Walla Walla Public Schools

364 S. Park Street
Walla Walla, WA 99362

Guest Teacher Handbook

ADMINISTRATION

Dr. Ben Gauyan, Superintendent

(Revised July 2026)

The Walla Walla School District is an Equal Opportunity Employer and complies with all requirements of the ADA.

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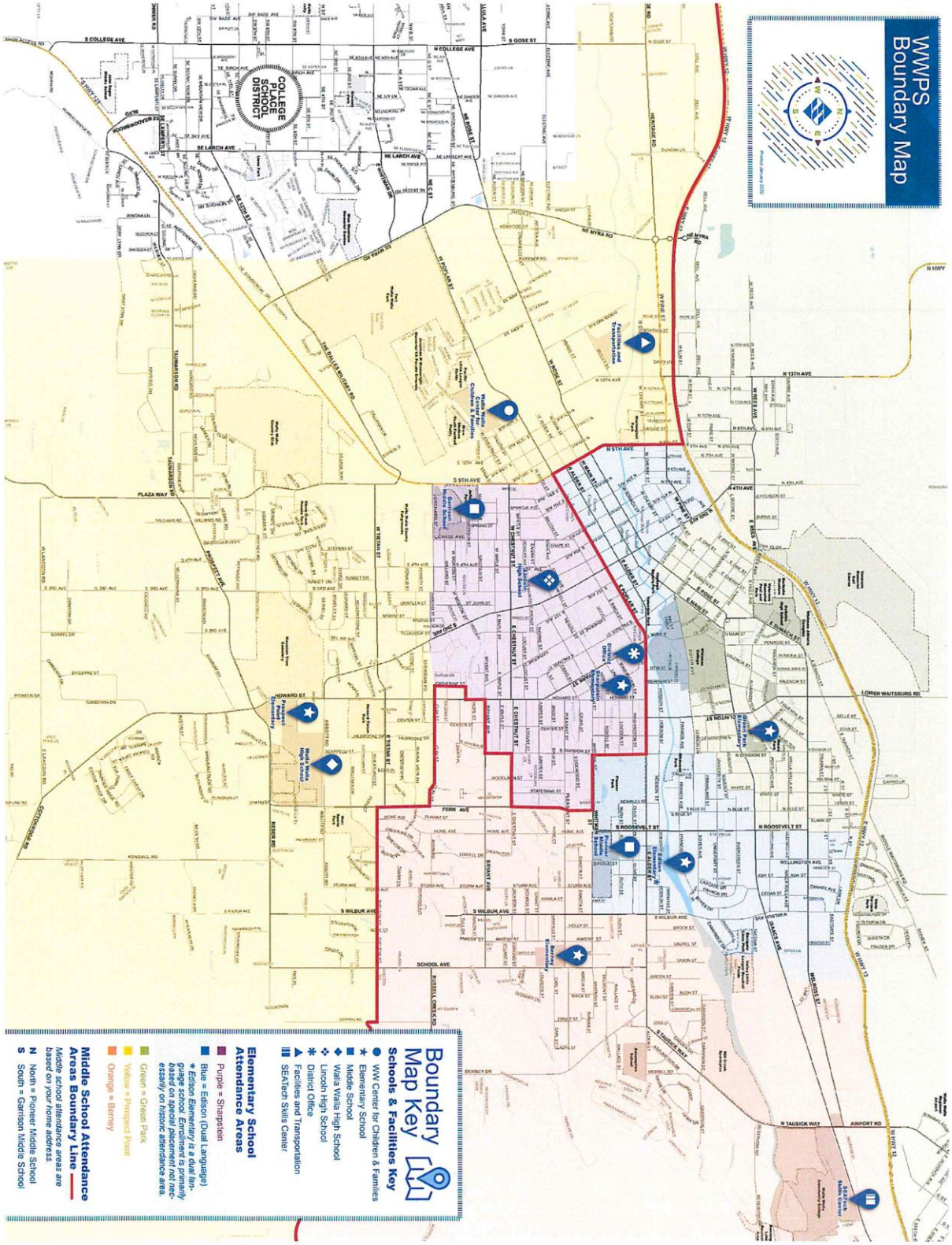
SCHOOLS

Administration Offices, 364 S. Park Street	527-3000
Superintendent's Office	526-6715
Human Resources	526-6712
Business Office	526-6765
Jose Nunez, Substitute Coordinator	526-6743
Walla Walla High School, 800 Abbott Rd.	527-3020
John Schumacher, Principal	
SEATech, 525 Campus Loop	526-2000
Jerry Maher, Director	
WWOnline/Opportunity/Homelink, 109 S Palouse Street	527-2050
Rob Ahrens, Director	
Garrison Middle School, 906 Chase Ave.	527-3040
Kim Doepker, Principal	
Pioneer Middle School, 450 Bridge St.	527-3050
Kristina Duncan, Principal	
Berney Elementary School, 1718 Pleasant St.	527-3060
Amy Ford, Principal	
Edison Elementary School, 1315 E. Alder St.	527-3072
Brandy Ross, Principal	
Green Park Elementary School, 1105 Isaacs Ave.	527-3077
Bailey Hayes, Principal	
Lincoln Alternative High School, 614 S 3rd Ave.	527-3083
Marci Knauft, Principal	
Prospect Point Elementary School, 50 Reser Rd.	527-3088
Justin Vernon, Principal	
Sharpstein Elementary School, 410 Howard St.	527-3098
Marit Rasmussen, Principal	
WW Center for Children & Families, 1150 W Chestnut	527-3066
Michelle Carpenter, Principal	

Link: [Boundary/School Map]



Walla Walla Public Schools

Welcome:

This handbook has been carefully prepared to help you become more knowledgeable as a Guest Teacher in the Walla Walla Public Schools (WWPS).

You have been accepted on the basis of your professional preparation, your educational background, and your personal qualifications for a task which is both challenging and rewarding. The Guest Teacher is a vital link in our instructional program. As a Guest Teacher, you are an important member of our team.

It is our desire through this handbook to give you a picture of the aims and goals of our school system as they relate to your specific role as a Guest Teacher in the Walla Walla Public Schools. If we can be of any service to you, feel free to contact our office at any time.

Since there are unique duties and responsibilities of teachers at different levels, each school will have additional material for the Guest Teacher, which will pertain only to that building. This material will be available at the office on your first visit to the school.

Dr. Ben Gauyan, Superintendent
Jose Nunez, Substitute Coordinator

GENERAL INFORMATION & INSTRUCTIONS

- **Assignments**

  The District maintains a list of qualified certificated Guest Teachers to replace regular teaching staff when they are absent from their teaching assignment. This list indicates the grade level and subject matter preference for each substitute.

  The principals request assignments for substitute services as the need arises. No assurance can be given regarding the length of a guest teaching assignment.

  Teachers anticipating an absence from their teaching assignment may suggest a specific Guest Teacher to the building principal. If a teacher reaches out regarding your availability for a long term position please work with the principal and Substitute Coordinator regarding the placement.

- **Requirements**

  - ***Certification*** – Guest Teachers are required to hold a valid Washington teaching certificate in order to substitute in the WWPS. For information regarding certification in the state of Washington, please contact Educational Service District 123, 3918 W. Court St., Pasco, WA 99301, 1 (888) 547-8441.

  - ***Fingerprinting*** – Any substitute new to WWPS must be fingerprinted unless they have been fingerprinted in another school district in Washington State, within the last two years.
    All substitutes need to have fingerprint clearance verification prior to substituting for the WWPS. If you have not been fingerprinted, please contact the substitute coordinator as soon as possible.

  - ***Blood borne Pathogens Training*** – Washington State law requires that all public school employees, including substitutes, receive blood borne pathogens training. This training is a mandatory requirement.

  - ***Harassment/Discrimination Training*** – All employees and substitutes are required to complete this training within the first 90 days of employment.

    You will receive information, from the Substitute Coordinator, on how to complete the training online through the district website.

- **Compensation**

  Guest Teachers will be compensated on the following scale:
  - Half day assignments (3.75 hours) - $94.50
  - Full day assignments - $189
  - Hourly assignments – $25.20/hr

- Guest Teachers who work less than a half or full day assignment will be paid **by the hour** according to their per diem rate of pay (example- Early Dismissal Fridays).

4. **Direct Deposit of pay is required for all new hires of WWPS regardless of position. For further questions, please contact the payroll office.**

   Payday is the last business day of each month and is for the previous month's time worked even though the pay stub indicates it is for the current month (i.e.: pay received the last business day of October would be for hours worked in the month of September).

5. **Long Term Assignments**

   A Guest Teacher who serves in the same teaching assignment for more than fifteen (15) consecutive days will be paid according to the Guest Teacher's placement on the state salary schedule. This rate will be paid on a per diem basis beginning on the sixteenth (16th) consecutive day in the assignment and will continue as long as the Guest Teacher remains in that same assignment. To determine correct placement on the salary schedule, Human Resources must have the Guest Teacher's college transcripts and a current application on file. Depending on timing of the placement, the Guest Teacher may be required to conduct Parent/Teacher Conferences, attend IEP meetings, or participate in other meetings that extend beyond the standard 7.5-hour work day. In these cases, the Guest Teacher will be compensated via Green Sheet (time sheet), with prior approval from the building principal.

6. **Identification Badge**

   Identification badges are required for quick identification on all school district property. The district will provide the opportunity for Guest Teachers to receive an ID badge with their picture and name on the badge.

7. Professional and Personal Competencies

To assure teaching competencies will be maintained, the Guest Teacher is expected to:

- Keep abreast of developments in education through professional reading and by attendance at institutes, in-services, and other educational meetings. Walla Walla Public Schools offers in-service classes for teachers on a regular basis throughout the year. Information regarding these classes can obtained through the Teaching & Learning Department.

- Keep abreast of the curriculum guidelines and essential academic learning requirements of the subject(s) and grade level(s) you will be teaching.

- Keep informed concerning rules, regulations, and policies of Walla Walla Public Schools. If further information is needed, contact one of the principals, the curriculum office, or Human Resources.

- Take an active interest in the work of the class and do an effective job of teaching.

- Maintain a strong code of professional ethics.

8. Specific Responsibilities

- ***Prompt Arrival*** - Arriving on time is crucial to your role as a Guest Teacher. Refer to the school directory page and city map pages in this booklet for location of schools to avoid delays in arriving at the required time.

- ***Preliminary Building Procedures*** - Upon arrival at any school building, report to the school office to obtain instruction regarding the building routine. Performance of the regular teacher's building duties is required unless the principal/secretary makes other arrangements with the Guest Teacher. Determine the location of the regular teacher's mailbox and the building bulletin board.

- ***Preliminary Classroom Procedure*** - In the classroom, locate the daily program and seating chart. Familiarity with the teaching assignment is essential. Consult the teacher's record or chart of pupil assignments to identify the students, any room committees, or any monitors. Have these students carry out their regular duties. Check the lesson plans to see if there are any students with life threatening conditions.

- ***Classroom Procedure*** - Every effort should be made to follow the lesson plan already established by the regular teacher and to interpret the courses of study in accordance with them. The plans of the regular teacher should be followed even during an extended assignment until the Guest Teacher is thoroughly acquainted with the needs of the students. Guest Teachers should use discretion in calling the regular teacher at home.

- **Crisis Preparation** - In the substitute notebook/folder (which you receive when you check in), there will be notice on where to locate the crisis management folder and/or emergency bucket. Locate this information and familiarize yourself with the contents.

Guest Teachers who have not substituted in special education, LAP, Title I, or bilingual classes should attempt to visit these classes to learn protocol and procedures used in these classrooms. If this is not possible, meet with the principal prior to class to preview the teaching situation.

Upon completing an assignment, **leave a record of the daily work completed** by the students for the returning teacher. Note any new work assigned in the teacher's record book.

All papers should be graded, records made, and preparations for the next day completed, if requested by the teacher.

Please assume the same responsibility for the order and morale of the students in the classroom, in the halls, in the eating area, or on the playground as the regular teacher would assume.

Continue all housekeeping arrangements of the regular teacher, including leaving all books, supplies, and equipment in an orderly fashion.

- ***Referrals*** – Guest Teachers should be aware of the district discipline policy. Copies of each school's parent/student handbook are available in the Substitute Notebook as well as online. In case of a serious behavior problem, notify the principal's office immediately.

- ***Reports*** - The Guest Teacher should follow the regular procedures developed by each building for statistical reports. The following are especially important:

  Attendance Report - Guest Teachers should be familiar with the method of reporting attendance in each building, and should submit attendance numbers accordingly. Generally this will be done via Skyward.

Communication with parents - All communications to parents should be approved by the principal.

- ***Planning Periods*** – Guest Teachers may be asked to cover other classrooms or assignments in an emergency, as directed by the building principal or secretary, during available planning periods. Every effort will be made to provide prepared plans in advance of the class period where coverage is requested.

Report to the building secretary before leaving the building after an assignment to see if there are any further instructions and to sign the time sheet for payroll.

9. Teacher's Workday

Guest Teachers will begin and end their workday according to the regular teacher's workday per the schools schedule. Special permission to leave the building before the regular hours must be obtained from the principal.

10. Notification of Assignment

As a certificated Guest Teacher, you will be given access to ReadySub (RS), our absence posting and job fulfillment software program. Please check RS often as jobs are posted continuously. Jobs will be displayed to you that you are able to select, according to your personal calendar. There may or may not be sub plans attached to the job. You are encouraged to contact the teacher for more information via email.

When a posted job has not been filled through RS, the Substitute Coordinator will call Guest Teachers to fill the absence, usually between the hours of 5:45 a.m. and 8:45 a.m. However, in the case of an emergency, a Guest Teacher may be called at any time during the day.

11. Notification of Unavailability for Assignment

Guest Teachers who will not be available for an extended period of time are asked to notify the Substitute Coordinator at 526-6743. You are encouraged to manage your personal calendar in RS, blocking days that you are not available to work.

Guest Teachers will be called to work when needed by the district. ***All Guest Teachers are expected to be available and to accept an assignment if they have not otherwise notified the Substitute Coordinator/marked their calendar accordingly.***

12. School Breakfasts/Lunches

Breakfasts and lunches are served at all schools. Guest Teachers may purchase breakfast and lunch at the regular fees for adults. You can find those prices on the Nutrition Services website: https://www.wwps.org/departments/nutrition-services/meal-prices

13. Guest Teacher Parking

- ***Walla Walla High School*** - You may park in a teachers designated parking space if they have indicated in the sub notes which parking space they occupy. In all other cases use the visitor parking.

- ***All Other Schools*** - You may park in the regular school parking lot at all other school locations during short and long-term assignments.

14. Building Visitations

Guest Teachers new to the district are encouraged to visit the schools in which they will be substituting and become acquainted with the principals. Please check in with the main office prior to your visit to obtain permission and instructions.

15. Responsibilities Regarding Permanent Employment

- In order to be considered for permanent employment, a Guest Teacher must apply for each position for which they would like to be considered using the WWPS online job application system.

- Long-term Guest Teachers should get letters of reference from supervisors to upload to their application in the WWPS job application system. Long-term Guest Teachers may ask to be observed by a building administrator. If the observation is scheduled, it will be reviewed with the Guest Teacher by the building administrator, and upon request from the Guest Teacher, a copy will be sent to Human Resources to be added to their file.

16. Emergency Closure or Change of Schedule

In the event of emergency closure, delayed opening, or any change in schedule of any schools in WWPS, the television and radio stations will be notified of the decision and asked to broadcast this information beginning at approximately 6:00 a.m. The district website, Facebook, and Twitter accounts will provide any change of schedule as well.

During questionable weather conditions, if you have not heard any changes broadcast by 6:45 a.m., you should assume that schools will operate on the regular schedule.

If school has been cancelled for the entire day, Guest Teachers do not report to their assignment.
If school has been delayed or any change in schedule has been announced, Guest Teachers should report to their assignment according to the revised schedule.

Radio/TV stations that broadcast announcements are:

Station		Station	
KONA	610 AM/ 105.3 FM	KLKY	97.9 FM
KGTS	91.3 FM	KFAE	89.1 FM
KUJ	1420 AM/ 99.1 FM	KEYW	98.3 FM
KWHT	1240 AM/ 103.5FM		
KZHR	92.5 FM	KEPR-TV	CBS 2
KORD	87 AM/ 102.7 FM	KVEW-TV	ABC 4
KALE	960 AM/ 94.9 FM	KNDU - TV	NBC 6
KTEL	1490 AM		

You may also visit us @ www.wwps.org & click on "School Closures"

TEACHER RETIREMENT SYSTEM

If you are interested in purchasing service credit for retirement, please go to: http://www.drs.wa.gov or call the Department of Retirement at 1.800.547.6657.

WORKING AFTER RETIREMENT

If you have any questions about working after retirement, you can call the Department of Retirement Systems at 1.800.547.6657, visit the website at www.drs.wa.gov .

TSA (Tax Sheltered Annuity)

Tax Sheltered Annuities (403b's) are available to all employees of WWPS. You can visit the district website at www.wwps.org or contact one of the payroll staff for further information.

STATE & FEDERAL REGULATIONS

COMPREHENSIVE NONDISCRIMINATION STATEMENT Policy No. 5010

Walla Walla Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups.

Walla Walla Public Schools will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services or transitional bilingual education programs, contact (509) 527-3000. The following employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights Compliance Coordinator
Title IX Coordinator
Mindy Meyer, Director of HR
364 S. Park Street
Walla Walla, WA 99362
(509) 527-3000
mmeyer@wwps.org

Section 504/ADA Coordinator
Barb Casey, Director of Special Education
364 S. Park Street
Walla Walla, WA 99362
(509) 527-3000
bcasey@wwps.org

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: http://www.wwps.org/district/information/school-board/policies

SEXUAL HARASSMENT Policy No. 5011

The procedure is intended to set forth the requirements of Policy 5011, including the process for a prompt, thorough, and equitable investigation of allegations of sexual harassment and the need to take appropriate steps to resolve such situations. If sexual harassment is found to have created a hostile environment, staff must take immediate action to eliminate the harassment, prevent its reoccurrence, and address its effects.

This procedure applies to sexual harassment (including sexual violence) targeted at district employees carried out by other students, employees or third parties involved in school district activities. The district has jurisdiction over these complaints pursuant to Title IX of the Education Amendments of 1972, Chapter 28A.640, RCW and Chapter 392-190 WAC.

A formal complaint filed by or on behalf of a student complainant against an employee respondent will be investigated under the definitions, requirements, and procedures of Policy 3205.

Notice
Information about the district's sexual harassment policy will be easily understandable and conspicuously posted throughout each school building, provided to each employee and reproduced in each staff, volunteer and parent handbook. In addition to the posting and reproduction of this procedure and Policy 5011, the district will provide annual notice to employees that complaints pursuant to this procedure may be filed at 364 S. Park Street, Walla Walla, WA 99362.

Staff Responsibilities
In the event of an alleged sexual assault, the school principal will immediately inform: 1) the Title IX/Civil Rights Compliance Coordinator so that the district can appropriately respond to the incident consistent with its own grievance procedures; and 2) law enforcement. The principal will notify the targeted district staff person of their right to file a criminal complaint and a sexual harassment complaint simultaneously.

Confidentiality
If a complainant requests that his or her name not be revealed to the alleged perpetrator or asks that the district not investigate or seek action against the alleged perpetrator, the request will be forwarded to the Civil Rights/Title IX Coordinator for evaluation. The Civil Rights/Title IX Coordinator should inform the complainant that honoring the request may limit its ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator.

If the complainant still requests that his or her name not be disclosed to the alleged perpetrator or that the district not investigate or seek action against the alleged perpetrator, the district will need to determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students, staff and other third parties engaging in district activities, including the person who reported the sexual harassment. Although a complainant's request to have his or her name withheld may limit the district's ability to respond fully to an individual allegation of sexual harassment, the district will use other appropriate means available to address the sexual harassment.

Retaliation
Title IX prohibits retaliation against any individual who files a complaint under these laws or participates in a complaint investigation. When an informal or formal complaint of sexual harassment is made, the district will take steps to stop further harassment and prevent any retaliation against the person who made the complaint, was the subject of the harassment, or against those who provided information as a witness. The district will investigate all allegations of retaliation and take actions against those found to have retaliated.

Informal Complaint Process
Anyone may use informal procedures to report and resolve complaints of sexual harassment. Informal reports may be made to any staff member. Staff will always notify complainants of their right to file a formal complaint and the process for same. Staff will also direct potential complainants to the District Civil Rights/Title IX Coordinator located at 364 S. Park Street, Walla Walla, WA 99362. Additionally, staff will also inform an appropriate supervisor or professional staff member when they receive complaints of sexual harassment, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

During the course of the informal complaint process, the district will take prompt and effective steps reasonably calculated to end any harassment and to correct any discriminatory effects on the complainant. If an investigation is needed to determine what occurred, the district will take interim measures to protect the complainant before the final outcome of the district's investigation (e.g., allowing the complainant to change academic or extracurricular activities or break times to avoid contact with the alleged perpetrator).

Informal remedies include:
• An opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome,

offensive or inappropriate, either in writing or face-to-face;
• A statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or
• A general public statement from an administrator in a building reviewing the district sexual harassment policy without identifying the complainant.
• Developing a safety plan;
• Separating staff person; or
• Providing staff and/or student training.
Informal complaints may become formal complaints at the request of the complainant, parent or guardian, or because the district believes the complaint needs to be more thoroughly investigated. The district will inform the complainant how to report any subsequent problems. Additionally, the district will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems. Follow-up inquiries will follow a timeline agreed to by the district and complainant.

Formal Complaint Process

Level One – Complaint to District

Anyone may initiate a formal complaint of sexual harassment, even if the informal complaint process is being utilized. At any level in the formal complaint process, the district will take interim measures to protect the complainant before the final outcome of the district's investigation. The following process will be followed:

Filing of Complaint

• All formal complaints will be in writing and will set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. The Title IX Coordinator may draft the complaint based on the report of the complainant for the complainant to review and approve. The superintendent or Title IX Coordinator may also conclude that the district needs to conduct an investigation based on information in his or her possession, regardless of the complainant's interest in filing a complaint.
• 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 the Title IX Coordinator, Mindy Meyer, Director of Human Resources at Walla Walla Public Schools, 364 S. Park St, Walla Walla, WA 99362; 509-526-6712; mmeyer@wwps.org. Any district employee who receives a complaint that meets these criteria will promptly notify the Coordinator.

Investigation and Response

• The Title IX Coordinator will receive and investigate all formal, written complaints of sexual harassment or information in the coordinator’s possession that they believe requires further investigation. The Coordinator will delegate his or her authority to participate in this process if such action is necessary to avoid any potential conflicts of interest. Upon receipt of a complaint, the Coordinator will provide the complainant a copy of this procedure.

• Investigations will be carried out in a manner that is adequate in scope, reliable and impartial. During the investigation process, the complainant and accused party or parties, if the complainant has identified an accused harasser(s), will have an equal opportunity to present witnesses and relevant evidence. Complainants and witnesses may have a trusted adult with them during any district-initiated investigatory activities. The school district and complainant may also agree to resolve the complaint in lieu of an investigation.
• When the investigation is completed, the Coordinator will compile a full written report of the complaint and the results of the investigation.

Superintendent Response

• The superintendent will respond in writing to the complainant and the alleged perpetrator within thirty (30)

calendar days of receipt of the complaint, unless otherwise agreed 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 response of the superintendent or designee will include: 1) a summary of the results of the investigation; 2) a statement as to whether a preponderance of the evidence establishes that the complainant was sexually harassed ; 3) if sexual harassment is found to have occurred, the corrective measures the district deems necessary, including assurance that the district will take steps to prevent recurrence and remedy its effects on the complainant and others, if appropriate; 4) notice of the complainant's right to appeal to the school board and the necessary filing information; and 5) any corrective measures the district will take, remedies for the complainant (e.g., sources of counseling, advocacy and other support), and notice of potential sanctions for the perpetrator(s) (e.g., discipline).
• 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. If the complaint alleges discriminatory harassment by a named party or parties, the coordinator will provide the accused party or parties with notice of the outcome of the investigation and notice of their right to appeal any discipline or corrective action imposed by the district.
• Any corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty (30) days after the superintendent's mailing of a written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded. Staff may also pursue complaints through the appropriate collective bargaining agreement process or anti-discrimination policy.
• The district will inform the complainant how to report any subsequent problems. Additionally, the district will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems. Follow-up inquiries will follow a timeline agreed to by the district and complainant.

Level Two -Appeal to Board of Directors

Notice of Appeal and Hearing
• 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 will schedule a hearing to commence by the twentieth (20th) 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 will be allowed to present such witnesses and testimony as the board deems relevant and material.

Decision
• 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 will be provided in a language that 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 right 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

Filing of Complaint
• 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 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 directors' 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.
• A complaint must be in writing and include: 1) A description of the specific acts, conditions or circumstances alleged to violate applicable anti-sexual harassment 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.

Investigation, Determination and Corrective Action
• 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.

Other Complaint Options
Office for Civil Rights (OCR), U.S. Department of Education
OCR enforces several federal civil rights laws, which prohibit discrimination in public schools on the basis of race, color, national origin, sex, disability, and age. File complaints with OCR within 180 calendar days of the date of the alleged discrimination.
206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr

Washington State Human Rights Commission (WSHRC)
WSHRC enforces the Washington Law Against Discrimination (RCW 49.60), which prohibits discrimination in employment and in places of public accommodation, including schools. File complaints with WSHRC within six months of the date of the alleged discrimination.
1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

Mediation
At any time during the complaint procedure set forth in WAC 392-190-065 through 392-190-075, a district may, at its own expense, offer mediation. The complainant and the district may agree to extend the 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 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 the course of 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.

Training and Orientation

A fixed component of all district orientation sessions for staff, students and regular volunteers will introduce the elements of this policy. Staff will be provided information on recognizing and preventing sexual harassment. Staff will be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure.

Certificated staff will be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of sexual harassment. Regular volunteers will get the portions of this component of orientation relevant to their rights and responsibilities.

Students will be provided with age-appropriate information on the recognition and prevention of sexual harassment and their rights and responsibilities under this and other district policies and rules at student orientation sessions and on other appropriate occasions, which may include parents. As part of the information on the recognition and prevention of sexual harassment staff, volunteers, students and parents will be informed that sexual harassment may include, but is not limited to:

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

DRUG-FREE SCHOOLS, COMMUNITY, AND WORKPLACE Policy No. 5201

The board has an obligation to staff, students and citizens to take reasonable steps to assure safety in the workplace and to provide safety and high quality performance for the students that the staff serves.

For purposes of this policy, the "workplace" is defined to mean the site for the performance of work done, which includes work done in connection with a federal grant. The “workplace” includes any district building or any district property; any district-owned vehicle or any other district-approved vehicle used to transport students to and from school or school activities; and off district property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the district which could also include work on a federal grant.

Prohibited Behavior

To help maintain a drug-free school, community, and workplace, the following behaviors will not be tolerated in the workplace:

A. Reporting to work under the influence of alcohol or, illegal and/or controlled substances including marijuana (cannabis), opiates and anabolic steroids.

B. Using, possessing or, transmitting alcohol or, illegal and/or controlled substances, including marijuana (cannabis), opiates and anabolic steroids, in any amount, in any manner, and at any time. Except that, staff may consume alcohol that is legally served at non-district activities, events, or functions at Borleske Stadium.

C. Using district property or the staff member's position within the district to make or traffic alcohol or, illegal and/or controlled substances, including marijuana (cannabis), opiates and anabolic steroids.

Any staff member convicted of a crime attributable to the use, possession, or sale of illegal and/or controlled substances, including marijuana (cannabis), opiates and anabolic steroids, will be subject to disciplinary action, including termination.

Notification Requirements

Any staff member who is taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with the safe performance of his/her job. If the use of a medication could compromise the safety of the staff member, other staff members, students or the public, it is the staff member's responsibility to use appropriate personnel procedures (e.g., use leave, request change of duty, or notify his/her supervisor of potential side effects) to avoid unsafe workplace practices. If a staff member notifies his/her supervisor that the use of medication could compromise the safe performance of his/her job, the supervisor, in conjunction with the district human resources, then will determine whether the staff member can remain at work and whether any work restrictions will be necessary.

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

Disciplinary Action

Each employee shall be notified of the district's policy and procedures regarding employee drug activity at work. Any staff member who violates any aspect of this policy will be subject to disciplinary action, which may include termination. As a condition of eligibility for reinstatement, an employee may be required to satisfactorily complete a drug rehabilitation or treatment program approved by the district, at the employee's expense. Nothing in this policy shall be construed to guarantee reinstatement of any employee who violates this policy, nor does the school district incur any financial obligation for treatment or rehabilitation ordered as a condition of eligibility for reinstatement.

The district may notify law enforcement agencies regarding a staff member's violation of this policy at the district's discretion or take other actions as the district deems appropriate.

REPORTING IMPROPER GOVERNMENTAL ACTION Policy No. 5271

The district encourages the reporting by employees, consistent with the district's procedures, of improper governmental actions by any district officers or employees and will protect employees against retaliatory employment actions for reporting improper governmental actions when the reports are made in compliance with this policy and related procedure. District officers and employees are prohibited from taking retaliatory action against an employee because the employee has in good faith reported alleged improper governmental action in accordance with this policy and related procedure.

The superintendent/designee shall establish procedures for receiving and acting on employee reports of improper governmental actions and responding to allegations of retaliation.

STAFF SAFETY Policy No. 6511

The board recognizes that safety and health standards should be incorporated into all aspects of the operation of the district. Rules for safety and prevention of accidents shall be posted in compliance with OSHA and WISHA requirements. All hazardous chemicals will be identified and properly labeled. Staff members will be trained in the use of these chemicals specific to their respective jobs. Proper records will be maintained to verify that all of the preventive and safety measures are in place. Injuries and accidents shall be reported to the district office.

The district shall have at least one staff member at each school and work site in the district who holds a valid certificate of first aid training from the department of labor and industries, U.S. Bureau of Mines, the American Red Cross, or equivalent training provided by the district nurses. The district may also recommend that persons supervising high risk activities hold a valid certificate of first aid training. Each school and work site shall have a specific location for readily accessible first aid supplies. The designated first aid station will be in the school nurse's office.

The superintendent shall develop necessary safety and health procedures to comply with Department of Labor OSHA and WISHA requirements.

WORKERS' COMPENSATION / EMPLOYEE RESPONSIBILITIES

What to do if you, the employee, are injured at work?
* Inform your supervisor immediately
* Complete the online Employee Incident Report within 24 hours available at: Link

If no medical attention is needed stop here.

What to do if you need to go to a medical provider?
* Inform your supervisor you are seeking medical attention right away
* Contact ESD 112 at 1-800-749-5861 immediately to:
1) Report the incident has occurred
2) Provide details of the incident to the claims staff
3) Obtain a claim number _____

What to do at the medical provider's office?
***** Inform the medical provider that this is a **work related incident**
***** Provide the medical provider with your claim number
If you do not have a claim number yet, call ESD 112 from the provider's office to obtain a number.
***** Instruct the medical provider to forward all information to:
ESD 112 Workers Compensation Claims Department
2500 NE 65th Ave, Vancouver, WA 98661-6812
Phone 360-750-7504; fax to 360-750-9836
* Complete the Physicians Initial Report (PIR) provided by the doctor
* Do NOT file an L & I State Fund claim form at the provider's office
***** Obtain the completed "Work Status Report" from the attending physician
(A physician's assistant cannot sign the work status note)
Provide a copy to your Supervisor and the original to the District Office (Tami Tucker)
* Schedule and keep return appointments

What to do after each medical provider visit?
***** Call ESD 112 to report your return to work status (call 1-800-749-5861)
* Fax your return to work status note to ESD 112 within 24 hours (fax to 360-750-9836)
* Report your return to work status to your supervisor within 24 hours
* Provide your supervisor with a copy of your work status note

*Contact your Supervisor daily unless otherwise directed by your Supervisor

EMPLOYMENT WITH THE WALLA WALLA PUBLIC SCHOOLS IS INSURED UNDER THE PROVISIONS OF THE STATE OF WASHINGTON EMPLOYMENT SECURITY ACT

HEALTH CARE ELIGIBILITY

Benefit eligibility for substitute employees will be determined as follows:

Walla Walla Public School benefits are managed by Washington State Health Care Authority through School Employee Benefits Board (SEBB). Substitutes must work a minimum of 630 hours in a school year to be eligible for benefits. Substitute employees will be contacted by the Payroll Office upon determination of eligibility.

For questions regarding eligibility, enrollment and premiums contact the Payroll Office:

Certificated Substitutes – Maggie Bidwell, mbidwell@wwps.org, 526.6736

Classified Substitutes – Megan Murray, mmurray@wwps.org, 526.6721

Payroll Coordinator – Tami Tucker, ttucker@wwps.org, 526.6768

NOTES