



2022-2023 ANNUAL REMINDERS

*Information concerning various aspects of school operation is below.
If you have any questions concerning any of these items, please call the Assistant Superintendent's office.*

ANAPHYLAXIS EMERGENCIES: *Annually, each school principal will arrange an in-service training on how to minimize exposure and how to respond to an anaphylaxis emergency.*

[COPYRIGHT COMPLIANCE](#)

[CORPORAL PUNISHMENT](#)

[DISABILITY INSTRUCTION](#)

[EMERGENCY PROCEDURES & DRILLS](#)

[ESTABLISH A SAFETY COMMITTEE](#)

[FERPA](#) (Student Records Policy)

[FERPA](#) (Student Records Procedure)

[FIELD TRIPS](#)

[GENDER-INCLUSIVE SCHOOLS](#)

[HARASSMENT, INTIMIDATION AND BULLYING](#) *Annually students will receive age-appropriate information on the recognition and prevention of harassment, intimidation or bullying at student orientation sessions and on other appropriate occasions. This information will include a copy of the Incident Reporting Form or a link to a web-based form. Staff will also receive annual training every fall.*

[LIFE THREATENING HEALTH CONDITIONS](#) (RCW)

[LIFE THREATENING HEALTH CONDITIONS](#) (Policy)

[MANDATORY CHILD ABUSE REPORTING](#) *Annually, principals will review Policy and Procedure 3421 with all staff.*

[MAINTAINING PROFESSIONAL STAFF/STUDENT BOUNDARIES](#)

MCKINNEY-VENTO: *SSB 6074-Districts are expected to increase awareness among staff and bolster services to children and youth experiencing homelessness. At the beginning of each school year, public schools shall provide staff training related to the identification of homeless children and youth, and also provide information regarding the provision of services and supports to homeless students. Training must be listed on an agenda and may be accessed at:*

<https://www.k12.wa.us/sites/default/files/public/homelessed/pubdocs/identificationofhomelesschildrenandyouth.mp4>

The contacts for McKinney-Vento are Echo Abernathy, 6080, and Danielle Stanford, 6978. Please call them if you have any questions regarding qualifications and services.

[NONDISCRIMINATION](#)

[RACIAL HARASSMENT](#)

[REQUIRED OBSERVANCES](#) (Veterans Day, Constitution Day, Temperance & Good Citizenship Day)

RELEASE OF DIRECTORY INFORMATION-HIGH SCHOOL: Under H.R.1, No Child Left Behind Act of 2001, changes were made to student Directory Information. Along with releasing student names and addresses, we are now required to release *telephone listings* to the Interservice Recruitment Committee (IRC), composed of the U.S. Armed Services and the Washington National Guard.

We usually send directory information to the IRC office in Seattle during the month of October. However, students and/or their parents may request that the information not be released. In fact, we are required to notify parents of this option and have included it in the Student Rights and Responsibilities. **Please post this information on your school websites in early fall.** Here is a sample you may use:

*Under the "No Child Left Behind Act of 2001", the federal government defines secondary student directory information as student names, addresses, and telephone listings. Local school districts have an obligation to provide student directory information to the Armed Forces Recruiters. **If you do not want your secondary student's directory information released to Armed Forces Recruiters, please complete the Annual Update in your ParentVue account. Secondary student directory information is usually made available to recruiters in October.***

SECTION 504

SPECIAL EDUCATION (Policy)

SPECIAL EDUCATION (Procedure)

If you disagree with the district's decisions regarding your child's identification, evaluation, educational program, or placement under Section 504, you may request mediation or an impartial due process hearing. You and your child have the right to take part in the hearing and have an attorney represent you. Hearing requests and other concerns may be made to your district's Section 504 Coordinator: Andrea Landes, 516 176th St E, Spanaway, WA, 98387; 253-800-2300; alandes@bethelsd.org

You have the right to file a complaint of discrimination with the U.S. Department of Education's Office for Civil Rights (OCR), or to file a complaint in federal court. Generally, an OCR complaint may be filed within 180 calendar days of the act that you believe was discriminatory. The regional office is located at 915 Second Ave, Room 3310, Seattle, WA 98174-1099.

Phone: 206-607-1600/TDD: 206-607-1647 Website: www.ed.gov/OCR

SEXUAL HARASSMENT *Harassment or sexual harassment may be reported to any school staff member or to the district Title IX Compliance Officer-Bryan Streleski, Director of Athletics & Security at 253-800-4302 or bstreleski@bethelsd.org.*

STAFF PERSON IN CHARGE WHEN PRINCIPAL IS ABSENT: Identify name of staff person in charge of the location when principal is absent. There should also be an orientation and review with that individual to identify the expectations and the process to follow during that period of time.

STUDENT DROP-OFF, PICK-UP PROCEDURES: Each school should publish in their newsletter/student handbook procedures for dropping off and picking up students at school.

SUICIDE PREVENTION *Annually, principals will review Procedure 2145 with all staff and arrange an in-service training to help staff identify and respond to students at risk of suicide.*

UNITED STATES FLAG AND NATIONAL ANTHEM

USE OF PHOTOGRAPHS *Use of pictures or other electronic imagery of special needs students, where the students are or can be identified as special needs students, requires written parent permission.*

Please print this information in your school newsletter in early fall and post on your school website.

Dear Parents,

Periodically throughout the school year, members of the district's staff and at times, representatives of the news media, take photographs, videotapes and other recordings of our students and staff for use in a variety of communications for and about Bethel Schools and the District.

There is a possibility that your students might be recorded for use in other communications, public relations or media related projects. If you have any objections to your students being recorded for use by the district or the news media, please complete the Annual Update in your ParentVue account.

BETHEL EDUCATION ASSOCIATION

BUILDING LEVEL DISCIPLINE PROCEDURES: ARTICLE 14 DISCIPLINE

Section 1 – General

Employees shall operate within state law and District policy in maintaining good order and discipline in their classrooms at all times.

The District shall support teachers in their effort to maintain discipline and shall respond as soon as possible to an employee's concerns regarding discipline problems. Authority for employees to use prudent discipline measures for the safety and well-being of students and teachers shall be supported by the District provided that: (1) employees have followed established District policy and procedures, and; (2) employees, when appropriate, provide supporting documentation of behavior that led to the incident and efforts made to correct same. Protocols shall be established at each building to provide assistance to employees who have behaviorally challenged students.

At all times during the student day, an administrator will be accessible to handle student discipline problems.

By June 15th of the preceding school year the building principal will review building discipline standards and enforcement policies of those standards. Building discipline standards shall include a rapid response plan for emergencies that may occur in the building or on the playground. Building discipline standards must include recommended appropriate consequences for students who do not comply with the standards, including, but not limited to, students who falsely accuse an employee of misconduct. Such standards shall be consistent with provisions of this Agreement and appropriate statutes. The building principal shall provide a copy of the discipline standards developed at the building level to each employee in the building by September 30th of each school year.

A student who has been excluded from class in compliance with state law and District policy shall not be returned to that class until the teacher and the administrator have conferred or for two days, whichever occurs first (RCW 28A.600.020). Conferring privately allows the teacher and administrator an opportunity to discuss the situation to ensure the highest probability of the student returning successfully to the classroom.

BUILDING BUDGET REVIEW: ARTICLE 17 SITE-BASED DECISION MAKING

Decisions, which directly impact the learner, are often best made at the school level where the needs of the learner are best known. A shared decision-making model that involves employees will build trust, will result in higher quality decisions, will ensure ownership of decisions, and will create a base of support for school initiatives.

In the event a site-based decision-making team decision requires a waiver of any school board policy, district/building administrative program, or state rule or regulation, the administration will review the waiver as needed. In the event a decision by the team contains a provision that is contrary to a collective bargaining agreement, such provision shall be submitted to the district and the union for consideration of a mutually satisfactory accommodation for a specific period. In the event that a decision impacts a support department, the team will seek an accommodation of the impact with the appropriate support department administrator and staff.

Site-based teams may include all interested employees.

EMPLOYEE NOTIFICATION OF EVALUATION CRITERIA AND PROCEDURE: ARTICLE 20 EVALUATION

Section 1 – General

Employees who are members of the bargaining unit (collectively referred to as "employees" herein) shall be evaluated during each school year in accordance with RCW 28A.405 and the procedures and criteria set forth herein.

The purpose of evaluation is to promote improved instruction, professional growth, and effective job-specific practices. An evaluation system must encourage good faith and mutual respect in the evaluation process by the persons conducting the evaluations and the persons subject to the evaluations through recognizing the importance of objective standards and minimizing subjectivity. Observations shall be conducted openly and with the knowledge of the employee and shall be documented on the observation section of the observation and evaluation report appropriate to the employee's position. Mechanical or electronic devices shall not be used to listen to or record the procedures of any class for evaluation purposes without the prior knowledge of the employee. Consistent with the following evaluation procedures, employees shall be placed on one of three tracks: Comprehensive, Focused, or Professional Assistance.

The judgments reflected in staff evaluations will be based on the professional performance of the employee. Employees may request a change in evaluators by October 15th.

LATE ARRIVALS: ARTICLE 24 STAFF DEVELOPMENT

Section 3 – Late Arrivals

Late arrivals provide time for team collaboration, professional development to support building school improvement plan goals, as well as an opportunity for district professional development. There will be a total of 22 late arrival days. Three-quarters of these meetings shall be planned by the PLC members. The remaining days shall be planned by the building/district.

PLC led late arrivals shall be planned by members of the learning community. Principals may assist staff with aligning agendas to the curriculum, instruction, and state and district learning goals and assessments. Planning for PLCs shall focus on the following questions:

- What do we expect our students to learn?
- How will we know they are learning?
- How will we respond when they don't learn?
- How will we respond if they already know it?

ESAs, specialists, special programs, and CTE shall be able to meet in job-alike PLCs on PLC planned late arrivals.

ESTABLISH PLANNING TIME PROCEDURES: ARTICLE 12 PLANNING TIME

Section 1 – General

Planning time is for the employee to prepare, plan, and confer with students, parents/guardians, administration, or staff. Regularly scheduled meetings shall not be mandated during planning time.

The 30 minutes immediately before and the 30 minutes immediately after the student day and the 30-minute duty-free lunch are not to be considered as part of secondary or elementary planning time. The 30 minutes before and after the student day may be adjusted to accommodate student contact time requirements as required by state law.

A process will be developed at the building level to provide volunteers for class coverage. In the event volunteers are not available, mandatory class coverage will be assigned. The District will make every effort to assign on an equitable basis based on the needs of the building.

Counselors, librarians, building specialists, and ESAs will have equivalent planning time scheduled during the workweek. They will confer with respective building principals/program director to mutually develop work schedules including planning time and travel time.

In the event the administration requires counselors, librarians, building specialists, and ESAs to cover a class during their scheduled planning time, an opportunity to make up the lost planning period shall be offered within two (2) weeks; however, in lieu of make-up time, the employee may choose to be paid at the rate of twenty-five dollars (\$25.00) per half hour or a portion thereof for such coverage. If the employee chooses the payment option he/she must so inform the administration within two (2) days of the coverage.

Section 2 – Secondary Employees

Secondary employees shall have one (1) class period per day (minimum 45 minutes) for instructional planning except for assigned supervisory duties and meetings of faculty members. Schools opting for non-traditional schedules that may restrict the daily minimum planning time allocation of 45 minutes must file and receive an Association waiver. Secondary plan time may be averaged over a two-week period as an exception to accommodate state and district testing. The principal will collaborate with staff to address any concerns.

In the event that the administration requires an employee in a secondary school to cover a class during his/her normal planning period, an opportunity to make up the lost planning period shall be offered within two (2) weeks; however, in lieu of make-up time, the employee may choose to be paid at the rate of twenty-five dollars (\$25.00) per half hour or a portion thereof for such coverage. If the employee chooses the payment option, he/she must so inform the administration within two (2) days of the coverage.

An employee selected to teach a regularly-assigned class during his/her planning period will be issued a supplemental contract and shall receive compensation based on the relationship between the planning period(s) bought out and the total number of class periods offered at that school each day. Compensation shall be determined based on a percentage of the employee's annual salary; i.e., one (1) planning period bought out in a six (6) period day for one school year equals 1/6th (one-sixth) of his/her annual salary, one (1) planning period bought out in a five (5) period day for one school year equals 1/5th (one-fifth) of his/her annual salary, etc. Compensation is to be prorated based on the number of days of such assignment. All positions to be filled with a buyout of planning time shall be posted within the building and emailed to all building employees five (5) business days prior to interviewing for the position. A building administrator will meet with each interested staff member prior to filling the plan period buyout.

Section 3 – Elementary Employees

All elementary employees shall have not less than 225 minutes of planning time per week. This may be averaged over a two-week period. Every effort shall be made to provide scheduled planning time of forty-five continuous minutes within the student day. Classroom teachers assigned to split classes will be given priority consideration for additional planning time which may be available within each school's allocation.

The principal will, in collaboration with teachers, schedule passing time to and from specialist classrooms as needed to ensure contracted planning time.

In the event that the administration requires an employee in an elementary school to cover a class during his/her normal planning period, an opportunity to make up the lost planning period shall be offered within two (2) weeks; however, in lieu of make-up time, the employee may choose to be paid at the rate of twenty-five dollars (\$25.00) per half hour or a portion thereof for such coverage. If the employee chooses the payment option, he/she must so inform the administration within two (2) days of the coverage.

If students from an uncovered classroom/specialist teacher are distributed to two or more employees, the employee sharing the load will divide the hourly rate of fifty dollars (\$50.00) per hour for the time covered, up to an entire day of three hundred (\$300.00) for six student-contact hours.

Section 4 – Staff Meetings

Only one (1) staff meeting (e.g., of the entire staff) shall be held per week, except in the event of a crisis or emergency situation necessitating additional meetings.

Section 5 – Supervisory Duties Every effort will be made to schedule paid supervisory duties on an equitable basis.

Section 6 – Traveling Employee Pay

The supervisor of the traveling employee will work out a schedule that provides for contracted planning time. If this is not possible, the employee will be paid pro-rated per diem for planning time lost.

ELEMENTARY ACTIVITY STIPENDS: Bethel Education Athletics and Activities Association, Appendix B:
*BASED ON CONTRACT LANGUAGE

*Elementary schools who have an assistant principal will receive \$8,612

*Elementary schools without an assistant principal will receive \$5,649

(Due to current year bargaining, stipend amounts are subject to change.)

For each school year, each elementary is granted an annual budget of \$5,649 or \$8,612 for stipends for activities *involving student participation*. Examples are, but not limited to, yearbook, athletics, games, science club, art/music/game clubs, play, drama and theater. All staff shall have the opportunity to recommend and prioritize activities eligible for stipends. The site council and principal shall have the final approval of the activities, stipend amounts and duties.

Each elementary shall have a plan for their stipend allocations submitted (to the Assistant Superintendent of Elementary Schools) by November 1 of each school year.

The Assistant Superintendent will forward the approved plans to HR.

COMMUNICATION OF EMERGENCIES OR CRITICAL INCIDENTS:

It is essential that central office staff be informed when significant events occur at schools in order to coordinate district-level support.

Four types of incidents fall into the category of requiring immediate communication:

1. **Any 911 call** requiring police, fire, or medical assistance.
2. **Contact with law enforcement** that involves the arrest or potential arrest of any student or staff member or has district implications such as victimization of any student or staff person.
3. **Contact with any representative of the media** (radio, television, newspaper, on-line service).

When one of these events occurs, a principal or designee must DIRECTLY CONTACT one of the following:

Assistant Superintendent's Office • Elementary Schools

Rayna Messer Wk: (253) 800-2014

David Hammond Wk: (253) 800-2015 Cell: (253) 230-3428

Assistant Superintendent's Office • Secondary Schools

Mary Ann Mulloy-White Wk: (253) 800-2012

Brian Lowney Wk: (253) 800-2013 Cell: (253) 278-8796

Executive Directors of Elementary & Secondary Schools

Jerri McKeown Wk: (253) 800-2016

Kelley Boynton-Elementary Wk: (253) 800-2018 Cell: (253) 226-4398

Chad Honig-Secondary Wk: (253) 800-2017 Cell: (253) 376-1593

ESC Receptionist Wk: (253) 800-2000 (Dial 1200 from building lines.)

Continue to try these numbers until contact with a person is made; a voice message is not acceptable.

Please keep this information handy at home as well as at your location.

Bethel School District is an Equal Opportunity Employer and complies with all federal rules and regulations, including Title IX, RCW 28A.640, RCW 28A.642 and Section 504. Bethel does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any disability, or use of a trained service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Please contact Title IX officer Bryan Strelski at 253-800-4303, Section 504 Coordinators Andrea Landes (students) at 253-800-2300 or Todd Mitchell (staff) at 253-800-2030, or Civil Rights Coordinator Debra Carlman at 253-800-2019, with any questions or complaints.

Under the Open Records Act, the public is afforded full access to information concerning the administration and operations of the school district (Policy 4040). This information is limited to records not protected by state and federal privacy laws. For more information on access to school district records, call the records custodian Kathryn Kemp at 253-800-2000.