OF SUPPLIES AND EQUIPMENT Home Use of District Equipment
5233	CERTIFICATED STAFF RESPONSIBILITIES



Book	Bethel School District Board Policy Manual
Section	5000 Personnel
Title	NONDISCRIMINATION AND AFFIRMATIVE ACTION
Number	5010
Status	Active
Adopted	November 13, 1979
Last Revised	August 11, 2015

Nondiscrimination

The district shall provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal employment opportunity shall be provided without discrimination with respect to race, creed, color, national origin, age, honorably discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained guide dog or service animal by a person with a disability. The district may give preference to a United States citizen or national over an authorized alien if two candidates are equally qualified.

The board shall designate a staff member to serve as affirmative action/Title IX Compliance officer.

This policy includes, but is not limited to, selection of contractors and vendors, employment and personnel practices, access to courses of instruction and counseling, participation in extracurricular activities, and content of the instructional program.

Affirmative Action

The district, as a recipient of public funds, is committed to undertake affirmative action, which shall make effective equal employment opportunities for staff and applicants for employment. Such affirmative action shall include a review of programs, the setting of goals and the implementation of corrective employment procedures to increase the ratio of aged, handicapped, ethnic minorities, women and Vietnam veterans who are under-represented in the job classifications in relationship to the availability of such persons having requisite qualifications. Affirmative action plans may not include hiring or employment preferences based on gender or race, including color, ethnicity or national origin. Such affirmative action shall also include recruitment, selection, training, education and other programs.

The superintendent shall develop an affirmative action plan which specifies the personnel procedures to be followed by the staff of the district and shall ensure that no such procedures discriminate against any individual. Reasonable steps shall be taken to promote employment opportunities of those classes that are recognized as protected groups--aged, persons with disabilities, ethnic minorities and women and Vietnam veterans, although under state law racial minorities and women may not be treated preferentially in public employment.

This policy, as well as the affirmative action plan, regulations and procedures developed according to it, shall be disseminated widely to staff in all classifications and to all interested patrons and organizations. Progress toward the goals established under this policy shall be reported annually to the board.

Employment of Persons With Disabilities

In order to fulfill its commitment of nondiscrimination to those with disabilities, the following conditions shall prevail:

1. No qualified person with disabilities shall, solely by reason of a disability, be subjected to discrimination, and the district shall not limit, segregate or classify any applicants for employment or any staff member in any way that adversely affects his/her opportunities or status because of a disability. This prohibition applies to all aspects of employment from recruitment to promotions and includes fringe benefits and other elements of compensation.
2. The district shall make reasonable accommodation to the known physical or mental limitations of an otherwise qualified disabled applicant or staff member unless it is clear that an accommodation would impose an undue hardship on the operation of the district program. Such reasonable accommodations may include:
 - a. Making facilities used by staff readily accessible and usable by persons with disabilities; and
 - b. Job restructuring, part-time or modified work schedules, acquisition or modification of equipment or devices, the provision of readers or interpreters and other similar actions. In determining whether or not accommodation would

impose an undue hardship on the district, factors to be considered include the nature and cost of the accommodation.

3. The district shall not make use of any employment test or criteria that screens out persons with disabilities unless:
 - a. The test or criteria is clearly and specifically job-related; and
 - b. Alternative tests or criteria that do not screen out persons with disabilities are available.
4. While the district may not make pre-employment inquiry as to whether an applicant has a disability or as to the nature and severity of any such disability, it may inquire into an applicant's ability to perform job-related functions.
5. Any staff member who believes that there has been a violation of this policy or the law prohibiting discrimination because of a disability may initiate a grievance through the procedures for staff complaints.

Nondiscrimination for Military Service

The district will not discriminate against any person who is a member of, applies to be a member or, performs, has performed, applies to perform, or has an obligation to perform service in an uniformed service, on the basis of that participation in an uniformed service. This includes in initial employment, retention in employment, promotion, or any benefit of employment. The district will also not discriminate against any person who has participated in the enforcement of these rights under state or federal law.

Legal [45 CFR 84 Sec 504](#)
 [38 USC §§ 2021-2024](#)
 [8 USC 1324a and 1324B](#)
 [29 USC 706](#)
 [42 USC 12101-12213](#)
 [RCW 49.60.040 \(15\)](#)
 [42 USC 2000c-2000c-9; 2000h-2000h-6](#)
 WAC 392-200-015
 [Chapter 73.16 RCW](#)
 [RCW 49.60.030, 180, 400](#)
 [RCW 28A.400.310; 28A.640.020](#)



Book	Bethel School District Board Policy Manual
Section	5000 Personnel
Title	SLURS, A FORM OF DISCRIMINATION
Number	5013
Status	Active
Adopted	October 30, 1992
Last Revised	June 10, 2003

The board of directors recognizes that a program of instruction and support services which focuses on individual pride and self-worth and teaches understanding and respect for the rights of others, is basic to enabling every student to function in our pluralistic society. The board further recognizes that slurs directed towards persons perceived to be different have a negative impact on all persons involved and the program as a whole. Such slurs will not be tolerated from staff or students.

Slurs are the most common form of discrimination. A slur is defined as an insulting or disparaging remark or innuendo such as a word, phrase, or joke directed at or to any individual or group(s) which is based on perceived differences within our diverse population. Students should be taught to appreciate individual differences and staff should model appropriate behaviors. It is appropriate for public schools to teach these values not only as part of the curriculum but also by precluding slurs which demean others. Slurs, in the context of a school setting, constitute a disruptive influence and students or staff who make a slur shall be subject to appropriate disciplinary action.

Inquiries regarding the application of this policy should be directed to the district compliance officer. Attempts will be made to resolve complaints and to provide remediation through the offices of the compliance officer. All district non-discrimination policies and procedures apply.

Legal	WAC 180-40-215 RCW 49.60
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Book	Bethel School District Board Policy Manual
Section	5000 Personnel
Title	EMPLOYMENT AND/OR VOLUNTEER DISCLOSURES, CERTIFICATION REQUIREMENTS, ASSURANCES AND APPROVAL
Number	5005
Status	Active
Adopted	March 8, 1994
Last Revised	August 9, 2016
Last Reviewed	August 9, 2016

The board has the legal responsibility of employing all staff. The responsibility of administering the recruitment process is assigned to the superintendent. Prior to final action by the board, a prospective staff member shall present necessary documents which establish eligibility to work as required by federal immigration law.

The superintendent or designee will certify that he/she has: "examined the documents which were presented to me by the new hire, that the documents appear to be genuine, that they appear to relate to the individual named, and that the individual is a U.S. citizen, a legal permanent resident, or a non-immigrant alien with authorization to work." This certification will be made on the I-9 form issued by Federal Immigration and Naturalization Service.

The district will require that every prospective staff member sign a release form allowing the district to contact school employers regarding prior acts of sexual misconduct. The applicant will authorize current and past school district employers, including employers outside of Washington, to disclose to the district sexual misconduct, if any, and make available to the district all documents in the employer's personnel, investigative or other files related to the sexual misconduct.

Disclosure of Crime

Prior to placement of any volunteer or employment of any staff member who will have unsupervised access to students, the district will require the applicant to disclose whether he/she has been:

1. Convicted of any crimes against persons;
2. Found in any dependency action under RCW 13.34 to have sexually assaulted or exploited any minor or to have physically abused any minor;
3. Found by a court in a domestic relations proceeding under Title 26 RCW to have sexually abused or exploited any minor or to have physically abused any minor;
4. Found in any disciplinary board final decision to have sexually abused or exploited any minor or to have physically abused any minor; or
5. Convicted of a crime related to drugs: manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance.

For purposes of this policy, unsupervised means not in the presence of another employee or volunteer and working with children under sixteen years of age or developmentally disabled persons. The disclosure shall be made in writing and signed by the applicant and sworn to under penalty of perjury. The disclosure sheet shall specify all crimes committed against persons.

Background Check

Prospective staff members will have their records checked through the Washington State Patrol criminal identification system and through the Federal Bureau of Investigation. The record check will include a fingerprint check using a complete Washington state criminal identification fingerprint card. Employees without unsupervised access to children will be advised that they will be subjected to a name and birth date background check with the Washington State Patrol.

Applicants will be employed on a conditional basis pending the outcome of the background check. If the background check reveals evidence of convictions, the candidate may not be recommended for employment.

Provided, if convictions are shown on the background check, the superintendent or designee is directed to consult with legal counsel regarding the ramifications of those convictions.

Record Check Database Access Designee

The superintendent is directed to establish procedures for determining which staff members are authorized to access the Superintendent of Public Instruction's record check database. Fingerprint record information is highly confidential and shall not be re-disseminated to any organization or individual by district staff. Records of arrest and prosecution (RAP sheets) shall be stored in a secure location separate from personnel and applicant files and access to this information is limited to those authorized to access the SPI record check database.

Volunteer Background Check

Prospective volunteers with regularly scheduled unsupervised access to children shall also be advised that they will be subjected to a name and birth date background check with the Washington Access To Criminal History (WATCH) system, under RCW 43.43.830. If the background check reveals evidence of convictions as identified above, the applicant may not be permitted to volunteer. Exceptions may not be considered for areas listed above of sexual assault, exploitation or physical abuse of any minor.

Certification Requirements

The district will require that certificated staff hold a Washington State Certificate, with proper endorsement (if required for that certificate and unless eligible for out-of-endorsement assignment), for the role of responsibilities for which they are employed. Failure to meet this requirement will be just cause for termination of employment. State law requires that the initial application for certification shall require a background check of the applicant through the Washington State Patrol criminal identification system and Federal Bureau of Investigation. No salary warrants may be issued to the staff member until the district has registered a valid certificate for the role to which he/she has been assigned.

Classified Staff

Classified staff who are employed to work less than twelve (12) months, will be advised of their employment status for the ensuing school year prior to the close of the school year. The superintendent shall give "reasonable assurance" by written notice that the staff member will be employed during the next school year.

Board Approval

All staff members selected for employment will be recommended by the superintendent. Staff members must receive an affirmative vote from a majority of all members of the board. In the event an authorized position must be filled before the board can take action, the superintendent has the authority to fill the position with a temporary employee who will receive the same salary and benefits as a permanent staff member. The board will act on the superintendent's recommendation to fill the vacancy at its next regular meeting.

Legal [RCW 13.34](#)
 [RCW 28A](#)
 [RCW 9.96A.020](#)
 [RCW 43.43.830-40](#)
 [RCW 50.44.050, 053](#)
 [Chapter 162-12 WAC](#)
 [WAC 180-16-220](#)
 [Chapter 181-79A WAC](#)
 [WAC 181-82-105, 100, 110](#)
 [Chapter 181-85 WAC](#)
 [WAC 392-300-050, 055, 060](#)
 [WAC 446-20-280](#)



Book Bethel School District Board Policy Manual
 Section 5000 Personnel
 Title CITIZENSHIP STATUS
 Number 5005PR
 Status Active
 Last Revised October 27, 2015

Prior to official employment, the district will document the citizenship/ immigration information regarding employment eligibility that is furnished by the prospective employee. The information that is recorded may come from single documents which establish both identity and authorization to work, including:

Examples of Acceptable Verification Document for New Hires

1. One Document Establishing **Both** Identity and Employment Authorization

U.S. Passport	Resident Alien Card	Alien Registration Card a.k.a. "Green Card"
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— OR —

2. One Document Establishing Identity

Drivers License or State-Issued ID Card with
Photo

3. One Document Establishing Employment
Authorization

PLUS

Social Security Card

The district must complete an Immigration Service Form (I-9) for each staff member employed after November 6, 1986, and keep that form on file for three years. Employees must present documents from the Department of Homeland Security's List of Acceptable Documents.

Background Check

As per board policy, the superintendent may employ staff members on a temporary basis until the board takes final action on the recommendation of the superintendent. Unsupervised employees are subject to a background check with fingerprints to be furnished by the state patrol and Federal Bureau of Investigation.

Unsupervised volunteers with unsupervised access to children shall have name and date of birth background checks provided by the Washington State Patrol.

All such records shall be treated as confidential and only the director of personnel and one specific designee identified in writing shall be authorized to access the Superintendent of Public Instruction's record check data base and district record check data including records of arrest and prosecution (RAP sheets). RAP sheets shall be secured by the district in storage separate from personnel and applicant records. Further use of the record following initial employment or redissemination of the records to another organization or individual is expressly prohibited. Lawful use of such information does not constitute liability for defamation, invasion of privacy, or negligence, but noncompliance with this policy, relevant rules and statutes may allow for the recovery of civil damages under applicable federal and state statutes.



Book	Bethel School District Board Policy Manual
Section	5000 Personnel
Title	EMPLOYEE ETHICS
Number	5009
Status	Active
Adopted	November 13, 1979
Last Reviewed	March 28, 2003

An effective educational program requires the services of individuals of integrity, high ideals, and human understanding. To promote these essentials, all employees are expected to maintain high standards in school relationships. These standards include:

1. Just and courteous professional relationships with students, parents, staff members, and others.
2. Efficiency and knowledge of developments within the scope of their job responsibilities.
3. Transaction of all official business with properly designated authorities of the school district.
4. Friendly and effective cooperation between the community and the school district.
5. Communication of the contributions of the school district to the community.
6. Placement of the welfare of students as the first concern of the school district.
7. Seeking appointments to positions and promotion based solely on merit. The use of pressure on school officials for appointment or promotion shall be unethical.
8. Restraint from using school contacts and privileges to promote partisan politics, sectarian religious views, or selfish propaganda of any kind.
9. Direction of any criticism of other staff members, or of any department of the school district, toward the improvement of the school system. Such constructive criticism is to be made directly to the administrator who has the responsibility for improving the situation and then to the superintendent if necessary.
10. Proper use and protection of all school properties, equipment, and materials.

Legal [WAC 180-87-050 to 095](#)



Book	Bethel School District Board Policy Manual
Section	2000 Instruction
Title	DIVERSITY–MULTICULTURAL EDUCATION
Number	2133
Status	Active
Adopted	April 12, 1994
Last Reviewed	February 25, 2003

The Bethel School District recognizes the cultural diversity of students, staff, parents and community members of our school district and acknowledges the educational importance of valuing the diversity of all people in our pluralistic society. Diversity includes but is not limited to: race, religion, gender, culture, age, physically challenged and all other perceived differences.

The Bethel School District is committed to integration of the purposes and aims of diversity-multicultural education into all aspects of the school program. The board recognizes that diversity-multicultural education is an interdisciplinary process to be integrated into the total school program rather than a single, one-time event or series of activities. To this end the board is committed and supportive of the following goals:

1. The inherent dignity and the equal and inalienable rights of all students and staff.
2. The right to and responsibility for an educational environment which extends equal rights to all without discrimination through its policies and practices.
3. Universal respect for and observance of these rights to ensure that all students are provided a school and classroom environment in which they are free to learn, encouraged to accept and respect themselves and to treat others with dignity and respect.
4. A staffing composition of administrators, teachers and all other personnel that is representative of the cultural diversity in the district. Membership in all school district committees shall also be representative of the cultural diversity in the district.
5. An education of superior quality for all students that includes greater appreciation of and respect for human individuality and cultural differences and similarities which contribute to our democratic nation as a whole, and more particularly the cultural contributions that make up our community.
6. Training in diversity-multicultural education issues for all board members, district staff, administrators, teachers, paraprofessionals, volunteers and community members participating in school sponsored activities.



Book	Bethel School District Board Policy Manual
Section	6000 Management Support
Title	SEXUAL HARASSMENT
Number	6590
Status	Active
Adopted	March 13, 1984
Last Revised	September 3, 2003

The board of directors recognizes that sexual harassment is a form of misconduct that undermines the integrity of the employment relationship and that harassment on the basis of sex is a violation of both federal and state employment discrimination laws.

The district will provide a work and educational environment free from sexual harassment and will not tolerate such conduct on the part of any employee or individual involved in school district activities. Employees who instigate this type of harassment will be subject to disciplinary action, including suspension, demotion, or removal.

Any individual with a complaint of sexual harassment should notify his or her immediate supervisor or the administrator of their choice and/or the district's compliance officer. Administrators and supervisors who become aware of any allegation(s) of sexual harassment will immediately report such allegations to the district's compliance officer. All complaints of sexual harassment will be investigated promptly and properly resolved.

Definitions: Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made a term or condition of an individual's employment; or is a stated or implied condition for obtaining an education, work opportunity or other benefit;
2. Submission to or rejection of such conduct is used as the basis for employment decisions or is a factor in an academic, work or other school-related decision affecting an individual; or
3. Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male, and female to female. For additional information on sexual harassment related to students, reference policy 3206.

Bethel School District is committed to a positive and productive education and working environment free from discrimination, (sexual harassment is a form of employment discrimination). The district prohibits sexual harassment of students, employees, and others involved in school district activities. The district will take prompt, equitable and remedial action within its authority on reports, complaints, and grievances alleging sexual harassment.

In fulfilling the district's obligation to maintain a positive and productive work environment, the board of directors and administration will make every attempt to prevent sexual harassment and to halt any harassment of which they become aware. Engaging in sexual harassment will result in appropriate discipline or other sanctions against offending students, staff, and contractors. Other individuals (parents, volunteers, etc.) involved in district activities found engaging in sexual harassment on school property or at school activities will have access to school property and activities restricted, as appropriate.

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

This policy includes formal procedures for reporting and investigating allegations of sexual harassment. Informal resolution to allegations of sexual harassment is appropriate at any time in the process, upon mutual agreement of the parties. All supervisory staff are responsible for receiving informal complaints and reports of sexual harassment and directing the complainants to the compliance officer.

The superintendent, or designee, shall develop procedures to provide information and education to district staff, students, parents and volunteers regarding the district's policy on sexual harassment. The district's policy on sexual harassment will be included in staff orientations. This policy shall be posted in each district building in a place available to staff, volunteers, parents and visitors. This policy will be reproduced in each staff, volunteer and parent handbook. Additionally, schools shall post sexual harassment policy 3206 which relates to students. Policy 3206 will be reproduced in student handbooks.

The superintendent or designee shall make an annual report to the board reviewing the district's sexual harassment policies and related procedures.

Cross Ref: Student Policy 3206

Legal [RCW 28A.640.020](#)
 [WAC 392-190-056-058](#)

SEXUAL HARASSMENT

INFORMAL COMPLAINT PROCEDURES: Anyone may informally report or inquire about behaviors which may constitute sexual harassment. Informal reports may be made to any supervisor or the district's compliance officer. Complainants should be advised of their right to, and the process for, filing a formal complaint. Parties are encouraged to resolve complaints of sexual harassment in the informal process, if at all possible. Informal remedies include an opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or inappropriate. Informal complaints may become formal complaints at the request of the complainant, or because the district believes the allegation requires more thorough investigation.

FORMAL COMPLAINT PROCEDURES: The district shall orient all supervisory staff to the intent of this sexual harassment policy. Individual supervisors shall be responsible for implementation of this policy within their department or building location.

The district compliance officer shall be responsible for directing all investigations and monitoring all concerns arising under this policy.

Resolution Process:

1. Employees who believe they have been subjected to sexual harassment may file a complaint in the manner prescribed in this procedure to their immediate supervisor, the next higher level of supervisor or administrator of choice, or the compliance officer without fear of reprisal. All formal complaints shall be in writing and signed by the complainant. The complaint shall set forth the specific acts, conditions or circumstances alleged to have constituted sexual harassment.
2. Supervisors (principals, assistant principals or other administrators) who receive a complaint, either orally or in writing, shall promptly refer the complaint to the compliance officer who shall receive and direct the investigation of all formal (written) complaints of sexual harassment.
3. a. A complaint alleging sexual harassment shall be reduced to writing and signed by the complainant(s). The complaint shall set forth specific acts, conditions, or circumstances alleged to constitute sexual harassment in sufficient detail to allow the investigating officer to know the nature and extent of the alleged sexual discrimination or harassment.
b. Upon receipt of a complaint that complies with subsection (1), the compliance officer shall investigate the allegations and, upon completion of the investigation, provide the superintendent with a written report concerning the complaint and the results of the investigation.

- c. To determine whether the conduct alleged in the complaint constitutes sexual harassment, the investigator shall consider the totality of the circumstances, the nature of the harassment, and the context in which the alleged incident(s) occurred.
 4. a. The compliance officer shall respond in writing to the complainant(s) within 30 days from the date the complaint was filed, stating:
 - (1) That the district does not have adequate evidence to conclude that harassment occurred;
 - (2) The corrective actions the district has taken, or intends to take; and/or
 - (3) That the investigation is incomplete to date and will be continuing.
 - b. Any corrective action identified in the compliance officer's response shall be taken in an expeditious manner, but in no event, no later than 30 calendar days following the superintendent's written response to the complainant(s).
 5. a. If a complainant remains aggrieved by the decision of the superintendent, the complainant may file a written notice of appeal with the school board on or before the 10th calendar day following the date upon which complainant received the superintendent's written response.
 - b. In the event the superintendent has failed to provide a written response to the complainant within 30 days from the date of original filing, the complainant may file a written notice of appeal with the school board on or before the 10th calendar day following expiration of the 30-day period.
 - c. The notice of appeal shall set forth specific reasons why the complainant disagrees with the superintendent's response and the relief sought from the board of directors. The notice of appeal shall be filed with the superintendent's office.
 - d. Upon receipt of a timely notice of appeal, in compliance with subsections (a), (b), and (c), the board of directors shall schedule a hearing to commence on or before the 20th calendar day following the filing of the written notice of appeal. The district and the complainant(s) shall be allowed to present such witnesses and testimony as the board deems relevant and material. The board of directors shall render a written decision on or before the 10th calendar day following the termination of the hearing and shall provide a copy to all parties involved.
6. If a complainant is aggrieved by the decision of the board of directors, the complainant may appeal the decision to the Superintendent of Public Instruction in the manner prescribed in WAC 392-190-075.
7. Timelines provided in this procedure may be extended by mutual agreement of the complainant(s) and the district.

Sexual harassment may include, but is not limited to, the following behaviors:

1. Demands for sexual favors in exchange for preferential treatment or something of value;
2. Stating or implying that a person will lose something if he or she does not submit to a sexual request;
3. Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
4. Making unwelcome, offensive or inappropriate sexually suggestive comments, gestures or jokes; remarks of a sexual nature about a person's appearance, gender or conduct;
5. Using derogatory sexual terms for a person;
6. Standing too close, inappropriately touching, or cornering, a person; or
7. Displaying offensive or inappropriate sexual illustrations on school property.

All district orientation sessions for staff shall introduce the elements of the district's sexual harassment policy. Staff will be fully informed on the formal and informal complaint process and their roles and responsibilities under this policy and procedure.

Administrative Procedure
Bethel School District #403



Book	Bethel School District Board Policy Manual
Section	3000 Students
Title	SEXUAL HARASSMENT RELATED TO STUDENTS
Number	3206
Status	Active
Adopted	March 22, 1994

It is the policy of Bethel School District to maintain a learning environment that is free from sexual harassment. Sexual harassment is deemed unacceptable conduct in the educational environment and will not be tolerated. It shall be a violation of this policy for any employee or agent of the district to harass a student or for a student to harass any other student or employee or agent of the district through conduct or communications of a sexual nature, as defined below. Sexual harassment of a student by an employee also violates both Federal and Washington State law. It is no defense to a claim of sexual harassment that the alleged harasser did not intend to harass.

1. Staff to Student Harassment

- a. For the purpose of this policy, staff to student "sexual harassment" is defined as any welcomed or unwelcomed sexual advances, requests for sexual favors, and/or other verbal, visual, written, or physical conduct of a sexual nature.
- b. Sexually harassing behaviors may include but are not limited to the following actions: verbal harassment or abuse; repeated remarks to a person with a sexual or demeaning implication; suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, honors, programs, or activities available at or through school; display of sexually suggestive objects or pictures.
- c. To prevent sexual harassment from occurring and because it is the policy of this district to foster healthy teacher-student relationships, amorous relationships between a school district employee or agent and a student are prohibited.
- d. A substantiated charge against an employee or agent of the district shall subject such employee or agent to disciplinary actions consistent with collective bargaining agreements and Washington State law. Such actions may include but are not limited to verbal warnings, letters of reprimand, transfers, suspension with or without pay, and dismissal making a report to the Office of Professional Practices mandatory.

2. Student to Staff Harassment

- a. For the purpose of this policy, student to staff sexual harassment is defined as any conduct or communication of a sexual nature being directed toward an employee of the Bethel School District.
- b. Sexually harassing behaviors may include, but are not limited to, the following actions: remarks to or about a person with a sexual or demeaning implication, spreading sexual rumors, cornering or blocking a person's movement, using the telephone to harass, following, stalking or any other conduct that creates a hostile environment for staff.
- c. A substantiated charge against a student for harassing a district employee shall subject the student to disciplinary actions which may include, but are not limited to, verbal warnings, suspension, expulsion and could result in the filing of criminal charges against the student by the employee.

3. Student to Student Harassment

- a. For the purpose of this policy, student to student sexual harassment is defined as any unwanted sexual behavior, such as sexually explicit gestures with hands or through body movements, sexual teasing or jokes, pressure for dates, sexually demeaning comments, deliberate touching or pinching, cornering or blocking a student's movement, pulling at clothing, attempts to fondle or kiss, pressure for sex or any other conduct designed to embarrass or to intimidate whenever such harassment occurs on school property or at a school-sponsored event. (Sexual assault and/or rape is also a form of sexual harassment and is a criminal act that will be reported to law enforcement immediately for investigation and possible prosecution.)
- b. A substantiated charge against a student shall subject that student to disciplinary actions including verbal warnings, reprimand, counseling, suspension, or expulsion, consistent with the Student Disciplinary Code.

4. Reporting Violations and Filing Complaints

- a. School district employees and agents are responsible for reporting alleged violations of this policy in accordance with procedures to be issued by the superintendent.
- b. Any district employee or student who believes that he/she has been subjected to sexual harassment has the right to file a complaint and to receive prompt and appropriate handling of her/his complaint. In all phases of the complaint resolution process, every reasonable effort shall be made to maintain the confidentiality and protect the privacy of all parties, consistent with the district's responsibility to investigate and address such complaints.
- c. Retaliation against an individual who either orally reports or files a written complaint regarding sexual harassment or who participates in or cooperates with an investigation is prohibited.
- d. Persons who knowingly make a false accusation will be in violation of this policy.

5. Implementation

- a. The superintendent is responsible for implementing this policy. Implementation activities will include, but not be limited to:
 1. Education of all staff and students about this policy and associated federal and state laws prohibiting sexual harassment.
 2. Publication and dissemination of information to all district employees and students that will inform them of what sexual harassment is, what the individual can do, and where to go for help.
 3. Development of mandatory training seminars and inservice programs for all teachers, support staff, principals, and administrators to ensure the appropriate implementation of this policy. These training programs shall be designed to: inform district employees of their duties, responsibilities and potential liabilities when dealing with incidents involving sexual harassment; and provide clear guidelines and assistance for handling appropriately all incidents of sexual harassment in the district.
- b. Education of all students about matters related to sexual harassment in order to develop behaviors and attitudes that mitigate inappropriate sexual overtures and pressures in school, work, and social settings. K-12 curricular modifications that integrate age appropriate activities and skill building to help students understand and overcome sexual harassment problems shall be introduced as soon as possible.

6. Coverage

This policy applies to all students, to all district employees, including administrators, teachers, and support staff, and to all school district contractors and consultants.

Legal [RCW 28A.640.010](#)

[RCW 28A.640.040](#)



Book	Bethel School District Board Policy Manual
Section	3000 Students
Title	SEXUAL HARASSMENT RELATED TO STUDENTS
Number	3206PR
Status	Active
Last Revised	January 31, 1996

It shall be the responsibility of the board members, administrators, certificated and classified employees, students, and others having business or other contact with the school district to act appropriately under Bethel School District Board policy 3206, Sexual Harassment Related to Students.

It shall be the responsibility of the superintendent and the Title IX officer to assure that students, employees, and others involved with the school district are informed and educated about harassment and the school district's policy prohibiting harassment.

The district will take prompt, equitable and remedial action within its authority on reports, complaints, and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate school district services made reasonably available to them and adverse consequences of the harassment shall be reviewed and remedied, if appropriate.

All employees and students have a responsibility to maintain a positive work and learning environment by reporting all incidents or rumors of harassment or intimidation involving themselves or others.

Any student who believes that she or he has been sexually harassed is encouraged to use this complaint procedure. Any employee who believes that he or she has been sexually harassed by a student is also encouraged to use this complaint procedure. A sexual harassment complaint should be filed as soon as possible after the incident(s). Investigations of complaints will begin immediately. Every effort will be made to preserve confidentiality and protect the student's privacy to the extent the investigative process allows. Those individuals who are involved the investigation shall not discuss information regarding the complaint outside the investigation process.

The school and school district will in no way retaliate against a person who complains of sexual harassment or tolerate faculty, staff or other students retaliating against a complainant.

No one shall retaliate against a student or employee because they assist or participate in a harassment investigation, proceeding, or hearing regarding a harassment charge or because they have opposed language or conduct that violates the district's policy against sexual harassment.

If illegal student to student or student to staff sexual harassment is found to have occurred, the school will determine the appropriate remedy for the complainant and appropriate disciplinary action against the harasser(s) under the student discipline policy and state law.

If illegal staff to student sexual harassment is found to have occurred, the superintendent will determine the appropriate remedy for the complainant and appropriate disciplinary action to be taken against the harasser(s) within the parameters of the various collective bargaining agreements and state and federal law.

If illegal harassment is not found, the school or the district may still determine that the conduct was inappropriate and require that such conduct be stopped.

INFORMAL COMPLAINT PROCEDURE (STUDENT TO STUDENT)

Students may use an informal complaint procedure. This seeks to achieve a resolution that both the complainant and the alleged harasser agree upon.

An informal complaint may be oral or in writing. It should be brought to the student's counselor or a teacher in the building with whom the student is comfortable. The adult receiving the complaint will make a report to the school principal. The principal may assign the responsibility to seek resolution of the complaint to a trained and qualified designee. Depending upon the nature and seriousness of the complaint, the principal/designee may refer the complainant to the formal complaint procedure or may advise

the complainant of ways to resolve the problem on his or her own. If that is unsuccessful, or if the complainant does not wish to confront the alleged harasser, the school will discuss the complaint with the alleged harasser and an informal resolution may be proposed. The complainant may accept or reject the proposed resolution.

If the proposed resolution is accepted, the school will keep a record of the complaint and its resolution. The record shall be maintained for two years after both the complainant and the alleged harasser are no longer Bethel School District students.

The principal/designee will follow up with the complainant to ensure that the problem has in fact been resolved. If the proposed resolution is rejected or the complaint cannot be resolved, the concern will be resolved according to the formal complaint procedure.

FORMAL COMPLAINT PROCEDURE (STUDENT TO STUDENT)

A student may file a formal complaint without first using the informal complaint procedure. The formal complaint form shall be made available to all students within each building. The complaint should be filed with the student's counselor or the school principal. (A student and his or her parent or guardian has the right to file the formal complaint directly with the Title IX officer if desired, but filing with the school is encouraged.) The student filing the complaint shall be assisted in completing the form, if needed.

Any person receiving a formal complaint shall inform the principal of the complaint within the same day it is received, or the next day that the principal is in the building.

The school principal will review the complaint to assess the following:

- Need for notification of parents or legal guardian.
- Need for notification of Law Enforcement.
- Need for notification of district superintendent.

The district Title IX officer is the resource to assist in this assessment. The school principal may conduct the investigation or designate a trained and qualified investigator.

The investigator will begin the investigation immediately, which will include, but is not limited to:

- Interviewing the student making the complaint.
- Interviewing the alleged harasser, any witnesses, and appropriate teachers and staff.

The investigator will keep notes of the interviews. After considering all the evidence, the investigator will inform the principal as to whether or not harassment has occurred. If illegal harassment is found, the principal will determine the appropriate remedy for the complainant and appropriate disciplinary action against the harasser, consistent with the school's student disciplinary procedure and state law.

The complainant will be informed immediately of the remedy and the harasser will be informed of the disciplinary action to be taken. The complaint, all backup materials, and final resolution of the case will be given to the Title IX officer for filing. The principal/designee will follow up with the complainant to ensure that the problem has been resolved.

FORMAL COMPLAINT PROCEDURE (STAFF TO STUDENT)

Any student who believes that he or she is being sexually harassed by an adult should tell the school principal, counselor, social worker, or other adult staff person with whom he or she is comfortable in confiding.

The adult staff person with whom the student has confided shall ask the student to complete a formal complaint form, assisting the student, if needed. Complainants are permitted and encouraged to have a friend or advisor present with them for moral support during any stage of the investigation of the report.

The complaint form will be reviewed by the principal to determine if the person or persons named as alleged harassers are involved with the district through employment, volunteering, business, or other contact.

If it is determined that the alleged harasser is an adult whose contact is through a school district connection, the principal will immediately contact the Title IX officer who will coordinate the investigation and action procedure.

The principal will notify the student that his or her parents are to be sent a copy of the formal complaint, and that parents have the right to be present when the Title IX officer interviews the student as part of the investigation process.

The Title IX officer will contact the parents of the student making the claim and will maintain contact throughout the investigation and resolution procedure.

After receiving a report, the Title IX officer will immediately assess the complaint and may recommend that the superintendent take action to move the alleged harasser to another work site or place him or her on paid leave, pending further investigation. Employee rights under the various collective bargaining agreements, applicable regulations, and statutes will be observed.

The Title IX officer shall conduct the investigation and make written recommendation to the superintendent within thirty (30) days. On receipt of a recommendation from the Title IX officer that probable cause exists to credit the allegations of sexual harassment or intimidation, the superintendent may take action based on the report or the superintendent may conduct an independent investigation into the charge. The superintendent may appoint an outside investigator to conduct this investigation.

Consistent with the requirements of applicable collective bargaining agreements, regulations, or statutes, the superintendent may take such action deemed necessary and appropriate after completion of the investigation.

The final disposition of the case will be by action of the school board. If the complainant remains aggrieved by the school board's response, he or she has the right to pursue the complaint with external agencies.

All materials regarding the case will be confidential and will be filed by the Title IX officer for a minimum of two (2) years.

COMPLAINT PROCEDURE (STUDENT TO STAFF)

Any employee of the district who believes that he or she is being sexually harassed by a student is encouraged to complete the Student-Related Sexual Harassment Complaint Form and to report the incident to the principal of the school where the student attends. The principal will meet with the employee to discuss the allegation and to determine whether to use the informal or formal complaint procedure as outlined in the student to student procedure.

Administrative Procedure
Bethel School District #403

[3206 Form Sexual Harassment Complaint.pdf \(80 KB\)](#)



Book Bethel School District Board Policy Manual
Section 5000 Personnel
Title REPORTS OF IMPROPER GOVERNMENTAL ACTION
Number 5271
Status Active
Adopted June 10, 2003
Last Revised May 10, 1994

The Bethel School District encourages employees to report improper governmental actions by any district officers or employees. The district will protect employees from 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.

Legal [RCW 42.41.010-060](#)



Book	Bethel School District Board Policy Manual
Section	5000 Personnel
Title	POSSESSION OF WEAPONS BY EMPLOYEES
Number	5283
Status	Active
Adopted	June 28, 1994
Last Revised	January 23, 2007

Employees of the district are not permitted to possess firearms or dangerous weapons as defined in RCW 9.41.250 while on school premises or school property during their working hours.

"Possession" includes, but is not limited to, having firearms or dangerous weapons on district property or at district-sponsored events or located:

- a. in a space assigned to the employee such as a desk or locker; or
- b. on the employee's person or property such as clothing, purse or automobile; or
- c. in an area under the employee's control.

The district has zero tolerance to possession of firearms or weapons while on school premises or school property during their working hours. Violation of this policy will subject the employee to immediate disciplinary action which may include possible termination of employment.

This prohibition does not apply to employees who are officially engaged in military, police or security activities; employees involved in a convention, showing, demonstration, lecture or martial arts or firearms safety course authorized by the district; or employees supervising a firearms or air gun competition authorized by the district.

Legal [RCW 9.41.010, 070, 250, 270, 280](#)



Book	Bethel School District Board Policy Manual
Section	3000 Students
Title	POSSESSION OF WEAPONS BY STUDENTS
Number	3249
Status	Active
Adopted	January 14, 1992
Last Revised	March 28, 2006

It is unlawful for any student to carry onto any school premises, school provided transportation, or areas with facilities being used exclusively by public school:

1. any firearms; or
2. any dangerous weapon as defined by state law; or
3. any device commonly known as "num-chu-ka sticks," consisting of two or more lengths of wood, metal, plastic, or similar substances connected with wire, rope, or other means; or
4. any device, commonly known as "throwing stars," which are multi-pointed metal objects designed to embed upon impact from any aspect; or
5. any air gun, including any air pistol or air rifle designed to propel a BB, pellets, or other projectile by discharge of compressed air, carbon dioxide, or other gas; or
6. any device or instrument that is used in a manner which under the circumstances, manifests an intent to intimidate, harm, harass or warrants alarm for the safety of others; or
7. any explosives or incendiary components which by themselves or in conjunction with other items can result in an explosion or fire, such as explosive materials, blasting caps, fireworks, gasoline, other flammable liquids, ammunition, or any combination of these items generally referred to as a bomb; or
8. any object used in a threatening manner and/or used as a weapon which could reasonably be perceived, given the circumstances, as having the ability to cause bodily harm even though not commonly thought of as a deadly or dangerous weapon, such as a starter pistol, flare gun, laser device, cayenne pepper, ice pick, elongated scissors, or straight razor; or
9. any object which looks like a weapon, such as a toy or "dummy" gun, knife or grenade.

Students who violate subsection (1) of this policy will be expelled from school for a minimum of one calendar year. The principal or designee shall notify the parents or guardians and request an immediate conference. The principal or designee shall notify appropriate law enforcement personnel.

Students who violate subsection (2) through (9) of this policy will be subject to discipline up to and including expulsion.

Students have the right to a hearing and appeal to the school board to consider modification of the expulsion within guidelines established by Policy 3241, Classroom Management, Corrective Actions or Punishment.

The school district may authorize students to participate in officially sanctioned activities where firearms and martial arts equipment is used in a demonstration, safety or learning activity.

See Also: BSD Policy 6608, 3247, 3241

Legal [RCW 9.41.070, 250, 280](#)
[RCW 28A.600.420](#)



Book Bethel School District Board Policy Manual
Section 3000 Students
Title POSSESSION OF WEAPONS BY STUDENTS
Number 3249PR
Status Active
Last Revised April 2, 2003

"Possession" includes, but is not limited to, having firearms or dangerous weapons on district property or at a district-sponsored events located:

1. in a space assigned to a student such as a locker or desk;
2. on the student's person or property (such as on the student's body, in his/her clothing, purse, backpack, or automobile); or
3. under the student's control or accessible or available, such as hidden by the student.

A search is mandatory if there are reasonable grounds to suspect a student illegally possesses a firearm in violation of RCW 9.41.280.

Students who are found to be in possession of a firearm or dangerous weapons as defined by RCW 9.41.250 to include laser devices shall be subject to the following actions:

1. The principal or designee will place the student on emergency expulsion, in accordance with WAC 180-40.
2. The principal or designee shall notify the parents or guardians and request an immediate conference.
3. The principal or designee shall notify appropriate law enforcement personnel.
4. After an investigation is completed, the principal or designee will initiate a disciplinary sanction that considers the seriousness of the offense.
5. The emergency expulsion may continue during the imposition of the recommended disciplinary sanction if the principal or designee determines the student's attendance at school is a danger to himself or others.

See Also: BSD Policy 6608, 3247, 3241

Administrative Procedure
Bethel School District #403



Book	Bethel School District Board Policy Manual
Section	5000 Personnel
Title	DRUG-FREE SCHOOLS, COMMUNITY, AND WORKPLACE
Number	5201
Status	Active
Adopted	November 13, 1990
Last Revised	March 11, 2014

The board of directors 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. In addition, district employees have a responsibility to model appropriate behavior for students.

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

The board of directors declares that the following behaviors will not be tolerated:

1. Reporting or returning to work under the influence of alcohol, illegal and/or controlled substances including marijuana (cannabis).
2. Using, possessing, distributing alcohol, illegal and/or controlled substances (including anabolic steroids and marijuana (cannabis) in any amount or in any manner on district property at any time. Any staff member convicted of a felony attributable to the use, possession, or sale of illegal and/or controlled substances or opiates or refusing to submit to drug/alcohol testing under circumstances of reasonable suspicion will be subject to disciplinary action, including immediate termination.
3. Using district property or the staff member's position within the district to make or traffic alcohol, illegal and/or controlled substances.
4. Using, possessing, or distributing illegal and/or controlled substances including marijuana (cannabis) in the workplace.

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 of any of the senses, including those which may cause drowsiness or dizziness. The supervisor in conjunction with the district office then will determine whether the staff member can remain at work and whether any work restrictions will be necessary.

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

The superintendent or his/her designee shall establish a drug free workplace awareness program to ensure that each employee is educated about the dangers of drug abuse and is notified of this policy and procedures regarding drug activity at work. Any staff member who violates any aspect of this policy shall be subject to disciplinary sanctions (consistent with local, state, and federal law) up to and including termination of employment. The district will commence discipline following a progressive discipline plan. This plan will include warning, suspension and possible termination of employment. A disciplinary sanction may include the completion of any appropriate treatment program at the employee's expense as a condition of continuing employment. Severity and frequency of violation(s) will determine the appropriate discipline.

An employee subject to discipline under this policy has the due process rights under federal or state law or the applicable collective bargaining agreement. 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.

Employees with alcohol or drug abuse problems are encouraged to seek help by contacting the district's employee assistance program and/or the personnel office. All requests for help, referrals, interventions, and/or test results will be treated confidentially to the fullest extent possible.

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.

Legal [RCW 69.50.435](#)
 21 CFR1300.11-1300.15
 [21 USC 812](#)
 [41 USC §§ 701-707](#)
 [20 USC §§ 7101-7118](#)



Book Bethel School District Board Policy Manual
Section 6000 Management Support
Title USE OF SUPPLIES AND EQUIPMENT
Number 6802
Status Active
Adopted May 12, 1992
Last Revised October 27, 2015

Supplies and equipment are purchased and maintained for use by the Bethel School District; they may not be used by employees or students for personal betterment or financial gain.

All requests for use of equipment, service, or property assigned to Bethel schools, departments, or programs, or owned by the student body shall be referred to the administrator in charge. Any violation of this policy may result in disciplinary action, up to and including termination.

District equipment may be assigned to employees for district use outside of the department or building. Employees are responsible for the safekeeping and appropriate use of district equipment while in their possession outside of the department or building to which they are assigned. Negligence by employees that result in lost or damaged equipment may be cause for discipline and require the employee to reimburse the district to replace or repair the lost or damaged item.



Book	Bethel School District Board Policy Manual
Section	6000 Management Support
Title	HOME USE OF DISTRICT EQUIPMENT
Number	6802PR
Status	Active
Last Revised	October 27, 2015

Frequently, there is a need for district staff to take computers and other district-owned equipment home to conduct district business. If the device is stolen, lost, or damaged while being used outside of the employees regularly assigned duties, the cost of replacing or repairing the damaged, lost, or stolen equipment may be recovered from the employee using a sliding scale of value that takes into account depreciation.

The following procedures will govern the use of district equipment outside the employee's normal work setting:

1. Any staff member issued laptop or iPad will be required to receive training from the Technology Department.
2. The employee's supervisor will determine whether equipment may be taken home.
3. An inventory record will be maintained by a designated staff member to account for all equipment taken home by staff. Details will include the specific piece of equipment being checked out, the equipment serial and bar code numbers, dates checked in/out, and a signed Hold Harmless Agreement -of the staff member checking in/out the equipment.
4. When equipment is returned, a check will be made to ensure that the equipment is operational.

Lost, Damaged, or Stolen Equipment

The following procedures have been established to recover funds from employees for equipment that is lost, damaged, or stolen:

In any case of lost or stolen equipment, a Property Loss Notice is required to be submitted to Risk Management.

The loss value of laptops will be on a 5-year depreciation schedule. The value will be reduced by one-fifth of its original purchase price for each year of its operation. The first year of use will be at full value of the device, with each remaining year less its one-fifth value. The employee may be responsible to reimburse the district for the remaining value of lost or stolen laptops if the superintendent or designee determines the employee has been negligent or has repeated occurrences. If a laptop is damaged the employee may be responsible to reimburse the district for the costs to repair, as determined by the Technology Department, up to the remaining value of the asset. If the damaged laptop cannot be repaired, as determined by the Technology Department, the employee will be responsible to reimburse the district for the remaining value of the laptop.

The loss value of iPads will be on a 3-year depreciation schedule. The value will be reduced by one-third of its original purchase price for each year of its operation. The first year of use will be at full value of the device, with each remaining year less its one-third value. The employee may be responsible to reimburse the district for the remaining value of lost or stolen iPads if the superintendent or designee determines the employee was negligent or has repeated occurrences. If an iPad is damaged the employee may be responsible to reimburse the district for the costs to repair, as determined by the Technology Department, up to the remaining value of the asset. If the damaged iPad cannot be repaired, as determined by the Technology Department, the employee may be responsible to reimburse the district for the remaining value of the iPad.

Costs to repair or replace a lost or damaged laptop or iPad, beyond the depreciated value, will be paid by the appropriate department or building budget.

In all cases of stolen equipment, a Property Loss Notice is required to be submitted to Risk Management.



Book	Bethel School District Board Policy Manual
Section	5000 Personnel
Title	CERTIFICATED STAFF RESPONSIBILITIES
Number	5233
Status	Active
Adopted	November 13, 1979
Last Revised	January 23, 2007

Regular building hours for certificated staff shall normally be one-half hour before school starts to one-half hour after school ends including a 30-minute duty-free lunch period. Individual schools may request a waiver from the board of directors to alter these districtwide provisions. The starting and dismissal times for students, which may vary from school-to-school, shall be determined by the district.

Fulfilling professional responsibilities will often require that teachers spend time outside of school hours. Such professional responsibilities include but are not limited to:

1. Preparing lesson plans for the instruction of classes;
2. Consulting with students when necessary;
3. Consulting with parents when it is not possible for the parent to meet with the teacher/specialist during building hours;
4. Participating in professional learning and/or curriculum development committees leading towards the improvement of student learning and educational programs;
5. Attending/participating staff meetings including in-service training provided by the district in the area of enhancing teaching skills needing improvement;
6. Supervising and directing co-curricular activities not specifically included in the district's co-curricular program; and,
7. Participating in such other activities not specifically included in the district's educational program.
8. Supervising students when needed to provide for their overall safety needs.
9. Participating in MDT (Multidisciplinary Team) meetings and IEP (Individualized Education Program) team meetings.

Legal [RCW 49.46.120](#)
[RCW 28A.405.030, 060, 140](#)
[RCW 28A.150.240 \(2\)](#)