

# EMPLOYEE PERSONNEL MANUAL

November 2023 – Version 1.0

For the most recent version of the personnel manual please go to website: [www.ksd.org](http://www.ksd.org), go to Departments, select Human Resources and Employment, go to documents and click on the KSD Personnel Manual.

Kennewick School District #17  
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# Welcome to the Kennewick School District!

The staff at Kennewick School District would like to welcome you to our team! Our District is committed to providing excellent customer service to the students, their families, and our employees. We feel confident that you will help contribute to our customer-focused organization.

Our mission statement is as follows:

*“To provide a safe environment in which every student reaches his or her highest potential and graduates well prepared for success in post-secondary education, work, and life.”*

Every year we establish District goals that include student learning objectives, focusing on customer service, maintaining good relationships with our bargaining units, and ensuring that District employees continue their growth and development.

If you have questions, concerns, or need assistance in any way, remember that you have a team of well-educated, experienced people in our District who are always willing and available to you.

Sincerely,

Doug Christensen

**Doug Christensen**  
Associate SuperIntendent, Human Resources  
(509) 222-5010

*Toni Neidhold*

**Toni Neidhold**  
Director of Human Resources  
(509) 222-6414

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## ABOUT THIS HANDBOOK...

The information presented in this handbook is intended only to inform and explain, and the information applies to all employees working for the Kennewick School District (KSD). The Kennewick School District currently has collective bargaining agreements (CBA's) with several bargaining units. Consequently, some terms and conditions of employment vary. Kennewick School District, by its Board of Directors, has adopted various policies and procedures, including the 5000 series, which is devoted to human resources issues. *The formal Board Policies do uniformly apply to all employees.* This manual is an effort to summarize State and Federal legal requirements and School Board Policy. **However, if you are covered by a Collective Bargaining Agreement (CBA), you should also refer to your CBA.** The sections that are Kennewick School District policy will begin with the heading of the sections, and then list the KSD Board Policy number near the heading.

This handbook is also intended to be a guide and summary of the policies of the Kennewick School District. It is not intended to be comprehensive or to address all the possible applications or exceptions to the general policies described. Updates to District policies are posted on the District website at <http://www.ksd.org/about/policies/default.aspx> once the changes have been approved by the school board. Some subjects in this handbook, such as benefit plan information, are covered in detail in official policy documents. You should refer to these documents for specific information. **This handbook does not create any contractual rights; either expressly or implied, to remain employed at the KSD. It does not guarantee any fixed terms and conditions of your employment.** Please note that the policies within these pages are subject to change at any time.

### **NEGOTIATED AGREEMENTS**

Kennewick School District employees are represented by the following associations:

- ☐ Kennewick Education Association (KEA) – Teachers, coaches, certificated specialists
- ☐ Public School Employees of Washington (PSE) – Nutrition Service workers, Maintenance & Operations, Para Educators/Cashiers, Secretaries, and Transportation workers.

Employees represented by these groups will pay a representation fee or may join the association and pay union dues.

Employees may contact these associations at:

<b>KEA</b>	<b>(509) 783-6319</b>
<b>PSE/SEIU Local 1948</b>	<b>(509) 735-8780</b>

Administrators and off-schedule employees are not represented by a formal association.

Copies of the negotiated agreements which cover the employee are given at the time of the orientation and can also be found on the District website at: <http://www.ksd.org/departments/hr/Lists/Contacts/AllItems.aspx>.

If at any time you have any questions, please do not hesitate to direct your questions to a member of the Human Resources office located in the administration building, at:

**Kennewick School District – Human Resources**  
1000 W. 4<sup>th</sup> Avenue, Kennewick, WA 99336  
(509) 222-5010 FAX (509) 222-5051

DURING YOUR  
EMPLOYMENT...

POLICIES & PROCEDURES



## **EEO, ADA, DISCRIMINATION, & HARASSMENT**

### **EQUAL EMPLOYMENT OPPORTUNITY (EEO) & AMERICANS WITH DISABILITIES ACT (ADA):**

It is the policy of the District to provide equal employment opportunity in its employment and personnel practices, and not to discriminate on the basis of race, religion, creed, color, sex, honorably discharged veteran or military status, sexual orientation – including gender expression or identity, age, marital status, national origin, or the presence of any physical, mental or sensory disability or the use of a trained dog guide or service animal by a person with a disability, unless based upon a bona fide occupational qualification. In addition, equal access is provided to the Boy Scouts and other designated youth groups. The Kennewick School District complies with all state and federal rules and regulations.

It is also the policy of the District to provide a fair, supportive and nondiscriminatory work environment for all employees regardless of their race, religion, creed, color, sex, honorably discharged veteran or military status, sexual orientation – including gender expression or identity, age, marital status, national origin, or the presence of any physical, mental, or sensory disability or the use of a trained dog guide or service animal by a person with a disability, unless based upon a bona fide occupational qualification. Harassment with demeaning intent related to race, religion, creed, color, sex, honorably discharged veteran or military status, sexual orientation – including gender expression or identity, age, marital status, national origin, or the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability, made by one employee to another, is a violation of this policy. Inquiries regarding compliance and/or grievance procedures may be directed to the school District's Title IX Officer, Doug Christensen at (509) 222-5010.

The Americans with Disabilities Act specifically governs employment practices regarding those with disabilities. This act protects current employees as well as applicants. An individual is considered to have a "disability" if s/he has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment. Persons discriminated against because they have a known association or relationship with an individual with a disability is also protected. An inquiry regarding compliance and/or grievance procedures may be directed to the school District's Certificated Employee ADA Officer, Doug Christensen at (509) 222-5010, and the Director of Human Resources, Toni Neidhold at (509) 222-6414.

Any applicant or employee requiring an accommodation for his/her disability in order to perform an essential function of his/her job must request this accommodation. This request can be directed to the Human Resources Department office, and should specify what accommodation is needed. The KSD will then investigate if the accommodation is possible, as well as, investigate other possible accommodations to eliminate the limitations. If the accommodation is reasonable and causes no undue hardship, KSD will make the accommodation.

## **AFFIRMATIVE ACTION**

***(From Board Policy 5011, updated August 20, 2014)***

The Kennewick School District is committed to undertake affirmative action which shall make effective equal employment opportunities for staff and applicants for employment. The needs of all persons in a pluralistic society must be understood to continue to create an employment atmosphere compatible with and receptive to all persons. The purpose of affirmative action is to actively include all underutilized classes in the employment process and not to exclude others from it.

Such affirmative action shall include procedures and efforts to seek diversity of the sort found in the community while still ensuring that all applicants and staff are considered on the basis of bona fide job-related qualifications.

The District will continue to emphasize in all recruitment contacts that nondiscrimination is a basic element in the District's personnel practices will be administered without regard to race, color, national origin, sex, sexual orientation, gender expression or identity, creed, religion, age, veteran or military status, disability, or the use of a trained dog guide or service animal by a person with a disability, unless based upon a bona fide occupational qualification, and shall provide equal access to the Boy Scouts and other designated youth groups. Whenever necessary, the District administration will revise, develop, and implement personnel practices that promote equal opportunity employment and take any other action necessary toward that end. All staff members are expected to give this policy of nondiscrimination full support through leadership and personal example. District officials will report to the school board and staff periodically regarding the District's achievements towards equal opportunity employment.

**Adopted: June 10, 1992**

**Amended: March 12, 2014**

**Revised: August 17, 2011**

**Amended: August 20, 2014**

## **UNLAWFUL DISCRIMINATION AND HARASSMENT PROHIBITED**

**It is the policy of the Kennewick School District that no student or staff member should be subjected to harassment at school or work for any reason.** Therefore, it is the policy of the Kennewick School Board that all employees and students shall deal with all persons in ways which convey respect and consideration for all individuals. This is true regardless of race, religion, creed, color, sex, honorably discharged veteran or military status, sexual orientation – including gender expression or identity, age, marital status, national origin, or the presence of any physical, mental, or sensory disability or the use of a trained dog guide or service animal by a person with a disability. *The following policy is taken from the Kennewick School Board Personnel Policy 5150:*

### **I. Discrimination**

Individuals who believe there has been a violation of a nondiscrimination law due to race, color, national origin, sex, sexual orientation, gender expression or identity, creed, religion, age, veteran or military status, disability or the use of a trained dog guide or service animal by a person with a disability may file a complaint.

If the individual contends discrimination with respect to actions, regarding the identification, evaluation, or educational placement of handicapped persons, a different system of procedural safeguards shall be followed that includes an impartial hearing, as required by Section 504 of the Rehabilitation Act of 1973.

### **II. Harassment**

Harassment is prohibited and may be in the form of a) slurs, or b) other harassment based on race, color, national origin, sex, sexual orientation, gender expression or identity, creed, religion, age, veteran or military status, disability or the use of a trained dog guide or service animal by a person with a disability.

- A. A slur is a type of harassment and is defined as any derogatory actions such as: remark, word, joke, picture, or gesture referencing or directed to any individual or group(s) which portrays or refers to a racial, ethnic, religious, or physical, mental, or sensory disability in a derogatory manner.
- B. Other harassment is prohibited and is defined as intimidating another person in a way that is related to a person's race, color, national origin, sex, sexual orientation, gender expression or identity, creed, religion, age, veteran or military status, or physical, mental, sensory disability, that causes physical injury or physical damage or destruction of physical property or words or conduct that places that person in reasonable fear of harm to his/her person or property or causes disruptive conduct within the meaning of RCW 9A.36.080.

Complaints pertaining to unlawful discrimination or harassment should be processed through use of Policy No. 5150. This discrimination complaint procedure does not, in any way, prohibit the processing of grievances by any employee bargaining representative.

### **III. Non-Compliance: Non-compliance shall result in corrective education and progressive discipline listed below:**

- A. Required and progressively increasing levels of educational material reviewed and:
  - 1) Students:
    - a) Administrator, Counselor, Teacher, Parent conference and school consequences, as appropriate
    - b) Suspension as per school discipline codes
  - 2) Employee/Adults:
    - a) Corrective consultation along with progressive discipline
    - b) More stringent progressive discipline to include loss of work and pay as permitted by relative negotiated contract provisions and state laws.

**Adopted: February 10, 1993**

**Amended: March 26, 1997**

**Amended: July 16, 2014, Discrimination  
Complaint Procedure (R5150)**

### **I. General Information**

- A. All complaints regarding alleged discriminatory acts to have occurred in the course of employment or on school grounds or at school sponsored events or activities will be expeditiously investigated. Corrective action will be taken to resolve complaints.
- B. No coercion, discrimination, or reprisals will be taken against persons filing complaints or persons acting as witnesses to complaints.
- C. Persons filing false complaints will be subject to disciplinary action.
- D. School officials are expected to comply with WAC 180.86.110 (filing written complaints with OSPI) and the reporting requirement of RCW 26.44.030 (Abuse of Children).
- E. When incidents of alleged unlawful discrimination are under investigation by Child Protective Services or law enforcement the District will fully cooperate.
- F. All complaints shall remain confidential to the extent allowed by law.
- G. Once school officials have reason to believe unlawful discrimination has occurred immediate investigation and corrective action must occur.

### **Complaint Process**

Anyone may file a complaint against the District alleging that the District has violated anti-discrimination laws. This complaint procedure is designed to assure that the resolution of real or alleged violations are directed toward a just solution that is satisfactory to the complainant, the administration and the Board of Directors. This grievance procedure will apply to the general conditions of the non-discrimination policy (Policy 3210) and more particularly to policies dealing with guidance and counseling (Policy 2140), co-curricular program (Policy 2150), service animals in schools (Policy 2030) and curriculum development and instructional materials (Policy 2020). As used in this procedure:

- A. Grievance means a complaint which has been filed by a complainant relating to alleged violations of any state or federal anti-discrimination laws.
- B. Complaint means a written charge alleging specific acts, conditions or circumstances, which are in violation of the anti-discrimination laws. The time period for filing a complaint is one year from the date of the occurrence that is the subject matter of the complaint. However, a complaint filing deadline may not be imposed if the complainant was prevented from filing due to:
  - 1) Specific misrepresentations by the District that it had resolved the problem forming the basis of the complaint; or
  - 2) Withholding of information that the District was required to provide under WAC 392-190-065 or WAC 392-190-005. Complaints may be submitted by mail, fax, e-mail or hand-delivery to any District, school or to the District compliance officer responsible for investigating discrimination complaints. Any District employee who receives a complaint that meets these criteria will promptly notify the compliance officer.
- C. Respondent means the person alleged to be responsible or who may be responsible for the violation alleged in the complaint.

The primary purpose of this procedure is to secure an equitable solution to a justifiable complaint. To this end, specific steps will be taken. The District is prohibited by law from intimidating, threatening, coercing or discriminating against an individual for filing such a grievance.

### **Informal Process for Resolution**

Anyone with an allegation of discrimination may request an informal meeting with the compliance officer or designated employee to resolve their concerns. Such a meeting will be at the option of the complainant. If unable to resolve the issue at this meeting, the complainant may submit a written complaint to the compliance officer. During the course of the informal process, the District must notify complainant of their right to file a formal complaint.

### **Formal Process for Resolution**

#### **Level One: Complaint to District**

The complaint must set forth the specific acts, conditions or circumstances alleged to be in violation. Upon receipt of a complaint, the compliance officer will provide the complainant a copy of this procedure. The compliance officer will investigate the allegations within 30 calendar days. The school District and complainant may agree to resolve the complaint in lieu of an investigation. The officer shall provide the Superintendent with a full written report of the complaint and the results of the investigation.

The Superintendent or designee will respond to the complainant with a written decision as expeditiously as possible, but in no event later than 30 calendar days following receipt of the written complaint, unless otherwise agree to by the



complainant or if exceptional circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the District will notify the complainant in writing of the reason for the extension and the anticipated response date at the time the District responds to the complainant, the District must send a copy of the response to the Office of the Superintendent of public instruction.

The decision of the Superintendent or designee will include:

- 1) a summary of the results of the investigation;
- 2) whether the District has failed to comply with anti-discrimination laws;
- 3) if non-compliance is found, corrective measures the District deems necessary to correct it; and
- 4) notice of the complainant's right to appeal to the School Board and the necessary filing information. The Superintendent's or designee's response will be provided in a language the complainant can understand and may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964.

Any corrective measures deemed necessary shall be instituted as expeditiously as possible, but in no event later than 30 calendar days following the Superintendent's mailing of a written response to the complaining party unless otherwise agreed to by the complainant.

#### Level Two – Appeal to the Board of Directors

If a complainant disagrees with the Superintendent's or designee's written decision, the complainant may appeal the decision to the District Board of Directors by filing a written notice of appeal with the Secretary of the Board within ten (10) calendar days following the date upon which the complainant received the response.

The Board shall schedule a hearing to commence by the twentieth (20<sup>th</sup>) calendar day following the filing of the written notice of appeal, unless otherwise agreed to by the complainant and the Superintendent or for good cause. Both parties shall be allowed to present such witnesses and testimony as the Board deems relevant and material. Unless otherwise agreed to by the complainant, the Board will render a written decision within thirty (30) calendar days following the filing of the notice of appeal and provide the complainant with a copy of the decision. The decision of the Board will be provided in a language the complainant can understand, which may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act. The decision will include notice of the complainant's rights to appeal to the Superintendent of Public Instruction and will identify where and to whom the appeal must be filed. The District will send a copy of the appeal decision to the Office of the Superintendent of Public Instruction.

#### Level Three – Complaint to the Superintendent of Public Instruction

If a complainant disagrees with the decision of the Board of Directors, or if the District fails to comply with this procedure, the complainant may file a complaint with the Superintendent of Public Instruction.

- A. A complaint must be received by the Superintendent of Public Instruction on or before the twentieth (20) calendar day following the date upon which the complainant received written notice of the Board of Director's decision, unless the Superintendent of Public Instruction grants an extension for good cause. Complaints may be submitted by mail, fax, electronic mail, or hand delivery.
- B. A complaint must be in writing and include:
  - 1) A description of the specific acts, conditions or circumstances alleged to violate applicable anti-discrimination laws;
  - 2) The name and contact information, including address, of the complainant;
  - 3) The name and address of the District subject to the complaint;
  - 4) A copy of the District's complaint and appeal decision, if any; and
  - 5) A proposed resolution of the complaint or relief requested. If the allegations regard a specific student, the complaint must also include the name and address of the student, or in the case of a homeless child or youth, contact information.

- C. Upon receipt of a complaint, the Office of the Superintendent of Public Instruction may initiate an investigation, which may include conducting an independent on-site review. OSPI may also investigate additional issues related to the complaint that were not included in the initial complaint or appeal to the Superintendent or Board. Following the investigation, OSPI will make an independent determination as to whether the district has failed to comply with RCW 28A.642.010 or Chapter 392-190, WAC and will issue a written decision to the complainant and the district that addresses each allegation in the complaint and any other noncompliance issues it has identified. The written decision will include corrective actions deemed necessary to correct noncompliance and documentation the district must provide to demonstrate that corrective action has been completed.

All corrective actions must be completed within the timelines established by OSPI in the written decision unless OSPI grants an extension. If timely compliance is not achieved, OSPI may take action including but not limited to referring the district to appropriate state or federal agencies empowered to order compliance.

A complaint may be resolved at any time when, before the completion of the investigation, the district voluntarily agrees to resolve the complaint. OSPI may provide technical assistance and dispute resolution methods to resolve a complaint.

#### Level Four - Administrative Hearing

A complainant or school District that desires to appeal the written decision of the Office of the Superintendent of Public Instruction may file a written notice of appeal with OSPI within thirty (30) calendar days following the date of receipt of that office's written decision. OSPI will conduct a formal administrative hearing in conformance with the Administrative Procedures Act, Chapter 34.05, RCW.

#### Mediation

At any time during the discrimination complaint procedure set forth in WAC 392-190-065 through 392-190-075, the district may, at its own expense, offer mediation. The complainant and the district may agree to extend the discrimination complaint process deadlines in order to pursue mediation.

The purpose of mediation is to provide both the complainant and the district an opportunity to resolve disputes and reach a mutually acceptable agreement through the use of an impartial mediator. Mediation must be voluntary and requires the mutual agreement of both parties. It may be terminated by either party at any time during the mediation process. It may not be used to deny or delay a complainant's right to utilize the complaint procedures.

Mediation must be conducted by a qualified and impartial mediator who may not:

- 1) Be an employee of
- 2) any school District, public charter school, or other public or private agency that is providing education related services to a student who is the subject of the complaint being mediated; or
- 2) Have a personal or professional conflict of interest. A mediator is not considered an employee of the district or charter school or other public or private agency solely because he or she serves as a mediator.

If the parties reach agreement through mediation, they may execute a legally binding agreement that sets forth the resolution and states that all discussions that occurred during mediation will remain confidential and may not be used as evidence in any subsequent complaint, due process hearing or civil proceeding. The agreement must be signed by the complainant and a District representative who has authority to bind the district.

**Adopted: February 10, 1993**

**Amended: March 26, 1997**

**Amended: July 16, 2014**

**Revised: May 6, 2015**

## **SEXUAL HARASSMENT**

***(From Board Policy 5013, amended August 19, 2015)***

The district is committed to a positive and productive working environment free from discrimination, including sexual harassment. This commitment extends to all employees and other persons involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation, or at a class or school training held elsewhere.

### Definitions

For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur student to adult, adult to adult, or can be carried out by a group of students or adults. All incidents will be investigated by the district, even if the alleged harasser is not a part of the school staff or student body. The district prohibits sexual harassment of District employees by other students, employees or third parties involved in school District activities.

Under federal and state law, the term “sexual harassment” includes, but is not limited to:

- acts of sexual violence.
- unwelcome sexual or gender-directed conduct or communication that interferes with an individual’s employment performance or creates an intimidating, hostile, or offensive environment.
- unwelcome sexual advances.
- unwelcome requests for sexual favors.
- sexual demands when submission is a stated or implied condition of obtaining a work opportunity or other benefit;
- sexual demands where submission or rejection is a factor in a work or other school-related decision affecting the individual.

A “hostile environment” for an employee is created when the unwanted conduct is sufficiently severe or pervasive to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

### Investigation and Response

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. A criminal investigation does not relieve the district of its independent obligation to investigate and resolve sexual harassment. Kennewick School District staff are required to report all alleged harassment incidents which have been brought to their attention to site administration. 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.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending staff and contractors. Anyone else who engages in sexual harassment on school property or at school activities will have access to school property and activities restricted, as appropriate.

### Retaliation and False Allegations

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

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.

### Staff Responsibilities

The Superintendent or designee shall develop and implement formal and informal procedures for receiving, investigating, and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt timelines and delineate staff responsibilities under this policy. Any school employee who witnesses sexual harassment or receives a report, informal complaint or written complaint is responsible for informing the District’s Title IX or Civil Rights Compliance Coordinator. All staff are also responsible for directing complainants to the formal complaint process.

Reports of discrimination and discriminatory harassment will be referred to the District’s Title IX/Civil Right Compliance Coordinator. Reports of disability discrimination or harassment will be referred to the District’s Section 504 Coordinator.

### Notice and Training

The Superintendent or designee shall develop procedures to provide information and education to District staff, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum, sexual harassment recognition and prevention and the elements of this policy will be included in staff and regular volunteer orientation. This policy, and the procedure which includes the complaint process, shall be posted in each District building in a place available to staff, parents, volunteers, and visitors. Information about the policy shall be easily understood and conspicuously posted throughout each school building, provided to each employee, and reproduced in each staff, volunteer, and parent handbook. Such notices will identify the District's Title IX Coordinator and provide contact information, including the coordinator's email address.

#### Policy Review

The Superintendent or designee shall make an annual report to the Board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, shall be included in the report. The Superintendent is encouraged to involve staff, volunteers, and parents in the review process.

**KSD staff has responsibility to uphold Regulation/Policy 3207 relating to prohibition of harassment, intimidation, bullying and cyber bullying. Any school staff who observes, overhears, or otherwise witnesses harassment, intimidation, or bullying or to whom such actions have been reported must take prompt and appropriate action to stop the harassment and to prevent its occurrence. Please familiarize yourself with the regulations and complaint form concerning 3207.**

**Adopted: June 10, 1992**

**Amended: February 8, 1995**

**Amended: January 10, 1996**

**Reviewed: November 17, 2010**

**Amended: April 22, 2015**

**Amended: August 19, 2015**

## **GENERAL STAFF RESPONSIBILITY AND CONDUCT**

***(From Board Policy 5270, updated November 2017)***

### **General Staff Responsibility and Conduct**

Because school personnel deal with children daily, a high standard of staff conduct is expected by the Board of Directors. The following rules shall apply to all school District staff.

1. Employees will show courteous and respectful treatment of students, parents, school patrons and colleagues. Use of profanity will not be tolerated.
2. Intimidation and/or threats of reprisal toward students, parents, school patrons and colleagues are considered inappropriate staff conduct.
3. Employees are prohibited from engaging in sexual, intimate or romantic conduct or contact with a student, regardless of age, who is currently enrolled in the district. Staff members are expected to maintain professional and ethical relationships with students even when interacting with students outside the school day.
4. No employee shall use, be under the influence of, or be in possession of alcoholic beverages, marijuana or unlawful, illicit drugs or controlled substances during the workday or assigned supervisory time or while attending school sponsored activities. No employee shall use the district property or the employee's position to make or traffic alcohol or illegal drugs.
5. Employees are expected to be present at their assigned school or place of work during specified work hours unless excused by the supervisor.
6. Employees may not smoke (including electronic smoking devices) on school property including all District buildings, grounds and District owned vehicles.
7. Employees shall carry out directions of supervisory personnel in accordance with District policy, rules and

regulations. State laws and regulations and these District policies regarding staff conduct shall be communicated to all persons at the time of initial hiring and at least annually thereafter.

The Superintendent of Schools or his/her designee shall develop rules, regulations and a means of monitoring which will assure that this policy is implemented.

(See also Policy No. 9340 - Smoking Policy; Policy No. 5351 Use of Tobacco and Nicotine Products and Delivery Devices on School Property)

**Adopted: April 10, 1979**

**Amended: June 10, 1992**

**Revised: December 2010**

**Amended: November 8, 2017**

### **General Rules of Staff Responsibility and Conduct, updated November 2017**

The following list of rules has been developed to implement Policy No. 5270: General Staff Responsibility and Conduct. All rules of the district now in force or hereafter adopted shall be observed by all employees. Administrators and supervisors are authorized to subject an employee who violates any rule to discipline. Generally progressive discipline will be followed unless the conduct is exceptional in nature. Progressive discipline includes verbal warning, reprimand, suspension or discharge as appropriate to the infraction.

#### **An employee shall not:**

1. Act in a discourteous or disrespectful manner toward parents, school patrons, students, or other school employees. Employees are expected to maintain courteous and respectful relationships with pupils, parents/guardians, other employees of the district and all patrons of the district.
2. Use language which is offensive or profane.
3. Intimidate, threaten, coerce, or abuse, either physically or mentally, another employee, patron, or student. Reprisal toward students, parents, school patrons and colleagues is considered inappropriate.
4. Employees are prohibited from engaging in sexual, intimate, or romantic conduct or contact with a student, regardless of age, who is currently enrolled in the district. Staff members are expected to maintain professional and ethical relationships with students even when interacting with students outside the school day.
5. Use professional relationships with students for private advantage.
6. Use threats or personal/political influence to secure promotion, leave, transfer, change of evaluation, pay or other occupational advantages.
7. Use, be under the influence of, or be in possession of alcoholic beverages, marijuana or illicit drugs or controlled substances when reporting to work, during the workday, or during assigned supervisory time. No employee shall use the district property or the employee's position to make or traffic alcohol or illegal drugs. Employees must notify their supervisor, prior to the start of the workday, if they are taking medications that may impact their ability to perform their job in a safe manner or if the medications have warnings that preclude them from performing their job.
8. Be tardy or absent from an assigned school or place of work during specified work hours unless excused by the supervisor.
9. Smoke or use of any other form of tobacco products (including electronic delivery devices), on any school District property. This shall include all District buildings, grounds and District owned vehicles.
10. Violate any rule, regulation, or statute, or other legal enactment applicable to the employee.
11. Violate safety rules or safety practices or fail to use safety equipment or fail to perform any responsibilities

lawfully imposed upon the employee. Employees must perform in accordance with the employee's current job description, performance goals, and authorized directives from supervisors.

12. Fail to perform any responsibilities lawfully imposed upon the employee.
13. Induce or attempt to induce any District employee or student to commit an unlawful act or to act in violation of any rule, regulation, or policy applicable to the employee or student.
14. Falsify District records or any report required of the employee or submitted by the employee or any other type of documentation
15. Fail to notify a supervisor or a District representative, when an employee has knowledge, of unprofessional or prohibited conduct involving an employee and/or a student.
16. Knowingly make false accusations against students, staff or patrons.
17. Engage in sexual activities or sexual conduct in the workplace.
18. Violate District policies or procedures.

All educational professionals and administrators will perform their duties and behave in a manner that does not cause a violation of the State Professional Code of Conduct for certificated employees. Violation of this Code of Conduct can cause the district to report such performance or behavior to the Office of the Superintendent of Public Instruction in accordance with state law and regulation.

All staff members are expected to maintain professional and ethical relationships with students. This holds true even when interacting with students outside of the school day. Employees are prohibited from engaging in sexual, intimate, or romantic conduct or contact with a student, regardless of age, who is enrolled in the district.

Employees have the right to communicate with students outside of the school day. Yet, the Kennewick School District considers any electronic communication between an employee and a student to be an extension of the classroom or school. **This extension immediately creates a nexus between the employee's job in the school District and the portion of their private life involved in the communication.** Staff members should be aware that the various types of electronic communication between a staff member and an individual student can easily be misinterpreted by a parent or community member. Therefore, staff members using online, texting, or other means of electronic communication with students must keep all communication professional, transparent, and appropriate. This includes word choices, tone, and subject matter that model the standards and integrity of a professional in the Kennewick School District. Staff members are specifically prohibited from making sexual comments, sexual innuendos, compliments that focus on a student's physical attributes, and from making sexist comments to students.

#### State of Washington Code of Conduct for Educational Professionals

All educational professionals and administrators will perform their duties and behave in a manner that does not cause a violation of the State Professional Code of Conduct for certificated employees. Violation of this Code of Conduct can cause the District to report such performance or behavior to the Office of the Superintendent of Public Instruction in accordance with state law and regulation.

This listing does not represent the only rules of Kennewick School District No. 17 Individual schools or departments may have written rules of their own which employees are expected to follow.

Violations of the above-listed rules may be sufficiently serious to constitute cause for termination of employment under the procedures authorized by law.

**Revised: January 2001**

**Revised: November 2010**

**Revised: November 2017**

## SEXUAL MISCONDUCT LAW

The State Board of Education acted on August 27, 2004, to establish the definitions of physical abuse, verbal abuse, and sexual misconduct as required by Senate Bill 5533. These rules (WAC's) become effective on September 1, 2004. The following outlines the specific language that was adopted and is to be applicable to all school districts in the State of Washington.

### **Chapter 181-88 WAC: DEFINITIONS OF SEXUAL MISCONDUCT, VERBAL ABUSE AND PHYSICAL ABUSE—MANDATORY DISCLOSURE—PROHIBITED AGREEMENTS**

**WAC 181-88-010 Purpose and authority.** (1) The purpose of this chapter is to provide the safest educational environment for children and staff and to implement legislative direction by:

a) Defining the term “sexual misconduct” for purposes of requiring school districts to forward known information about employee sexual misconduct to prospective school district employers; and

b) Defining “sexual misconduct,” “verbal abuse,” and “physical abuse” for purposes of prohibiting school districts from entering into any contract or agreement that has the effect of suppressing information about verbal or physical abuse or sexual misconduct by a present or former employee or has the effect of expunging such information from employer files.

(2) The authority for this chapter is RCW 28A.400.301

**WAC 181-88-020 Employee—Definition.** As used in this chapter, the term “employee” means any employee or former employee of a school district, including all classified employees, all certificated employees, and all substitute employees.

**WAC 181-88-030 Student—Definition.** For purposes of this chapter, “student” shall have the same meaning as defined in WAC 180-87-040.

**WAC 181-88-040 Verbal Abuse—Definition.** “Verbal abuse” means the use of malicious or hostile language by an employee that results in harm to another if the school District has determined that there is sufficient evidence to conclude that an employee engaged in the conduct and that it resulted in the employee leaving a position with the school District. Under RCW 28A.400.301, a district is prohibited from entering into any contract or agreement that has the effect of suppressing information about the abuse by a present or former employee or has the effect of expunging such information from employer files.

**WAC 181-88-050 Physical abuse—Definition.** (1) “Physical abuse” means the willful action by an employee of inflicting or attempting to inflict bodily injury against another, or using physical force in excess of what is necessary to restrain a person from harming self or others. To constitute physical abuse, a school district must possess sufficient information to conclude that the employee engaged in the conduct and that it resulted in the employee leaving a position with the school District.

(2) Authorized use of physical restraints or of aversive interventions consistent with chapter 392-172 WAC shall not constitute physical abuse.

[Under RCW 28A.400.301, a district is prohibited from entering into any contract or agreement that has the effect of suppressing information about the abuse by a present or former employee or has the effect of expunging such information from employer files.]

**WAC 181-88-060 Sexual misconduct—Definition.** “Sexual misconduct” means:

(1) Any sexually exploitive act with or to a student. Sexually exploitive acts include, but are not limited to, the following:

(a) Any sexual advance, verbal, written, or physical.

(b) Sexual intercourse, as defined in RCW 9A.44.010.

(c) Sexual contact, i.e., the intentional touching of the sexual or other intimate parts of a student except to the extent necessary and appropriate to attend to the hygienic or health needs of the student.

(d) The provisions of (a) through (d) of this subsection shall not apply if at the time of the sexual conduct the participants are married to each other.

(e) Any activities determined to be grooming behavior for purposes of establishing a sexual relationship.

(2) Indecent exposure, as defined in RCW 9A.88.010.

(3) Sexual harassment of another as defined under local employer policy.

(4) Commission of a criminal sex offense as defined under chapter 9A.44 RCW.

(5) Sexual abuse or sexual exploitation of any minor as found in any dependency action under chapter 13.34 RCW

or in any domestic relations proceeding under Title 26 RCW.

(6) For purposes of this section, sexual misconduct occurs only when a school district determines it has sufficient information to conclude that an employee has engaged in sexual misconduct, and it resulted in the employee leaving a position with the school district. Under RCW 28A.400.301, a district is prohibited from entering into any contract or agreement that has the effect of suppressing information about the misconduct by a present or former employee or has the effect of expunging such information from employer files, and a district must forward information regarding sexual misconduct to prospective employing districts.

#### **RCW 28A.405.470**

##### **Crimes against children – Mandatory termination of certificated employees – Appeal – Recovery of salary or compensation by the District.**

“The school district shall immediately terminate the employment of any person whose certificate or permit authorized under chapter [28A.405](#) or [28A.410](#) RCW is subject to revocation under RCW [28A.410.090](#)(3) upon a guilty plea or conviction of any felony crime specified under RCW [28A.400.322](#) [crimes against children.] Employment shall remain terminated unless the employee successfully prevails on appeal. A school district board of directors is entitled to recover from the employee any salary or other compensation that may have been paid to the employee for the period between such time as the employee was placed on administrative leave, based upon criminal charges that the employee committed a felony crime specified under RCW [28A.400.322](#), and the time termination becomes final. This section shall only apply to employees holding a certificate or permit who have contact with children during the course of their employment.”

***NOTE: The Kennewick School District has the right to impose disciplinary action on any employee for criminal charges directly related to children.***



## **ABSENCE FROM WORK/STAFF ATTENDANCE EXPECTATIONS**

### ***(From Board Policy 5320 and Regulation 5320)***

It is fundamental that regular attendance is recognized as an important factor in employment with the district. In order to produce high achieving students, promote student and staff accountability, provide consistent academic and activity programs, and continue to be fiscally sound, the district must have trained staff who maintain regular attendance in order to perform their duties in their respective support areas.

It is understood that all staff members are expected to be at their assigned school or place of work during specified work hours unless excused by the supervisor. If an employee is absent, the following leave provisions will apply.

Leave policies are spoken to in the various individual employee collective bargaining agreements and contracts. Leaves shall be in accordance with federal and state law and as agreed to in the negotiated agreements.

1. Sick Leave: Employees may use accrued sick leave for purposes outlined in the Family Care Act (RCW 49.12.270) and their respective bargaining agreements. In the case an employee has used all accrued sick leave, unpaid leave will not be granted unless the employee has also used all accrued vacation and personal leave. Unpaid leave is subject to provisions made below under “7. Unpaid Leave”. District policy requires that a physician’s note accompany all sick leave absences over five (5) consecutive days. The district may require a physician’s note in other situations, such as an employee who is on an attendance-improvement plan.
2. Emergency Leave: Unless otherwise stated in the respective bargaining agreements, employees may request use of accrued sick leave for emergency purposes, defined as an event or unforeseen combination of circumstances which calls for immediate action on the part of the employee, which cannot be attended to outside of the employee’s regular work hours. Emergency leave must be approved by the employee’s supervisor(s) at the time of the emergency.
3. Personal Leave: Employees who are allowed personal leave may use available leave during the year with prior approval from their supervisor, within the terms of the collective bargaining agreement.
4. Vacation Leave: Employees who are allowed vacation leave may use accrued leave during the year with prior approval from their supervisor, within the terms of the collective bargaining agreement. The approval and use of vacation leave during the school day, however, is strongly discouraged by employees whose work year consists of 202 days or less, except as noted under “1. Sick Leave” above.
5. Bereavement Leave: Employees who are allowed bereavement leave may use it during the year with prior approval from their supervisor, within the terms of the collective bargaining agreement. The number of days granted per occasion shall be mutually determined between the employee and the supervisor, taking into consideration the relationship of the deceased, the travel time needed, and the responsibility of the employee in the bereavement arrangements. Proof of death may be required by the Human Resources Department.
6. Unpaid Holidays for Reason of Faith or Conscience. Employees who are contracted for less than twelve (12) consecutive months may request two (2) unpaid holidays per calendar year for reasons of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization unless the employee’s absence poses an undue hardship on the employer or the employee is necessary to maintain public safety.  
The approval of unpaid leave will be made only in conjunction with the supervisor and the Associate Superintendent of Human Resources or the Classified Human Resources Manager, prior to the employee’s absence. The employee’s request for unpaid leave will be reviewed on a case-by-case determination based on the specific objective facts, circumstances an applicable Federal Requirements/laws regarding whether the absence would result in an undue hardship to the employer.
7. Unpaid Leave: Except for a leave for unpaid Holidays for Reason of Faith or Conscience, unpaid leave is not a recognized right of any employee group. The approval of unpaid leave will be made only in conjunction with the supervisor and the Associate Superintendent of Human Resources or Director of

Human Resources, prior to the employee's absence. The employee's request for unpaid leave will be reviewed on a case-by-case basis.

8. Leave of Absence: Approval of an employee's request for a leave of absence will be reviewed on a case-by-case basis, within the terms of the collective bargaining agreement.

The district expects the employee to use no more than the contractually provided paid leaves, as accrued (unused) leave is the best security against the expense of extended illness or other unforeseen circumstances. Exceptions will be made for health conditions where there is a long-term or catastrophic situation, and/or leave as covered under FMLA policy #5321, upon presentation of verification from the treating physician. The district reserves the right to require independent medical verification of such a condition.

An employee whose absences exceed the district expectations, and/or has a pattern of tardiness and/or leaving work early, will be counseled to improve his/her attendance. Progressive discipline will take place if the attendance does not improve, which may lead to eventual termination.

As an incentive for good attendance, the district offers a remuneration program for unused sick leave in January of each year and at retirement, as per RCW 28A.400.210. This option varies according to the collective bargaining agreements.

**Adopted: June 10, 1992**

**Amended: August 2004**

**Amended: November 2, 2022**

#### **ABSENCE – JURY DUTY**

If you are summoned to serve on a jury or to appear as a school District witness in court, you must send a copy of the summons to Payroll. A leave request form must be submitted in advance. As provided in Board Policy 5325, the district shall grant leaves to staff for the days they are required to serve on a jury. Any compensation received by a staff member for jury duty performed on a contract day may be retained by the staff member.

**Adopted: June 10, 1992**

**Amended: December 10, 2008**

## FAMILY AND MEDICAL LEAVE ACT (FMLA) Guidelines–revised

An employee who is absent from his/her position for a period of more than five (5) consecutive workdays must notify the Human Resources Office. At that time, a tentative determination will be made regarding the employee's eligibility for Family and Medical Leave. If it is determined that the employee may meet the qualifications, the following will apply. The *Medical Certification form* must be completed by the employee and the employee's physician. This provides an essential basis for determining if the leave qualifies for special leave status under federal and state leave laws. All regular full-time and part-time employees with a minimum of 12 months of service with Kennewick School District and who have worked a total of at least 1,250 hours in the last 12 months are eligible to request Family and Medical Leave if they meet the parameters below. (Members of PSE Units may meet other minimum hour's guidelines – please see individual collective bargaining agreements.) An eligible employee is entitled to Family Medical Leave for the following:

- a) The birth of a child and to care for such child.
- b) The placement of a child with the employee for adoption or foster care placed by the state.
- c) To care for the employee's seriously ill spouse, parent, or child.
- d) A serious health condition that makes the employee unable to perform his/her job functions. A serious health condition must be certified by your physician by his/her completion of the Certificate of Health Care Provider.
- e) To take care of a Qualifying Exigency arising out of a spouse, child, or parent is called to active duty in the Armed Forces in support of a contingency operation.
- f) To take Service member Family Leave to care for a service member who has a serious injury or illness incurred while on active duty.

Family Medical Leaves are limited to a maximum of 12 weeks within a school year except in the case of Service member Family Leave. All Family Medical Leave is **UNPAID** leave. If the absence qualifies for sick or emergency leave; however, the time off will be deducted from the employee's accumulated sick leave until all sick leave is exhausted. The employee may also access Washington Paid Family and Medical Leave (WA PFML) in accordance with state law and as outlined in their respective collective bargaining agreements. Classified employees may be deducted personal time after sick leave is exhausted and may have their vacation used unless otherwise indicated on the employee's medical leave application. All time off after these leaves are exhausted will be unpaid leave time. When applying for Family and Medical Leave, an employee must anticipate returning to their regular position during the current school year in order to qualify for Family and Medical Leave benefits.

The employee will continue group health insurance during Family Medical Leave on the same basis as if he/she were actively working for a maximum period of twelve (12) weeks. Arrangements will need to be made for employees taking unpaid leave to pay their portion, if any, of health insurance premiums while on leave. If the employee fails to return from Family Medical Leave, the District may require the employee to repay health plan premiums paid on his/her behalf. If the leave extends past twelve weeks, the employee will need to contact the Benefits Office regarding COBRA coverage. The employee must also contact the HR department for instructions on requesting a leave of absence and if this leave is allowable in his/her bargaining group.

If Family Medical Leave is granted on an intermittent basis, the district may temporarily transfer the employee to an available alternate position with equivalent pay and benefits if the employee is qualified for the position and if it better accommodates recurring periods of leave than the employee's regular job.

Upon returning from Family and Medical Leave, the employee is entitled to be restored to the same position or an equivalent position with equivalent benefits, pay, and other terms of employment, **provided the employee returns by the end of the twelve (12) week leave period.**

Employees seeking to use Family and Medical Leave may be required to provide:

- Thirty (30) days' advance notice of the need when the need is foreseeable.
- Medical certifications supporting the need for leave.
- Periodic reports during the leave on the employee's status and intent to return to work.
- A "fitness-for-duty" certification to return to work.

- Instructional employees who request a period of leave near the end of an academic term may be required to continue taking leave until the end of the term.

Employees should consult the state and federal leave laws available in the Kennewick School District's Human Resources Office for more specific information.

## **PROBATIONARY PERIOD**

*Each Classified and Certificated employee's probationary period is as defined in the KSD/KEA and the KSD/PSE collective bargaining agreements.*

## **ALCOHOL AND OTHER DRUG-FREE ENVIRONMENT**

***(From Board Policy 5350, amended July 2014)***

The Board of Directors of the Kennewick School District recognizes that the use of tobacco (including electronic delivery devices), alcohol and other drugs inhibits a person from performing duties healthfully, safely and effectively. It is the intention of the Board of Directors to maintain a safe, healthful and productive environment for all employees.

It is the policy of the Kennewick School District that employees will report to the worksite in a fit condition for duty. Being under the influence of, or in possession of alcoholic beverages, and other illicit drugs during the work day or assigned supervisory time is prohibited. No employee may be at the worksite with the odor of intoxicants on his/her breath.

Chemical dependency is recognized as a disease and the Kennewick School District will work with employees to provide channels of assistance, but it is the employee's responsibility to seek help.

**Adopted: May 14, 1990**

**Amended: June 10, 1992**

**Reviewed: November 2010**

**Amended: July 16, 2014**

## **USE OF TOBACCO ON SCHOOL PROPERTY**

***(From Board Policy 5351, revised July 2014)***

### **Use of Tobacco and Nicotine Products and Delivery Devices on School Property**

The Board of Directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the School District, and all members of the community, have an obligation as role models to refrain from tobacco use on school property at all times. Tobacco products and delivery devices include but are not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices, “vapor pens,” non-prescribed inhalers, nicotine delivery devices or chemicals that are not FDA-approved to help people quit using tobacco, devices that produce the same flavor or physical effect of nicotine substances, and any other smoking equipment, device, material or innovation.

Any use of such products and delivery devices by staff, students, visitors and community members are prohibited on school District property. This shall include all District buildings, grounds, and District-owned vehicles

The use of Federal Drug Administration (FDA) approved nicotine replacement therapy in the form of a nicotine patch, gum or lozenge is permitted. However, students and employees must follow applicable policies regarding use of medication at school.

Notices advising students, District employees and community members of this policy will be posted in appropriate locations in all District buildings and at other District facilities as determined by the Superintendent and will be included in the employee and student handbooks. Employees and students are subject to discipline for violations of this policy, and School District employees are responsible for the enforcement of the policy.

(See also Policy No. 9340 - Smoking Policy)

**Adopted: June 10, 1992**

**Revised: December 15, 2010**

**Revised: July 16, 2014**

## **APPROPRIATE DRESS AND PROHIBITION OF WEAPONS AT SCHOOL EXPECTATIONS**

The district's expectation for employee dress is as follows. Employees are expected to always be professional in appearance. Clothes should be clean, neat, safe and appropriate for the job being performed. Clothing messages should not violate School District policies related to illicit drugs, alcohol, tobacco, or be sexually suggestive or revealing.

In conjunction with the General Rules of Staff Responsibility and Conduct Policy 5270, the following guidelines are to be followed:

1. Employees are prohibited from wearing revealing clothing.
2. Employees are prohibited from wearing clothing that depicts tobacco, tobacco products, alcohol, alcohol products, illicit drugs, sexual innuendoes and/or that are sexually suggestive in content.
3. Employees with sexually suggestive tattoos, or depicting messages addressed in #2, above, will be required to cover them while at work.
4. Employees are prohibited from bringing firearms on School District property.
5. Employees are prohibited from being in possession of items considered to be weapons while on School District property, except for those items that are authorized by the School District and are job related.

Employees should always remember that all School District employees are role models for students. As such, we need to teach by example. Therefore, we need to dress as professionals. Respect for students, parents, and other staff members is an integral part of these guidelines.

In the unfortunate chance that an employee would be found to be in violation of the expectations of dress, they may be asked to cover up or asked to go home to change into appropriate dress. Your assistance in this matter is greatly appreciated.

## **CHILD ABUSE AND NEGLECT**

***(From Board Policy 3421, adopted September 8, 1993)***

Because child abuse and neglect are both a violation of children's human rights and an obstacle to their educational development, all District personnel shall be alert for any evidence of such abuse or neglect.

Staff members are legally responsible for reporting all suspected cases of child abuse and neglect immediately, but at least within 48 hours. For that reason, under state law, school personnel are free from liability for reporting instances of abuse or neglect and are criminally liable for failure to do so. The contact number for Department of Social and Health Services is 1-800-557-9671. If there is an emergency, in which immediate response from a CPS worker is needed, contact the local office at 509-585-3000. The contact for non-emergency law enforcement is 509-628-0333.

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

Staff members receiving information regarding the outcome of reports of suspected cases of child abuse shall not disseminate or release it except as authorized by state and federal statute.

Sexual harassment by others is a growing concern and will be reported.

- 1.
2. **REPORTING PROCEDURE:** The following procedures are to be used in reporting instances of suspected child abuse.
  - A. When there is reasonable cause to believe that a student has suffered abuse or neglect, staff members shall immediately contact the nearest office of the Child Protective Services of the Department of Social and Health Services (1-800-557-9671). In cases of emergency, or potential neglect from a family member, contact the local DSHS **24-hours a day at (509) 585-3000**, or law enforcement (the Kennewick Police Department) at 509-628-0333 for all other suspected abuse. In the event contact cannot be made with Child Protective Services, a report must be made to the police, sheriff, or prosecutor's office. In all cases, an oral reporting must be made within 48 hours.
    1. Staff members shall report instances of suspected abuse or neglect to the building principal or designee. Form F-1 3421 must be completed with the original sent to the building principal; a copy to Richland DCFS; and a 'confidential copy to Elementary of Secondary K-12 Department. Refer to Appendixes page 48.
    2. If feasible, the principal or designee shall interview the child to find out if there seems to be a reasonable explanation of the conditions or circumstances.
    3. If there is reasonable likelihood of abuse or neglect, the principal or designee shall immediately phone a report to the nearest office of CPS or the police department, as directed above.
    4. Principal or designee will notify District-designated official of action.
    5. The principal on behalf of a staff member may inquire about the outcome of reports of cases of suspected abuse or neglect. Staff members will not disseminate or release information about the outcomes of reports except as authorized by state or federal statute.
2. **SAMPLE INDICATORS OF OBSERVABLE ABUSE OF A CHILD**
  - A. Bilateral bruises, extensive bruises, bruises of different ages, patterns of bruises cause by a particular instrument (belt buckle, wire, straight edge, coat hanger, etc.).
  - B. Burn patterns consistent with forced immersion in a hot liquid (a distinct boundary line where the burn stops), burn patterns consistent with a spattering by hot liquids, patterns caused by a particular kind of implement (electric iron, etc.) or instrument (circular cigarette burns, etc.).
  - C. Lacerations, welts, abrasions.
  - D. Injuries inconsistent with information offered by child. E. Injuries inconsistent with the child's age.
  - E. Sexual abuse, whether physical injuries are sustained or not, is any act or acts involving sexual molestation or exploitation, including, but not limited to incest, rape, carnal knowledge, sodomy or unnatural or perverted sexual practices. Indicators include:
    1. Child having difficulty sitting down.

2. Child refusing to change into gym clothes (when he/she has been willing to change clothes in the past).
3. Child running away from home and not giving any specific complaint about what is wrong at home.
4. Young child daydreaming to an excessive degree—almost out of touch.
5. Child “dropping” lots of questions to school nurse about how pregnancy occurs.

3. **SAMPLE INDICATORS OF OBSERVABLE CHILD ABUSE**

- A. Lack of basic needs (food, clothing, and shelter).
- B. Inadequate supervision (unattended).
- C. Lack of essential health care and high incidence of illness.
- D. Lack of experiences that produce feelings of being loved, wanted, secure (emotional neglect).
- E. Irregular school attendance.
- F. Long working hours.
- G. Continuous friction in the home, marital discord, mentally ill parents.

**NOTE:** The above examples do not prove that abuse or neglect has actually occurred, but provides evidence for further investigation.

**Adopted: September 8, 1993**

## **CONFIDENTIALITY**

As with any company, Kennewick School District must maintain a professional work environment for all employees. This means that all employees must act professionally in the workplace. Confidentiality is one of the concerns that are easily overlooked.

Kennewick School District employees are required to maintain the highest degree of professionalism and discretion when faced with confidential information obtained in the workplace. This confidentiality also enables there to be a high level of trust for fellow employees and for Kennewick School District in the community. This confidential information is generally conveyed in two ways, spoken and written information. Both forms of communication must be appreciated and given its proper discretion.

Confidential information may be overheard or observed in the workplace and yet still is confidential. This is the most common way that confidential information is passed to others. Though this information may be necessary at the time or readily observed at the moment, it must not re-communicated to others outside of the workplace or to those whom do not need the information to effectively perform their job duties.

The second way that confidential information can be conveyed is in written form. Often an employee might be required to work around offices where a letter or other correspondence stamped “confidential” is open to your inspection. Unless you are provided with the copy for your assigned duties, you must not look at this kind of correspondence. The stamp is applied so as to provide employees with notice that they are not to review this document.

*The test for private or confidential information is anything that is offensive to a reasonable person that they would not want others to know about it. This could include, but is not limited to, a person’s medical information or disability. A correspondence stamped “confidential” would also fit into this category of protected information.* If you have any questions about this issue, please contact a member of the **Kennewick School District Human Resources Department**.



## **STUDENT PRIVACY/CONFIDENTIALITY**

***Family Education Rights Privacy Act (FERPA) provides three fundamental rights to students who attend an educational institution:***

1. the right to inspect and review educational records,
2. the right to request to amend educational records, and
3. the right to limit disclosure of “personally identifiable information” contained in educational records. “Personally identifiable information” is defined as a student’s name, address, social security number, etc. This includes health or personal information. Exceptions to the release of this information are:
  - a) written consent,
  - b) release to school officials with “legitimate educational interest”; this is defined as those school officials who must review the student’s information in order to fulfill his/her professional responsibilities, and/or
  - c) judicial orders or subpoenas.

All school staff members in all disciplines, including health professionals and para educators, must and will be held accountable to the standard that protects students’ confidentiality.

Breach of confidentiality without written informed consent is inappropriate, unethical, and may subject the violator to corrective action by the District and civil penalties in court.

Therefore, it is illegal and against School District policy to provide a third party with personally identifiable information about a student that the third party does not have a legitimate educational interest in having that knowledge.

## **MAINTAINING PROFESSIONAL STAFF/STUDENT BOUNDARIES**

***(From Board Policy 5276, adopted March 9, 2016)***

The purpose of this policy is to provide all staff, students, volunteers and community members with information about their role in protecting children from inappropriate conduct by adults. This policy applies to all District staff and volunteers. For purposes of this policy and its procedure, the terms “District staff,” “staff member(s),” and “staff” also include volunteers.

### **General Standards**

The School Board expects all District staff to maintain the highest professional standards when they interact with students. District staff are required to maintain an atmosphere conducive to learning by consistently maintaining professional boundaries.

Professional staff/student boundaries are consistent with the legal and ethical duty of care that District employees have for students.

The interactions and relationships between District staff and students should be based upon mutual respect and trust, an understanding of the appropriate boundaries between adults and students in and outside of the educational setting, and consistency with the educational mission of the District.

District staff will not intrude on a student’s physical and emotional boundaries unless the intrusion is necessary to serve a demonstrated educational purpose or for the safety of staff and/or students. An educational purpose is one that relates to the staff member’s duties in the District. Additionally, staff members are expected to be aware of the appearance of impropriety in their own conduct and the conduct of other staff when interacting with students. Staff members will notify and discuss issues with their building administrator or supervisor whenever they suspect or question whether their own or another staff member’s conduct is inappropriate or constitutes a violation of this policy.

The Board recognizes that staff may have familial and pre-existing social relationships with parents or guardians and students. Staff members should use appropriate professional judgment when they have a dual relationship to students to avoid violating this policy, the appearance of impropriety, and the appearance of favoritism. Staff members shall pro-actively discuss these circumstances with their building administrator or supervisor.

### **Use of Technology**

The Board supports the use of technology to communicate for educational purposes. However, District staff are prohibited from inappropriately communicating with students on-line or from engaging in any conduct on social networking websites that violates the law, District policies or procedures, or other generally recognized professional standards. Staff whose conduct violates this policy may face discipline and/or termination consistent with the District’s policies and procedures, acceptable use agreement, and collective bargaining agreements, as applicable.

The Superintendent or designee is authorized to develop protocols for reporting and investigating allegations and develop procedures and training to accompany this policy.

**Adopted: March 9, 2016**

## **CONFLICTS OF INTEREST**

***(From Board Policy 5275, adopted September 2021)***

No District employee will engage in or have a direct financial interest in any activity which conflicts with his/her duties and responsibilities. Further, no District employee may employ or use any person, money, or school property under the employee's official supervision, control or direction for the private gain of that employee or another.

Situations where a conflict of interest may exist include but are not limited to:

- A. Receiving economic benefit from selling or promoting the sale of goods or services to the students or their parents where the knowledge of the staff member's relationship to the District is in any way utilized to influence the sale;
- B. Receiving economic benefit from the sale of instructional and training materials and/or equipment where the District has specifically engaged a staff member(s) to develop such materials or equipment (in such instances, the District will retain a proprietary interest);
- C. Encouraging a student who is enrolled in one or more of the teacher's classes to take private lessons or to engage in tutoring for a fee from the staff member;
- D. Using or providing for others a list of names and home addresses obtained from school records or school-related contacts for purposes of identifying potential client or customer contacts;
- E. Participating in any way in the selection process for materials, books or equipment when an item developed by or authored by the staff member or a member of his/her family is under consideration for approval for District use;
- F. Being involved in the selection of an applicant or in the appointment, evaluation or supervision of any other staff member who is a family member;
- G. Using the interschool mail or email to promote sales of a product in which a staff member has a financial interest. Specific requests may be approved by District administration.
- H. Providing a staff or student directory for use in promoting sales of a product or service; and
- I. Purchasing or otherwise acquiring surplus District property, where the staff member was involved in or had influence in the process of declaring the item(s) as surplus.

Written permission from the Superintendent/designee or principal is necessary when a certificated teacher wishes to tutor or give private lessons for a fee to any student who is enrolled in one or more of the teacher's classes; or a certificated staff member, such as communication disorder specialists, psychologists or specialized music teachers, athletic coaches, etc. wishes to give private instruction for a fee to any student or group of students who are concurrently being served by that individual in the regular school program.

**Adopted: September 28, 2021**

## **DISCIPLINARY ACTION AND DISCHARGE**

***(From Board Policy 5255, revised April 22, 2015)***

Staff who fail to fulfill their job responsibilities or follow the reasonable directions of their administrators or who conduct themselves on or off the job in ways that significantly affect their effectiveness on the job or in such other ways that the law determines to be sufficient cause shall be subject to discipline. Behavior, conduct, or action which may result in imposition of disciplinary action or discharge may include, but is not necessarily limited to:

Insubordination, gross incompetence, conviction of a felony, conviction of any crime involving abuse of children, unprofessional conduct, mental or physical inability to perform the duties for which employed, vulgar speech or actions, use of unlawful drugs without pharmaceutical prescription by a licensed physician or dentist, using or being under the influence of alcoholic beverages on school premises or at a school-sponsored activity off school premises, and theft of property.

Discipline shall be reasonably appropriate to the circumstances and may include reprimand, suspension, or discharge.

The District will not request, require or otherwise compel or coerce an employee to:

1. disclose login information for the employee's personal social networking account; or
2. access their personal social networking account in the presence of a supervisor or other District employee; or
3. add a District supervisor or employee to the account's list of contacts; or
4. alter the settings on the employee's personal social networking account to affect a third party's ability to view it. The District may not take adverse action against an employee for refusal to comply with any of the above actions.

However, the District may request or require the employee to share content from his or her personal social networking account if:

1. the District requests the content to make a factual determination during the course of an investigation; and
2. the District undertakes an investigation regarding the employee's activity on his/her personal social networking account; and
3. the purpose of the investigation is to ensure compliance with all applicable laws or investigate an unauthorized transfer of District proprietary information, confidential information or financial data to the personal social networking account; and
4. the employer does not request or require the employee to provide his/her login information.

When appropriate, an employee may be suspended pending investigation. Such a suspension shall not be considered a form of discipline. Discharge or other adverse action affecting an employee's contract status shall be instituted in the manner then prescribed by law and in accordance with the terms of the negotiated agreement, if any, affecting that employee.

The Superintendent or designee is authorized to suspend immediately. The affected staff member shall have the right to due process of law as provided by state law and, if applicable, the negotiated agreement pertaining to that employee's contract status. This policy shall apply to all employees regardless of status.

**Adopted: July 14, 1994**

**Reviewed: November 17, 2010**

**Revised: April 22, 2015**

## **ELECTRONIC INFORMATION SYSTEM (K-12 Network)**

***(From Board Policy and Regulations 2313, amended July 2018)***

Acceptable Use Guidelines/Internet Safety Requirements:

The Board believes that students need to be proficient and safe users of information, media, and technology. Therefore, the Kennewick School District utilizes electronic communications systems that allow exceptional opportunities for students, staff and patrons to communicate, learn access and publish information.

By creating this network, the Board intends only to provide a means for educational activities and does not intend to create a first amendment forum for free expression purposes. The District provides the property comprising the system, and grants access to it by users, only for the educational activities authorized under this policy and regulation and under the specific limitations contained therein. Any use of the system must be in conformity with state or federal law, network policies and licenses, and District policy.

Unless otherwise specified, the following shall apply equally to students, employees, volunteers, and contractors employed by the District. Some employees, students, volunteers, and contractors may have additional obligations owing to the nature of their positions and/or privileges.

Kennewick School District's system is a combination of local and wide area networks, linking computers in all District facilities together and providing access to the Internet. To help ensure student safety and citizenship in online activities, the District will provide education about appropriate behavior, including interacting with other individuals online, and cyberbullying awareness and response.

In order to match electronic resources as closely as possible to the approved District curriculum, District personnel will review and evaluate electronic resources and offer those which comply with Board guidelines listed in Kennewick School District Board Policy 2311 governing the selection of instructional materials.

#### K-12 Network Acceptable Use Guidelines/Internet Safety Requirements

##### NETWORK USE

1. All use of the system must be in support of educational and research and consistent with the mission of the District. Employees must not use the network for non-instructional purposes during instructional times. District reserves the right to prioritize use and access to the system.
2. Any use of the system must be in conformity to state and federal law, K-12 network policies and District policy. Use of the system for commercial solicitation is prohibited.
3. The system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures. Any information recorded or accessed on the network may be disclosed under state law.
4. No use of the system shall serve to disrupt the operation of the system by others; system components including hardware or software shall not be destroyed, modified, or abused in any way.
5. Malicious use of the system to develop programs or institute practices that harass other users or gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited.
6. Users are responsible for the appropriateness of the material they transmit over the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited. Students, employees and others are responsible for appropriate behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are public in nature, since the network is owned by the District. General school rules for behavior and communications apply.
7. Use of the system to access, store, or distribute obscene, pornographic or inappropriate material is prohibited.
8. Subscriptions to mailing lists, bulletin boards, chat groups and commercial on-line services and other information services must be pre-approved by the Superintendent or their designee.

##### SECURITY

1. System logins or accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
2. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users; misrepresent other users on the system; or attempt to gain unauthorized access to any entity on the network.
3. Communications may not be encrypted so as to avoid security review.
4. Users should change passwords regularly and avoid easily guessed passwords. Users must only use their own personal password.
5. Users, including students, are required to notify their teacher, adult or District representative whenever they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable.

##### PERSONAL SECURITY

1. Personal information such as complete names, address, telephone numbers and identifiable photos should remain confidential when communicating on the system. Students should never reveal such information without permission from their teacher and parent or guardian. No user may disclose, use or disseminate personal information regarding minors without authorization.
2. Students should never make appointments to meet people in person whom they have contacted on the system without District and parent permission.
3. Students should notify their teacher or other adult whenever they come across information or message

they deem dangerous or inappropriate on the web or when using electronic mail, chat rooms, or other forms of direct electronic communications (i.e. Instant Message services).

#### COPYRIGHT

The unauthorized installation, use, storage, or distribution of copyrighted software or materials on District computers is prohibited. All users of the network shall comply with current copyright laws.

#### PRIVATELY OWNED SOFTWARE

Software owned by individuals in the District may be brought into the District under the following conditions:

- a) The user can prove ownership.
- b) The user adheres to the licensing agreement for that software.
- c) The user has registered the software with the Software Company.
- d) The software is clearly for educational activities.
- e) The software is compatible with the LAN and WAN.

#### FILTER AND MONITORING

1. The network currently has filters to block or filter out visual depictions that are obscene, pornographic, harmful or harmful to minors. However, every user has the responsibility to prevent and/or immediately report any such occurrences to the Information Technology Department. Failure to do so will result in the loss of access privileges.
2. Education staff will monitor students' use of the Internet in school, and will take reasonable measures to prevent access by minors to inappropriate materials on the Internet and World Wide Web, and restrict their access to material harmful to minors.

#### GENERAL USE

1. Diligent effort must be made to conserve system resources. For example, users should frequently delete E-mail and unused files, and users should promptly disconnect videoconferences on completion. **[Please note: E- mails are considered Public property.** The types of E-Mail that are typically a public record are:
  - *Policies and directives*
  - *Correspondence and Memorandums related to official business*
  - *Work schedules and assignments*
  - *Agendas and minutes of meetings*
  - *Any document that initiates, authorizes, or completes a business transaction*

Types of E-Mail that are typically not a public record:

- *Personal messages and announcements not related to official business*
- *Published reference materials*
- *Announcements of social events or celebrations*

Employees are officially required to manage all E-mail. The responsibility for retaining the record copy rests with the creator of the E-mail and/or attachment.

2. No person shall have access to the network without having received appropriate training and a signed Individual User Release form must be on file with the District. In addition, students under the age of 18 must have the approval of a parent or guardian.
3. Nothing in these regulations is intended to preclude the supervised use of the network while under the direction of a teacher or other user acting in conformity with the District policy and procedure.

From time to time, the District will make a determination on whether specific uses of the network are consistent with the regulations stated above. Under prescribed circumstances non-student or staff use may be permitted, provided such individuals demonstrate that their use furthers the purpose and goals of the District. For security and administrative purposes, the District reserves the right for authorized personnel to review network use and content. The District reserves the right to remove an individual's network access privileges, with or without notice, to prevent further unauthorized activity. Violations of any of the conditions of use may be cause for disciplinary action.

**Adopted: November 8, 1995    Amended: May 9, 2012**  
**Amended: July 11, 2018        Amended: August 22, 2001**

## **EMPLOYEE PERSONNEL RECORDS**

The Human Resources Office maintains a confidential personnel file for each employee in the District. This file contains copies of all documents relating to employment in the Kennewick School District, including evaluations and position changes. It is the responsibility of each employee to notify his/her supervisor and the Payroll Office immediately of any changes. Each employee may inspect his/her personnel file and can do so by coming by the Human Resources Office. We encourage you to call ahead to ensure someone is available to assist you should you want to copy something in your file. The cost for copies is \$0.15 per page.

## **EVALUATIONS OF PERFORMANCE**

Evaluations are conducted yearly and are a part of the negotiated agreements. The intent of the annual evaluation process is to provide feedback on job performance and assist the employee on a plan of professional growth. The focus of employee evaluation is on improvement and is based on a belief that all of us should strive for continued growth.

At the completion of the evaluation, each employee will have the opportunity to review the completed evaluation form and discuss it with his/her supervisor. The employee will be asked to sign the completed form, verifying that it has been reviewed, and will have the opportunity to add comments if desired. A copy of the evaluation will be kept in the employee's personnel file.

## **COPYRIGHT COMPLIANCE**

***(Board Policy 2312, Adopted April 1993)***

The Board recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for unauthorized copying or using of audio, visual, or printed materials and computer software, unless the copying or using conforms to the "fair use" doctrine.

Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship, or research. If duplicating or changing a product is to fall within the bounds of "fair use", these four standards must be met for any of the foregoing purposes:

1. The purpose and character of the use. The use must be for such purposes as teaching or scholarship and must be nonprofit.
2. The nature of the copyrighted work. Staff may make single copies of: book chapters for use in research, instruction, or preparation for teaching; articles from periodicals or newspapers; short stories, essays, or poems; and charts, graphs diagrams, drawings, cartoons, or pictures from books, periodicals, or newspapers in accordance with these guidelines.
3. The amount and substantiality of the portion used. Copying the whole of a work cannot be considered fair use; copying a small portion may be if these guidelines are followed.
4. The effect of the use upon the potential market for or value of the copyrighted work. If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials may be an infringement, and making multiple copies presents the danger of greater penalties.

While the District encourages its staff to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of District staff to abide by the District's copying procedures and obey the requirements of the law. In no circumstances shall it be necessary for District staff to violate copyright requirements in order to perform their duties properly. The District cannot be responsible for any violations of the copyright law by its staff.

Any staff member who is uncertain as to whether reproducing or using copyrighted material complies with the District's procedures or is permissible under the law should contact the building administrator. The latter will also assist staff in obtaining proper authorization to Policy No. 2312 copy or use protected material when such authorization is required.

**Adopted: April 28, 1993**



# OUR SCHOOLS & PROGRAMS

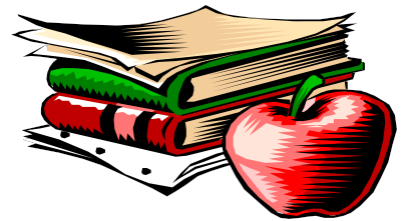


## KENNEWICK SCHOOL DISTRICT GENERAL INFORMATION

The mission of the Kennewick School District is to send our youth into the future ready to reach their potential as adults through a lifetime of learning.

The Kennewick School District enrolls approx. 18,000 students served by a staff of over 2500 employees. There are 18 elementary schools (grades K-5), 5 middle schools (grades 6-8), 3 high schools (grades 9-12) and 6 alternative and choice schools which includes Tri-Tech Skills Center (grades 9-12), Legacy High School, Endeavor High School, Phoenix (project-based program), Mid-Columbia Partnership (homeschool program for grades K-12), Delta High School (STEM (science, technology, engineering and mathematics) program currently located in Pasco, and the Juvenile Justice Center.

Federally funded programs include Special Services, Title I, Migrant, Bilingual, and Early Childhood Assistance (ECEAP) programs. The Even Start Family Literacy Project and Learning Assistance Program (LAP) are other programs serving the needs of our students and parents. Summer school provides opportunities for students to enhance learning and remediate academic skills. The District also sponsors the Kennewick Community Education program for adults of all ages. Nationally recognized programs exist at all levels, combining to offer students multiple opportunities for success.



### EMPLOYMENT OPPORTUNITIES

The Kennewick School District is an Equal Opportunity Employer. New positions continually open throughout the school year. Classified positions which do not require a teaching certificate include the following support staff: secretaries and library secretaries, para educators, custodians, grounds, maintenance, bus drivers and attendants, cashiers, cooks, and other support personnel.

Applications are accepted for substitute and part-time work on a continuing basis. All teaching positions require a Washington State teaching certificate. The application system is now on-line, at [www.ksd.org](http://www.ksd.org) and access Employment at the top right of the page.

## DISTRICT OFFICE HOURS

District administration office hours are as follows:

**School Year Hours**

**7:30 a.m. – 4:30 p.m.**

**Summer Hours**

**7:30 a.m. – 4:00 p.m. (Closed 12:15 p.m. – 1:00 p.m. for lunch)**

Hours at individual schools or for specific departments may vary. Contact your building or department administrator for student and/or employee hours.

## BOARD OF DIRECTORS

Mike Connors, President

Diane Sundvik

Ron Mabry

Gabe Galbraith

Micah Valentine

Traci Pierce (Superintendent), Secretary to the Board

[michael.connors@ksd.org](mailto:michael.connors@ksd.org)

[diane.sundvik@ksd.org](mailto:diane.sundvik@ksd.org)

[ron.mabry@ksd.org](mailto:ron.mabry@ksd.org)

[gabe.galbraith@ksd.org](mailto:gabe.galbraith@ksd.org)

[micah.valentien@ksd.org](mailto:micah.valentien@ksd.org)

[traci.pierce@ksd.org](mailto:traci.pierce@ksd.org)

School Board Business Meetings are held at the District's Administration Building, 1000 West 4th Avenue, in Kennewick, at 5:30 p.m. on the second and fourth Wednesday of each month (with some exceptions). The public is invited to attend. The Board attends work sessions in individual schools on various Wednesdays of each month. Questions concerning Board meetings may be directed to the Superintendent's secretary, Patty Lord, at (509) 222-5020.

## CABINET

Superintendent, Traci Pierce

Assistant Superintendent, K-12, Matt Scott

Assistant Superintendent, Teaching and Learning, Alyssa St. Hilaire

Associate Superintendent, Human Resources, Doug Christensen

Communications and Public Relations, Robyn Chastain

Executive Director, Business Operations, Vic Roberts

Executive Director, Information Systems, Ron Cone

(509) 222-5020

(509) 222-5060

(509) 222-5004

(509) 222-5010

(509) 222-5001

(509) 222-5040

(509) 222-5015

## DISTRICT WEBSITE

The District website is [www.ksd.org](http://www.ksd.org). The website is updated regularly and includes important information pertaining to the District, departments, schools and programs and learning. Information on the School District budget, bonds and levies, and strategic goals can also be accessed at this link.

## SCHOOL AND WORK CALENDARS

The school year calendar and the number of days scheduled for vacation are negotiated with the District's employee associations. School calendars are available on-line at [ksd.org](http://ksd.org).

If you work less than a twelve-month year and/or your work hours vary during the work week, you must provide Payroll with a work calendar. Any revision must be sent to Payroll. Supervisors determine the schedules for employees and questions about your work year or hours should be directed to them.

## **SCHOOL CLOSURES AND DELAYS (INCLEMENT WEATHER)**

### Alerts & Notifications

School closures and delays due to severe weather, power outages and other emergency situations are always a possibility and you may find the latest information by checking these sources:

- KSD email
- [www.ksd.org](http://www.ksd.org)
- Facebook and Twitter
- Local television and radio stations
- Phone and Text Alerts – Make sure your phone information is current in Employee Online>Personal Information>Home Address.

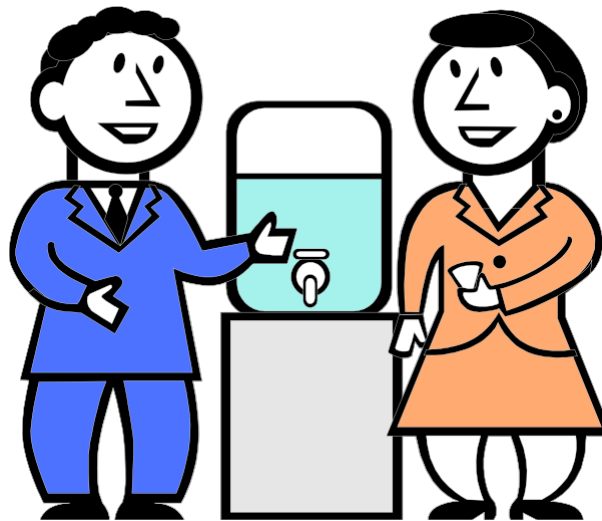
Should weather (or other emergency conditions) result in disruptions to our normal school schedule, employee absences will be dealt with according to the following rules:

1. Twelve-month employees are expected to work during any school closure regardless of whether the closure is for two hours or two days. If conditions prohibit reporting for work, employee must contact the supervisor(s) and request permission for emergency, personal or vacation leave. Emergency leave is deducted from sick leave.
2. 180 day employees will not work when school is closed, but will make up the day (or hours) when school is rescheduled.
3. If school is delayed, it will be for two hours. Please check with your supervisor regarding your reporting time on delay days.

Any time an employee is unable to report for work at his/her normal reporting time, it is his/her responsibility to notify the immediate supervisor, in advance of the normal reporting time and give the reason for the absence.

# BEFORE YOU BEGIN WORK...

IMPORTANT INFORMATION FOR  
THE NEW EMPLOYEE...



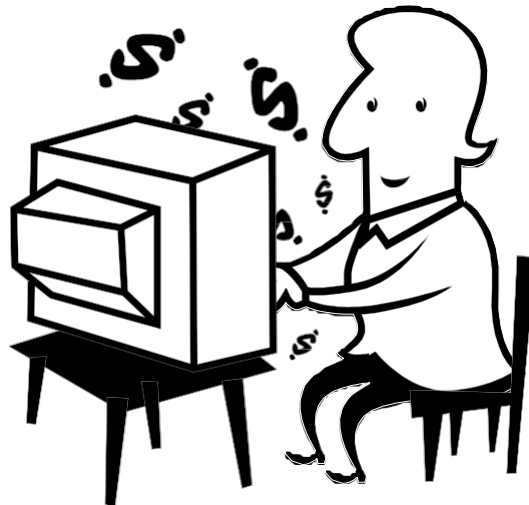
## COMPLETION OF IMPORTANT FORMS

The following forms must be completed at the time of or before your orientation (this is not an exhaustive list):

Fingerprinting	Employees must complete and sign a fingerprint form and schedule a date/time to be fingerprinted before reporting to work. Employee will be hired on a temporary basis subject to satisfactory results of the fingerprint background check.
Immigration & Naturalization Service Form I-9	No later than the first day of employment, newly hired employees must complete and sign Form I-9 which employers are legally required to complete and serves as documentation that verifies the identity and employment authorization of each new employee. New employees must present acceptable documentation verifying their identity and legal authorization to accept employment in the United States.
Insurance Forms	Must be completed within 30 days of hire. Enrollment of new spouse or child must be completed within 30 days.
Payroll Deductions	Payroll deductions are made for any approved program for which you have enrolled and to which your negotiated agreement entitle you.
<a href="http://www.ksd.wa.safeschools.com">www.ksd.wa.safeschools.com</a>	You must complete the online workshop as soon as you are notified that you are set up in the system. This annual training is mandatory whether you have attended in the past or not.
Position Acceptance Form	This form includes your signature that you accept the position that is being offered to you, that you have received a job posting and that you agree willing and able to perform the job duties of the position.
Notice of Reasonable Assurance	This form informs you that you have reasonable assurance of a job following a break, and, in return, we ask that you return to that position.
Retirement Form	For entry into the Washington State Retirement system. Employees previously members are not required to complete this form. All employees in eligible positions must participate. An eligible employee is defined as: Plan 1 – (member prior to October 1, 1977) – normally requires at least 70 hours of compensable service per month for five consecutive months of employment per year. Plan 2 – (member after October 1, 1977) – normally requires at least 90 hours of compensable service per month for five consecutive months of employment per year. Plan 3 – (member hired after September 1, 2000) – normally requires at least 70 hours of compensable service per month for five consecutive months of employment per year.
Sexual Misconduct Form	A Sexual Misconduct Disclosure form must be sent to each school district you have worked for in the past. If you have not worked for any school district, you must sign a form indicating you have no prior school district employment.
Social Security Card	A copy is necessary for Payroll's file.
W-4 Form	Determines income tax withheld.
Personnel Manual Acknowledgement	Upon receiving a copy of this Personnel Manual, you must acknowledge that you have received it and will agree to read it.

**If your address, or telephone number changes, you must access Employee Online, Quick Link at [ksd.org](http://ksd.org), and update your records within the Personal Information/Home Address section. For all name changes, please bring your new, original social security card to payroll.**

# BENEFITS, PAYROLL, & SALARY INFORMATION



## PAY PERIODS

Payday is the last business day of each month. Please note that payroll checks are deposited directly into the employee's bank account when they have been set up for direct deposit. If a new employee's paperwork is received after the 10<sup>th</sup> of the month, their first pay check will be available at the Kennewick School District Administration building on payday. Thereafter, their paycheck will be directly deposited into the bank(s) indicated on their direct deposit form. Changes to an employee's direct deposit account must be received in the Payroll office by the 10th of the month in order to be updated for that month's pay.

Depending on your collective bargaining agreement, you may be paid on an as-worked or on a 12-month basis. If you have questions about the pay periods, please contact the payroll office at 222-5044.

## SALARY SCHEDULES

Each new employee will be given a copy of the applicable salary schedule and negotiated agreement at the time of hire. Any pay rate concerns must be reported to the Human Resources Department within thirty days of hire. Failure to do so will nullify any requests for adjustment.

## PAYROLL DEDUCTIONS

In addition to the mandatory deductions (FICA, federal withholding), automatic deductions are also made for retirement, if applicable. Other deductions are available for annuities, salary insurance, and other benefits.

## PAYROLL FORMS

Forms are available in the payroll office and on the District Internal Website through Employee Online/EO Home/Forms or the Staff Intranet at:

<http://education.ksd.org/inside/departments/payroll/default.aspx>

## CURRENT BENEFIT INFORMATION

Current benefit information is available in the Payroll Office. Eligibility for the following programs varies according to the employee's bargaining group.

- Disability Insurance
- District Paid Life Insurance
- Flex Plan (Section 125)
- Life Insurance
- Medical/Dental/Vision Insurance
- Retirement Programs

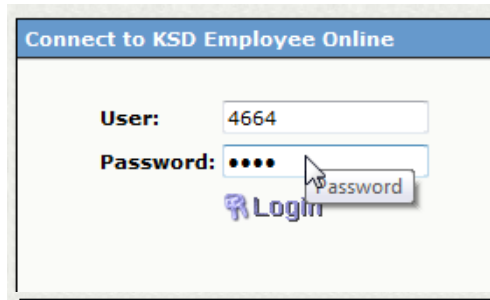
## TIMECARD ON-LINE

**Timecard Online** is how hourly employees report their time for approval and payment.

### Getting Started:

- 1) Open the **Internet Browser**.
- 2) Type in **HTTPS://employeeonline.ksd.org** in the address bar.
- 3) Sign into KSD Employee Online (Figure 1)
  - a. **User** is your KSD employee ID (4 or 5 digit number on your pay stub)
  - b. **Password** is the last 4 digits of your SSN

For more direction on TimeCard Online, please check with your supervisor and/or payroll secretary.





## EMPLOYEE ONLINE

Employee Online contains information about you as an employee. Employees are able to access their pay stub, job history, work hours, benefits, tax election and many other details. Changes to your personal information such as home address and emergency contact information should be made through Employee Online.

At this web link, you can also make changes to your **Direct Deposit accounts** and **Federal Tax Withholding**. Please note that you are able to check the status of any Direct Deposit changes 3 days prior to payday to confirm which account(s) are active and will be used to disperse your pay. Changes to your Federal Tax Withholding will not require paper copies. Simply access the edit button on the screen, make the change and save. Payroll will be automatically notified, and your change will take affect with 7 days. Specific instructions are available on the web links.

Employee online is available for your access 24/7 using the internet. Detailed access information follows.

To access Employee Online, login to Employee Online through the Quick Link at [www.ksd.org](http://www.ksd.org). Use your KSD windows login and password. If you do not have a password, contact the IT help desk at [Help@ksd.org](mailto:Help@ksd.org). Questions regarding the content of your Employee Online portal should be addressed via email at [Payroll@ksd.org](mailto:Payroll@ksd.org).

## GARNISHMENT OF EMPLOYEE WAGES

*(From Board Policy 5311, updated August 2004)*

When so ordered by the Court, the District shall comply with the directives of a Writ of Garnishment filed against an employee of the District. The payroll office will notify the employee each time a garnishment is filed. The notification letter will include the employee disciplinary procedures.

The District shall not discharge an employee for the reason that a creditor has subjected or attempted to subject unpaid earnings of the employee to a Writ of Wage Garnishment directed to the District. This provision shall not apply if the garnishments on three (3) or more separate indebtedness' are served upon the District within any period of twelve (12) consecutive months.

The second notification letter will be considered a verbal warning. After the third separate garnishment has been served on an employee within a twelve month period, a meeting will be held with the employee, resulting in a letter of reprimand. Suspension without pay would be the next step of progressive disciplinary action to help the employee understand the seriousness of continued garnishments. Termination could result if the disciplinary action does not remedy the situation.

**Adopted: 8-14-1996**

**Amended: 8-11-2004**

## **EMPLOYEE ASSISTANCE PROGRAM**

To deliver your best job performance, you need to function at your highest capability. Sometimes personal problems get in the way and your job performance suffers. To help you with these problems, the Kennewick School District offers an Employee Assistance Program (EAP): Ti Nelson, Compassionate Counseling of Tri-Cities, (509) 492-7620.

The purpose of the EAP is to provide access to counseling and referral services for employees of the Kennewick School District and their dependents who may be experiencing personal problems. The problems may be alcohol or drug related. They may include marital difficulties, child and family problems, emotional stress, job stress, chemical dependency or any combination of these. The program offers confidential, professional help for many problems. Referrals are also available for financial and legal problems. Discussions are strictly between you and the counselor. Neither the organization nor co-workers will have any knowledge of self-referred requests for help. The School District is billed by case number; therefore, it is only known that the programs are being used, not who is using them.

Four assessment visits are paid for by the school District per problem as a benefit for employees and their dependents. Your medical insurance may pay for a portion of ongoing counseling and inpatient treatment. Costs not covered by your insurance are your responsibility. The EAP counselor can provide assistance in locating community services that have fees based on your ability to pay.

The Kennewick School District may refer you to the EAP. If personal problems are interfering with your job, it makes good sense to seek help. The confidential phone number for Ti Nelson EAP is (509) 492-7620.

## **STAFF DEVELOPMENT PROGRAMS**

There are several different programs available to staff depending on which bargaining unit you belong to. The Curriculum Office in the Administration building offers programs for certificated staff and classified staff. The Classified Human Resources Office coordinates staff development programs for classified staff. Please refer to your individual Collective Bargaining Agreement for specifics on any salary enhancement programs that may be available to you.

# SAFETY PROGRAM & ACCIDENT REPORTING



**Welcome and congratulations on your employment with Kennewick School District!** As part of your orientation and transition into your new work environment, this orientation and manual will provide you with the knowledge needed to begin employment in a safe manner. Kennewick School District is committed to providing a safe and secure working environment to all our employees.

This manual is an overview of some of our safety programs and policies which will be covered in greater detail during your orientation with your supervisor. This booklet has been written as a reference tool that you can turn to if you have questions about the material covered in this orientation. As always, do not hesitate to call your Supervisor with questions or concerns.

The safety, health, and security of our employees are important priorities to all at the Kennewick School District. Each individual, from our Superintendent to the non-technical laborer, is responsible for their own safety and health as well as those persons in their charge and co-workers around them. By accepting mutual responsibility to operate safely, we all contribute to the well-being of every employee, student, and visitor of the school District.

We ask you to join us in our commitment to safety. By working together, we can succeed in creating a safe and healthy workplace for all to enjoy.

## **SAFETY AND HEALTH PROGRAM**

To promote and facilitate employee, student and visitor safety, we have developed policies and procedures designed to assure a productive and safe environment for all who work at or visit our schools and buildings. In addition to our written Safety and Health Program manual and safety procedures, we provide specialized training to protect our work force from injuries or hazards. Our safety program relies upon the cooperative support and open communication regarding ideas and actions needed to achieve a safe working environment for all employees and students.

### **SAFETY ORIENTATION**

Orientation of new employees, rehires, part-time employees and those transferred from another department within the District will begin the first day of employment on the new job with your supervisor. This program will provide an introduction of District policies and rules and will include reviewing the District's written safety and worker's compensation procedures. The orientation will include a tour of the employee's new work area to acquaint the employee with their new environment. **A job safety orientation checklist is provided with this packet and must be completed and signed by both the employee and their supervisor.**

### **SAFETY AND HEALTH TRAINING**

All employees are required to attend on-going safety and health education training. The training is provided to increase awareness of accident causal factors, to improve employee morale by demonstrating management's commitment to employee safety and health and to promote acceptance of safety and health regulations by presenting accident prevention as a positive, desirable and integral part of all activities.

### **HAZARD REPORTING**

Every employee has the right and the responsibility to report any unsafe act, condition or procedure that they encounter. Every employee has the right to make these reports without fear of reprisal. Hazards may be reported orally or in writing to your supervisor or to your building safety committee.

### **SAFETY COMMITTEE**

Each building within the District has a safety committee which meets monthly. This committee is composed of employer-elected and employee-selected members. The main function of the committee is to monitor the effectiveness of the Safety and Health Program. This is accomplished by:

- Conducting and reviewing facility safety inspection reports to assist in identification and correction of unsafe conditions and practices.
- Reviewing injury investigations to ensure effective corrective actions have been taken.
- Investigating any hazards reported to them by other employees.

Another major function is to promote safety to all employees and to provide a safer and healthier environment in which to work. This is accomplished by communication to other employees through the safety meeting minutes, safety bulletin boards and by Leading by Example.

All employees are encouraged to seek election and to participate with the safety committee.

### **WORKPLACE INJURIES**

**If a job injury occurs...** Your health and welfare is our greatest concern.

1. **Report your injury** immediately to your supervisor and then call Caduceus at 254-TELEMED (835-3633) to speak with a nurse. If you cannot make the call, have a fellow employee or your supervisor make it for you. The triage nurse with Caduceus will refer you to medical treatment or provide you with self-care instructions.
2. **Medical Care Referral.** Should further medical treatment be required, you must contact the District Safety Coordinator at (509) 222-6432 for information on filing a claim for worker's compensation. Kennewick School District is self-insured for our worker's compensation program and work with Eberle Vivian to administer our claims. For more information on self-insurance, refer to the "Guide to Industrial Insurance Benefits" you received from the District Benefits Office or call the Safety Coordinator at (509) 222-6432.
3. **Provide a Doctor's Note.** Any time you seek medical treatment for a workplace injury, you must present a note from your attending physician to notify your employer of the status of your ability to work.

### **ACCIDENT INVESTIGATION AND REPORTING**

To minimize problems and identify situations which may be hazardous, it is critical that employees report accidents and potential problems immediately. Through recognition, evaluation, and corrective action, unsafe conditions and unsafe acts may be removed or minimized in the work place.

All injuries and near miss incidents must be investigated to determine the direct cause and corrective actions to prevent further injury to fellow employees.

### **NEAR MISS INCIDENTS**

Report all near miss incidents to your supervisor immediately. A near miss incident is one that could have resulted in injury due to unsafe work practices or conditions.

### **SAFETY BULLETIN BOARD**

The safety bulletin board is used to communicate safety-related information to employees and it will contain:

- Names of Safety committee Members
- Names of First Aid and CPR trained personnel
- Emergency phone numbers
- WISHA required posters
- Safety committee meeting minutes

***Non-safety items will not be placed on the safety bulletin board.***

### **HAZARD COMMUNICATION PROGRAM**

The District Hazard Communication Program was developed to ensure that employees are informed of the chemical hazards associated with products used in their work areas. The program states that all potentially hazardous materials in the workplace will be identified, material safety data sheets are made available to all employees and that employees will be provided training on the District Hazard Communication Program during the initial orientation and if any conditions, responsibilities, or chemicals change. If you have any questions, please contact your supervisor or the District Safety Coordinator at (509) 222-6432.

### **EMERGENCY RESPONSE**

There is an Emergency Response Plan which is designed to prevent property and/or environmental damage or personal injury. The plan provides guidelines for designated facility personnel in the event of a fire, explosion, earthquake, natural disaster, threats of violence, or unplanned release of regulated materials in the environment.

## **EVACUATION**

It is vital that employees are calm during an emergency. If an evacuation is required, and the alarm signal has sounded, all employees will promptly exit the facility to the designated safe assembly area. Evacuation maps are located in classrooms and break rooms. Review your building plan with your supervisor.

The following guidelines cover evacuation procedures:

- The fire alarm will sound to communicate to facility personnel the need for evacuation.
- Upon hearing the alarm, all employees will immediately stop all work operations, check their immediate work area for other personnel, and vacate the area closing the exit door(s) behind them. **Do not lock these doors.**
- Employees and visitors will proceed to the primary safe assembly area unless otherwise directed.
- Upon arrival at the safe assembly area, employees will check in with their department supervisor or the designee. Employees will stay at their designated assembly areas unless otherwise directed by their supervisor to assist with the incident.
- Employees will not return to their work stations until the “all clear” signal is given.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Employees working in designated areas or operations where hazards exist that may do bodily harm through absorption, inhalation, excessive or uncontrolled noise or physical contact are required to use PPE. Employees will receive training on the use and care of PPE before it is used.

- PPE must be inspected by the user for proper protection and/or operation prior to each use in a hazardous environment.
- Clean your PPE after each use.
- PPE must be used according to the manufacturer’s recommendations.
- Employees are mandated to use the required PPE for each designated work area and operation.
- Damaged or defective PPE must be returned to your supervisor for repair or replacement.
- PPE must be stored in a clean and sanitary condition.

## **LOCKOUT / TAGOUT PROGRAM**

This program establishes the requirements for the lockout and tag out of energy sources. It is used to ensure that machines or equipment are isolated from all potentially hazardous energy before employees perform any services or maintenance activities where the unexpected energization, start-up or release of stored energy could cause injury. Those employees who are affected and who will be authorized to perform services or maintenance on equipment will receive additional training on the lockout / tag out procedures.

## **BURNING CANDLES, INCENSE AND OTHER HEALTH AND SAFETY HAZARDS IN KSD BUILDINGS**

This is to remind staff of the health and safety practice from policy 8301 Safety and Health and policy 9310 Safety Program. There have been occurrences where employees have been burning candles or have used candle warmers in their work area. There also have been incidents where candles have been left unattended and burning after hours, posing a serious fire hazard. Burning candles and burning incense are not only a safety hazard, they can cause discomfort to staff or students who may have a health condition that causes them to be sensitive to the smoke or scent. Scented candles and incense have also caused problems for asthma sufferers and others with respiratory problems. In addition to candles and incense, spray air fresheners, plug in air fresheners, or any strong odors or fumes can trigger respiratory problems.

A burning candle, burning incense, an open flame, use of a non-District provided air freshener product or cleaning solvent, or any heat source that may be deemed hazardous or inappropriately utilized, is considered to be a safety hazard and shall not be allowed in any Kennewick School District building.

## **SAFETY RULES AND STANDARD PROCEDURES**

If you do not know the safe way to do your job, ask your supervisor for instructions. Most incidents are caused by carelessness or by being in hurry. Therefore, Kennewick School District requires all employees to follow the precautions necessary to ensure the safety of themselves and their co-workers. Any safety measure, however, is worthless unless each employee cooperates completely.

### **GENERAL**

1. If in doubt about the safety requirements for your tasks or how to operate tools or equipment safely, ask your supervisor.
2. If you are injured on the job, report the injury immediately to your supervisor, call **Caduceus**, for telephonic nurse triage at **254-TELEMED (835-3633)**. If the injury is serious, you will be directed to the proper medical treatment facility.
3. Report to your supervisor all unsafe conditions in the workplace, including defective tools or other equipment.
4. Be aware of the surface on which you are working and be alert to the danger of slips and falls. If you see a spill, wipe it up. Wear shoes appropriate to the surface on which you are working or walking.
5. Do not use defective equipment or tools. If the proper tool is not available, request assistance from your supervisor before proceeding.
6. Get assistance in lifting or moving any items that you feel you are unable to handle safely.
7. Know the location of emergency exits and staging areas for your building.
8. Good housekeeping is essential in your work area. Keep work-areas neat and clean at all times to avoid creating a hazard.
9. Be familiar with the location and contents of Material Safety Data Sheets.
10. Horseplay is never permitted while at work.
11. Obey warning tags and signs. They are posted to point out hazards.
12. Wear or use personal protective equipment in any area for which it has been issued.

### **INTEGRATED PEST MANAGEMENT PROGRAM NOTIFICATION**

During the 2001 legislative session Senate Bill 5533 was passed and signed by Governor Locke requiring the posting and notification of pesticide applications at schools and day-care centers. The bill took effect July 1, 2002 and requires that written notification be given annually or upon enrollment to parents or guardians of students and employees describing the school's pest control policy and methods including notification requirements.

Maintaining a safe and healthy learning environment for our students and staff is very important to the Kennewick School District. As part of our commitment to this goal, the District has implemented an Integrated Pest Management (IPM) program throughout the District to keep the District free of pests such as noxious weeds, harmful insects, rodents and vermin. IPM emphasizes prevention and common sense strategies rather than responding to a pest nuisance with pesticides. Through IPM the District focuses on non-chemical means of pest control. At times, the use of a pesticide may be required to control a pest.

Pesticides when required can either be applied by school District employees, custodians, grounds and maintenance personnel or a contracted commercial pesticide applicator. Typical applications of pesticides during the school year may be the use of Roundup™ or equal to control weeds around building, parking lots, along fence lines and to mark athletic fields. Commercially available materials may be used to control ants, bees, wasps and or yellow jackets in and around buildings. Contracted services are normally used when products available to us simply will not control or eliminate the pest or pests.

When the use of pesticides is necessary notification to parents, guardians and staff members is required 48 hours prior to the application. A notification notice will be posted in a prominent location, usually on the main entrance to the school. The notice will include, as a minimum, the product name of the pesticide to be applied, the intended date and time of application, the location to which the pesticide will be applied, the pest to be controlled and the name and phone number of the contact person at the school. If a parent, guardian or staff member requests individual notification of a pesticide application, they will need to fill out a registration form available at the school office. Whenever a pesticide application is necessary, a notice will be sent home prior to the application.

Pre-notification requirements do not apply if the application is made when the school will not be occupied by students for at least two consecutive days after the application. An application made on Friday evening after students have left does not require pre-notification. Additionally, an application of an anti-microbial pesticide such

as disinfectants, cleansers, bleaches or the placement of insect or rodent baits that are not accessible to children, do not require notification. Pre-notification requirements do not apply to any emergency application for the control of any pest that poses immediate human health or safety threat, such as an application to control stinging insects. When an emergency application is made notification shall occur as soon as possible after the application.

A copy of the Kennewick School District's Integrated Pest Management Program is available at each building. The IPM program includes records of applications made within school facilities. Additional information concerning IPM can be obtained by calling the KSD Buildings & Grounds Department at (509) 222-5867. Annual report of pesticide usage will be made available in September of each year for the preceding year.

The District's Buildings & Grounds Manager shall serve as the IPM coordinator. He/she will coordinate any modifications or changes in the program.

**BECAUSE WE ARE SERIOUS ABOUT OUR COMMITMENT TO SAFETY, EMPLOYEES ARE EXPECTED TO FOLLOW OUR POLICIES AND PROCEDURES. EMPLOYEES WHO DO NOT FOLLOW OUR SAFETY POLICIES MAY BE SUBJECT TO DISCIPLINARY ACTION.**



# WHEN IT'S TIME TO SAY GOOD-BYE



## NOTIFICATION REQUIRED

Teachers are requested to inform Human Resources in March if they do not plan to return for the next school year. Classified employees must give notice ten (10) *working* days prior to the date you plan to resign. This must be submitted to Human Resources. For retirement, it is recommended that you give notice 2-3 months before retirement dates. All resignations and retirements must be approved by the School Board. You will receive a letter from the Human Resources Department after your request has been approved. Please notify Payroll of your forwarding address for correct mailings of W-2 forms. Retirements and Resignations may be completed electronically by going to your employee online and selecting Resign/Retire eForm under Staff Forms on the home page.

## CONTINUATION OF INSURANCE COVERAGE

When leaving the employ of the District, insurance coverage may be continued at the employee's expense for up to 18 months depending on the reason for termination. For specific details, contact Payroll at 509-222-5045.

## WITHDRAWAL OF RETIREMENT FUNDS

If you wish to withdraw the money that has been deducted from your check for retirement, you may do so after you receive your final paycheck. Forms to request withdrawal from the State retirement system are available from Payroll at 509-222-5045.

***NOTE: Policies and procedures herein are subject to change. For current KSD policies and procedures please refer to the District website at <http://www.ksd.org/District/School-Board/Policies-and-Procedures>.***

# APPENDIXES



F-1 3421

1000 West Fourth Avenue • Kennewick, Washington 99336-5601  
Phone: 509-222-5000 • Fax: 509-222-5050 • Website: www.ksd.org

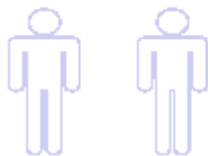
### Reporting of Child Abuse

**Procedure:**

1. School personnel shall make an oral report within **forty eight (48) hours** to the Department of Social and Health Services, Child Protective Services Division at 800-557-9761. However, if there is an emergency, in which *immediate response from CPS worker is needed* you can contact the local office at 509-585-3000.
2. KPD Police Non-Emergency 509-628-0333.
3. School personnel must complete this form and send: **original** to school/principal; **copy** to Richland DCFS 1661 Fowler Street; Richland, WA 99352; **copy** marked 'confidential' Elementary or Secondary to the K-12 Department.

Name of child _____ Birthdate _____ Grade _____ Gender: M F	
Name of parent/guardian _____ Health, Disability or Behavioral issue? _____	
Address _____	
Home Phone _____ Work Phone _____	County where abuse occurred if known: _____
Siblings (Name/Birthdate/School) _____	Is the child in imminent danger: Yes or Unknown
_____	Does the child know a report has been made: Yes or No,
_____	Police contacted? Yes or No
_____	Name of officer: _____

Description of injury/cause of concern: (Be specific. Include nature of child's injuries, neglect, maltreatment, name of alleged abuser if known).

FRONT

BACK

Photos taken? Yes No

Evidence of previous injury? \_\_\_\_\_

Reported by: \_\_\_\_\_ Date: \_\_\_\_\_

School Name: \_\_\_\_\_ School Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of verbal report: \_\_\_\_\_ Name of intake worker: \_\_\_\_\_

Name of law enforcement: \_\_\_\_\_ Next counseling session date: \_\_\_\_\_

TO: Kennewick School District Employees January 25, 2016  
FROM: Payroll Benefits Department, Kennewick School District

The Affordable Care Act (ACA) requires employers to provide the notice below to all employees. The notice provides basic information about individual health insurance options that will be available through state health insurance exchanges (also called Marketplaces). The exchange for the state of Washington is called the Washington Health Benefit Exchange.

Under the ACA, subsidized coverage will be available to some individuals through the Marketplace. However, employees who are eligible for participation in an employer sponsored health plan that meets the minimum value standard set by ACA, and that is "affordable" to the employee will not be eligible for subsidized coverage through the Marketplace. The Kennewick School District offers health insurance plans that satisfy the ACA minimum value standard and affordability standard.

If you are not eligible for a KSD Medical insurance plan, you may want to review the information provided and explore health insurance options available to you through the Marketplace.



## New Health Insurance Marketplace Coverage Options and Your Health Coverage

Form Approved  
OMB No. 1210-0149  
(Expires 1-31-2017)

### PART A: General Information

When key parts of the health care law take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace and employment based health coverage offered by your employer.

#### What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

#### Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

#### Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.<sup>1</sup>

**Note:** If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution—as well as your employee contribution to employer-offered coverage—is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

#### How Can I Get More Information?

For more information about your coverage offered by your employer, please check your summary plan description or contact Jesus Barajas at 509-222-6425 or [jesus.barajas@ksd.org](mailto:jesus.barajas@ksd.org).

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit [HealthCare.gov](https://www.healthcare.gov) for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

<sup>1</sup> An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such cost.



## Guidelines for Use of Social Media, Networking, and Web Sites

**Introduction:** Social networks, blogs, and websites such as Facebook, Flickr, LinkedIn, Twitter, Wikipedia, YouTube, Internet dating sites and other emerging sites are exciting new channels to share knowledge, express creativity, and connect with others who share similar interests. The following guidelines are being provided to help you use these forums while protecting your personal and professional reputation and following state and District rules and policies.

### District/Professional Use

First and foremost, it is vital that when participating in Internet social media in a professional manner that you are honest about who you are, be thoughtful about what you post and respect the purpose of the community where you are posting. For District/business-related use of such resources, remember:

- The ksd.org address attached to your name and e-mail implies that you are acting on behalf of the District, and as such, you are expected to conduct yourself as a professional.
- If you are participating on a social networking site and/or blog for District-related business, it must be done with the approval of your supervisor.
- Accessing inappropriate Websites during work hours can result in disciplinary action. This is whether you are using the District's resources or your own device, such as a smartphone.
- District resources and equipment may not be used to access inappropriate Websites during non-work hours (for example, at home on a District laptop).
- You must identify yourself and your positions with the District – always use your name and do not create an alias or post as "anonymous".
- Do not use District time, network, or resources for personal business, including advertising for a business and other for-profit activities.
- When using a District e-mail address and/or equipment to participate in any social media or professional social networking activity (such as LinkedIn and other), your actions are public and employees will be held responsible for their activities.
  - *Any information shared via social networking sites and/or blogs regarding the business of the District, whether using personal or District equipment is considered a Public Record.*
- Do not post confidential or proprietary information about the District, its students, alumni or employees. Use good ethical judgment and follow state and/or District rules and policies and federal requirements, such as FERPA.
- Think twice before posting and texting pictures or video of a class activity – students may have a denial form on file that prohibits their photo or likeness being used.
- Social media Web sites and blogs are not private. Internet search engines can find information years after it was originally posted. Comments can be forwarded or copied and archival systems save information even if you delete a post.
- If you are feeling angry or passionate about a subject, that is not the time to share your thoughts in a post. Delay posting until you are calm and clear-headed.
- Thoroughly check spelling and grammar before you post. Citizens expect that education employees set a good example when they write and speak in public. Content never disappears entirely once it is posted, so it is important you correct any errors as soon as you can. Since transparency is import, admit your mistake, apologize if necessary, correct it, and move on.
- Remember that you are writing for publication, even if it is just for a social networking Web site. Refrain from making unsubstantiated statements and avoid careless comments, such as "research shows" unless you also provide full citations of the research.
- Professional Web pages may be created for work-related reasons (homework blogs, school sports teams, etc.) All postings on District/work-related Web pages are public record and must be maintained as required by law.
- Employees need to notify parents and families of their intention to use Social media or Web sites, Blogs etc., to communicate with students and the intended purpose of such communications. All ethical expectations for appropriate employee/students relationships must be followed.

## Social Networking Sites and Blogs for Personal Use

The personal use of social networking sites or blogs creates the risk of affecting your professional career. It is vital that you conduct yourself in such a way that it doesn't adversely affect your position with the District. Below are some suggested guidelines to follow when using social networking sites for personal use.

- If you participate in a social networking site for personal use, you may identify yourself as an employee of the District. If you *do*, you must state that you are expressing your own opinion, not that of the District.
  - If you identify yourself as a District employee, remember, your actions will reflect not only on you, but the District as well.
  - If you identify yourself as a District employee, readers will associate you with the District, even with the disclaimer that your views are your own.
- Never pretend to be someone else and post information about the District. Tracking tools enable supposedly anonymous posts to be traced back to their authors.
- Do not use the District or a school's logos, athletic logos, mascots or other images- including photographs- with your personal online activities or on your personal sites.
- If you post information or comments that are not related to the District, your activities may still result in professional and/or personal repercussions. Such actions include, but are not limited to:
  - Posting of photographs, regardless of content, which could be considered offensive to other parties and be a violation of state and/or District rules and policies;
  - Posting of information that is considered proprietary, copyrighted, defamatory, libelous or obscene (as defined by the courts) may be a violation of state and/or District rules and policies.
- You do not have control of what others may post on social networking sites. Therefore, be aware that your conduct in private life may affect your professional life.
- Be vigilant about what others post about you or on your page, and if necessary, take steps to remove postings that pose a risk to you or the District.
- We strongly suggest you do not "Friend" or interact with students from your personal social networking sites.
- Employees should refrain from creating personal Web pages, etc., that permit social interaction with current students enrolled in the District. This does not include "professional" Web pages that may be used for work-related reasons (homework blogs, school sports teams, etc.) All postings on work related Web pages that are related to District business are public record and must be maintained as required by law.
- Employees need to notify parents and families of their intention to use this media to communicate with the student and the intended purpose of such communications. All ethical expectations for appropriate employee/students relationships should be followed.
- Employees should not provide their personal e-mail address to students. Use your District e-mail as a way to communicate with students or parents regarding District and/or school related business. Employees should be very careful to only communicate with students about school-related items.
- During the work day, employees should refrain from participating on any social networking Web site for personal reasons, even if from personal devices such as smartphones, laptops, etc.
- Employees should avoid posting personal comments- on their page or someone else's page- no matter whose equipment it is during lunch time and/or breaks since such activities will leave time stamps that could be misinterpreted by others.

The very nature of the Internet and social networking sites are that they are ever-changing. The above Guidelines are intended to provide direction if you choose to use social networking sites, Web sites, or blogs, etc., for either personal or professional reasons.

While the use of these sites is becoming commonplace, it is important you remember to conduct yourself in an appropriate manner to avoid any unintended situations that could adversely affect your professional standing with the District. These guidelines are not intended to restrict your participation, but rather to provide some protection if you choose to engage in online activities.



**B a c k C o v e r**

# **EMPLOYEE PERSONNEL MANUAL**

**November 2023 – Version 1.0**

1000 West 4th Avenue • Kennewick, Washington 99336-5601  
Phone: 509-222-5000 • Fax: 509-222-5050 • Website: [www.ksd.org](http://www.ksd.org)