

District Expectations Of School Personnel



www.gcdsd.org

Grand Coulee Dam School District
2026-2027

Mission

GCDSD ensures a safe and effective learning environment that empowers students to become successful members of a diverse society.

Vision

Raiders are committed to excellence, where students explore and are inspired to reach their greatest potential.

Core Values

Accountability, Communication, Growth, Leadership, Respect

Grand Coulee Dam School District 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 animals. The following employees has been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator	Section 504 Coordinator	HIB Compliance Coordinator
Casey Brewster, Athletic Director bbrewster@gcdsd.org 505 Crest Drive Coulee Dam, WA 99116 509-633-1442	Casey Clark, Counselor cclark@gcdsd.org 503 Crest Drive Coulee Dam, WA 99116 509-633-0730	Rod Broadnax, Superintendent rbroadnax@gcdsd.org 110 Stevens Ave Coulee Dam, WA 99116 509-633-2143

Equal Opportunity

The Grand Coulee Dam School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, religion, creed, national origin, age, honorably-discharged veteran or military status, gender, sex, sexual orientation, gender expression or identity, marital status, 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, and provides equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. This holds true for all district employment opportunities, education opportunities and treatment of all students and staff in all aspects of the academic and activities programs. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.640 Officer (509) 633-1442, Section 504/ADA Coordinator-Special Education (509) 633-1442, Section 504 Coordinator-Health Related (509) 633-0730, or Civil Rights Coordinator (509) 633-2143.

Dear Grand Coulee Dam School District Staff:

This District Expectations of School Personnel handbook has been developed to assist Grand Coulee Dam School District staff in understanding the laws, policies and expectations of the district for operations, student safety and welfare and academic improvement of our students. The issues in this handbook have been brought to your attention to assist you regarding everyday situations which are faced by school district staff. It is important that all staff members read, understand and follow its contents. To assist with this effort, all Grand Coulee Dam School District staff will be required to attend an in-service session in person on child abuse reporting, sexual harassment, nondiscrimination complaint procedures and harassment, intimidation and bullying reporting at the beginning of the school year or at the time of their employment. After completing the review of this handbook, staff will be required to sign a statement indicating they understand the expectations.

EACH DAY, SCHOOL DISTRICT PERSONNEL ACROSS THE COUNTRY ARE FACING WORK-RELATED DISCIPLINE UP TO AND INCLUDING TERMINATION AND JAIL TIME FOR ACTIONS THAT VIOLATE LAWS, POLICY AND GOOD JUDGEMENT, AS IT RELATES TO STUDENT WELFARE AND SAFETY.

We hope that this handbook will assist you in making sound and appropriate work-related decisions which are part of our employment responsibilities in the Grand Coulee Dam School District. Please refer to board policy located on our website for more complete information when a question arises. Should you ever have any questions regarding this information or any other work-related issue, please feel free to contact the district office or your immediate supervisor.

Have a great year!

If you notice errors, please email Carrie Derr at cderr@gcdsd.org.

GRAND COULEE DAM SCHOOL DISTRICT DIRECTORY

Web Page Address: www.gcdsd.org

BOARD OF DIRECTORS

Members of the Board of Directors are elected a four-year term. Four directors serve specific regions of the Grand Coulee Dam area and one is elected to an at-large position. The board members include:

Position 1: Shannon Nicholson (Chair)

Position 2: Karen Wapato

Position 3: George LaPlace

Position 4: Alex Tufts

Position 5: Rich Black (Vice Chair)

GRAND COULEE DAM SCHOOL DISTRICT OFFICE:

110 Stevens Ave.

Coulee Dam WA 99116

509-633-2143

Rod Broadnax: Superintendent

Sandy Davidson: Accounts Payable

Megan Van Geystel: Administrative Assistant

Carrie Derr: Executive Director of Support Services/Human Resources

Susie Marchand: Business Manager

Debbie Van Geystel: Payroll/Human Resources

LAKE ROOSEVELT ELEMENTARY SCHOOL

503 Crest Dr.

Coulee Dam WA 99116

509-633-0730

Lisa Lakin: Principal

Tiffany Gerard: Secretary

Lacey Ward: Attendance Secretary

Todd Phillips: Assistant Principal

Marcy Doughty: Secretary

LAKE ROOSEVELT JR/SR HIGH SCHOOL

505 Crest Dr.

Coulee Dam WA 99116

509-633-1442

Natalie Kontos: Principal

Tammy Norris: Secretary

Shelly Black: Attendance Secretary

Serena Carlson: Assistant Principal

Sarah Lloyd: Secretary

STAFF DIRECTORY

A staff directory lists the names, addresses and telephone numbers of the board and staff members. Copies are available at the district office.

BASIC EXPECTATIONS

Any organization is only as good as its employees, and the Grand Coulee Dam School District has recruited and employed employees to be proud of. As vital service providers for the community, all District staff members are expected to maintain a high level of professionalism as exemplified in the following guidelines:

Positive Attitude: District employees are encouraged to approach each day with a calm and positive attitude. This alone will make for a better workplace and learning atmosphere.

District Ambassador: Each employee is expected to be a positive ambassador for the District. Each of us represents the District to students, parents and community at various times.

Public Service: As public-funded District employees, we must all commit to prompt, professional and respectful service to parents, students and other members of the community to whom we are answerable.

Honest Communication: As with all organizations, issues between staff members will likely arise from time to time. Rather than talking to others about the issue, try to discuss the problem with the person(s) in question in a respectful manner. If the issue remains, go through the proper chain of command to resolve the issue.

Chain of Command: Employees are expected to follow the district's chain of command when addressing questions, concerns, requests, or workplace issues. In most situations, matters should first be discussed with the employee's immediate supervisor before being elevated to the next appropriate level of administration. Following the chain of command promotes effective communication, timely problem-solving, and efficient district operations while respecting the rights provided by law and collective bargaining agreements.

Positive and Negative Student Discipline: Regardless of your job description, you are here for students. Reward their successes, and if students need correction, do your part to help. Remember, education includes development of character, as well as the mind.

Attendance: Students are expected to be at school in order to receive the best opportunity for an education. Likewise, staff are expected to be at work in order for the students to receive the best opportunity for their education.

Cell Phones: Usage is discouraged. Please make or receive calls or texts before or after school and/or during breaks. Remember you are here for students. When you are attentive to your phone you are not attentive to your students.

Dress Code: Teaching and influencing our student body is not limited to structured lesson plans and curriculum but by also creating a culture of respect and professionalism that will influence the way students view the classroom and overall school environment while preparing them for expectations in the work force. We must model these standards in our approach to a staff dress code.

In dress, conduct and interpersonal relationships staff members (both certified and classified) should recognize that they are being continuously observed by students, parents, other staff members, and the community. In order to have the respect of the students, community and their colleagues, they must dress and conduct themselves appropriately as role models for students.

Connecting and Reconnecting With All Students

All employees in the Grand Coulee Dam School District, regardless of their employment responsibility, are expected to address each and every student or student issue with the highest degree of respect for the student, regardless of the situation. To reach this expectation, the following should be considered:

- In dealing with students, staff will consider the students' needs, moods, interests, and capabilities, using these attributes to guide interactions, assistance, or interventions
- Staff will create an upbeat, positive classroom, bus, or facility climate
- Staff will exhibit warmth and "positive regard" toward all students
- Staff will find ways to connect and reconnect each student with the classroom and school of each student
- Staff will always exhibit appropriate, professional communications with students.

"When I approach a child, he inspires me in two sentiments; tenderness for what he is, and respect for what he may become."

~Louis Pasteur

SAFETY AND SECURITY

The safety and security of students, staff, and visitors is a shared responsibility and a district priority. All employees are expected to follow district safety procedures, maintain awareness of emergency protocols, and contribute to a secure learning environment.

Photo Identification Badges

Employees are required to wear the district-issued photo identification badge while on duty. Lost, damaged, or forgotten badges should be reported to the employee's supervisor or Human Resources as soon as possible for replacement or assistance.

Emergency Response Procedures

Employees are responsible for reviewing and understanding district emergency response procedures. Emergency plans will be reviewed annually and should be readily accessible in work areas. Questions regarding emergency procedures should be directed to a supervisor.

Building and Campus Security

All unmonitored exterior doors must remain secured. Employees who discover an unsecured door should secure it or notify the office immediately. During school hours, all visitors must report to the office, sign in, and obtain a visitor badge. Unsafe conditions should be reported promptly to a supervisor or the superintendent.

Emergency School Schedule Changes

In the event of a delayed start, school will generally begin two hours later than the normal schedule unless otherwise announced. During an emergency early release, staff may be assigned responsibilities to assist with student supervision and transportation to ensure students are safely released.

Safety Information and Reporting

Safety bulletin boards are located in district facilities and contain important safety information, required workplace postings, and emergency-related notices. Employees are expected to review posted information regularly and report safety concerns, hazards, or unsafe conditions to their supervisor or the superintendent as soon as possible.

Questions regarding safety and security expectations should be directed to a supervisor or the district office.

REPORTING WORK-RELATED INJURIES

For the health and safety of all employees, the Grand Coulee Dam School District is committed to reducing the number of work-related injuries. As part of that effort we will be working with our insurance carrier to develop staff training to prevent work-related injuries.

One of the critical issues in reducing work-related injuries, includes the necessity of **REPORTING “WORK-RELATED INJURIES” IMMEDIATELY. THE EXPECTATION IS FOR ALL STAFF IN THE DISTRICT TO REPORT ANY WORK-RELATED INJURY IMMEDIATELY TO THEIR PRINCIPAL OR IMMEDIATE SUPERVISOR AND THEN CALL THE DISTRICT OFFICE, 633-2143.**

Each principal and supervisor will have an additional person designated at the work site to receive the reports in their absence.

It is expected that each employee reports the incident and complete the Employee Incident Report and call Carrie Derr prior to their leaving the work site except in a situation where immediate medical assistance is needed. If the report is not completed at the time of the injury, the employee is expected to have it to the supervisor and call Carrie Derr no later than 24 hours after the injury or incident.

Those employees who work after hours or swing shifts, are expected to have the report completed prior to leaving the work site and placed in a designated location. It is also expected that all employees report “near misses” of possible safety issues to supervisors and the safety committee or contact Carrie Derr with the issue at cderr@gcdsd.org as soon as possible. These “near miss” reports could help other employees from being injured at work.

All injury reports submitted at work sites are expected to be faxed:509-633-2530, emailed: cderr@gcdsd.org, or brought to Carrie Derr at District Office, immediately after being submitted to the supervisors or those designated to act for them.

WORKER’S COMPENSATION COVERAGE

Grand Coulee Dam School District is a self-insured employer, and its workers’ compensation program covers employees for work-related injuries or illnesses. If you become injured on the job or develop an occupational disease, you will be entitled to industrial insurance benefits. Your claim will be handled and your benefits paid by the employer.

In case of injury or disease: Report your injury or disease to your Supervisor. The District Office will provide you with a Worker’s Compensation Industrial Injury Packet. You must complete the “Self-Insured Accident Report” (SIF-2) form with your employer if you seek medical treatment.

Get Medical Care. You have the right to go to the doctor of your choice.

Complete a “Physician’s Initial Report” form at your doctor’s office. Request that the doctor mail this form to the employer’s claim administration address. The district’s claims administrator will evaluate the claim for benefits. All medical bills that result from an allowable on-the-job injury or occupational disease will be paid by the district. The employee may be entitled to wage replacement or other benefits.

ABSENCE REPORTING AND TIME OFF REQUESTS

Red Rover is the district's official absence management system. Employees are expected to enter absences and time off requests in Red Rover in a timely manner. Failure to report absences promptly may impact substitute coverage and district operations. Employees must also comply with any additional notification requirements established by their supervisor or building administrator.

DANGEROUS WEAPONS ON SCHOOL GROUNDS (Policy 4210)

It is a violation of district Policy No. 4210 and RCW 9.41.280 for any person, except designated security employees, to carry a firearm or dangerous weapon on school premises, on school provided transportation, or while attending any school activity, or using any facility used exclusively for school activities.

It is the policy of the district and it is provided in law that persons engaged in military, law enforcement, or school security may carry firearms into the buildings and onto school grounds when necessary. Also, any federal, state, or local law enforcement officer is exempt from the district policy restricting possession of firearms on school grounds.

Employees and students who violate RCW 9.41.280 will be subject to immediate discipline. For students, a one-year expulsion will take place and the incident will be immediately reported to the police. Employees who violate this policy and law will be subject to immediate suspension from employment, discipline including termination of employment, and the matter will be reported to the local police immediately. The State of Washington, through the Safe Schools Legislation, has made school safety and security a top priority.

DRUG-FREE WORKPLACE (Policy 5201)

It is violation for any employee of the Grand Coulee Dam School District to unlawfully manufacture, distribute, possess, or use on or in the workplace any narcotics drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or other controlled substance, or alcoholic beverages as defined in schedule I through V of Section 202 of the Controlled Substances Act 921 U.S.C. 812 and as further defined by regulation 21 CFR 1300.11 through 1300.15.

“Workplace” is defined as the site for the performance of work. Workplace included any location where work is performed, including a building or other district premise; and school-owned vehicle or any other school approved vehicles used to transport students to and from school or school activities; off school property during any school-sponsored or school approved activity, event, or function such as a field trip or athletic even where students are under the jurisdiction of the school district.

Compliance with the standards of conduct is mandatory by all employees. Any staff member who violates any aspect of the policy may be subject to disciplinary actions up to and including termination of employment and referral for prosecution will be imposed on employees who violate the standards of conduct.

EMAIL COMMUNICATION

District email is the primary method of communication for Grand Coulee Dam School District. Employees are expected to check their district email regularly during the workday and are responsible for information communicated through their district email account, including notices, deadlines, schedules, and required actions.

EXTRA HOURS AND OVERTIME

Employees must obtain supervisor approval prior to working extra hours or overtime. Any approved extra hours or overtime must be documented on the appropriate Extra Hours/Overtime Request Form and submitted to Human Resources in a timely manner. Failure to complete and submit the required form may result in delays in processing compensation.

FAMILY MEDICAL LEAVE ACT (FMLA) AND PAID FAMILY MEDICAL LEAVE (PFML)

Eligible employees may qualify for leave under the federal Family Medical Leave Act (FMLA) and/or Washington State Paid Family Medical Leave (PFML).

FMLA provides eligible employees with up to twelve (12) weeks of unpaid, job-protected leave for qualifying family and medical reasons. To be eligible, an employee generally must have been employed by the district for at least twelve (12) months and have worked at least 1,250 hours during the preceding twelve (12) months.

PFML is a Washington State program that may provide partial wage replacement benefits for qualifying family and medical leave. Employees may be eligible if they have worked at least 820 hours in Washington during the qualifying period. Eligible employees may receive up to twelve (12) weeks of paid leave, with additional leave available in certain circumstances as provided by law.

Employees who anticipate the need for leave, or who experience an event that may qualify for FMLA or PFML, should **contact Human Resources as soon as possible** to discuss eligibility, required documentation, application procedures, and the coordination of available leave benefits.

FMLA and PFML may run concurrently when permitted by law.

For more information regarding the Family Medical Leave Act (FMLA), visit the U.S. Department of Labor website at: <https://www.dol.gov/agencies/whd/fmla>

For more information regarding Washington State Paid Family Medical Leave (PFML), visit the Washington Employment Security Department website at: <https://paidleave.wa.gov>

LEAVE (Policy 5412)

The Grand Coulee Dam School District offers several leaves of absence to its employees. Some of these are federally mandated and some are at the discretion of the school board. Detailed explanations of these leaves can be found in the respective Collective Bargaining Agreement. Proper use of these agreements is essential to the function of our schools and to maintaining our commitment to students.

By providing leave entitlements, the district recognizes that employees may need to miss work without adverse consequences. At the same time, the district must be able to rely on employees to perform their duties. Excessive absenteeism adversely affects student learning

and well-being, as well as coworkers and the overall workplace. When absenteeism exceeds agreed-upon leave entitlements, the educational environment and district operations may be negatively impacted and appropriate action may be necessary.

Employees are expected to utilize all available and applicable paid leave before requesting unpaid leave. Except for leave protected or required by federal or state law, unpaid leave will generally not be approved until all applicable accrued leave balances have been exhausted.

It is inappropriate to use more leave than an employee is entitled to. Absences beyond negotiated leave entitlements will be considered excessive leave and may be without pay. Excessive leave without pay may be addressed through the disciplinary procedures outlined in the applicable collective bargaining agreement.

For information regarding leaves, please refer to the appropriate agreement listed.

Certificated: See WEA Agreement, Article IV Leaves

Classified: See PSE Agreement, Article IX

PACKING SLIPS

When orders are received, packing slips and any other relevant paperwork must be signed and forwarded to the building secretary. If items are returned, the items should be shipped via UPS in order to track the return, unless the company is paying for the return shipment of the order. Proper paperwork should be included in the package i.e. packing list and/or invoice copy.

PERFORMANCE EVALUATIONS

An integral part of employment with the district is professional development and growth. The district is committed to ensuring that communication regarding performance is a priority. Performance evaluations are completed at least once annually, for both certificated and classified employees.

PESTICIDE NOTIFICATION

The Superintendent is directed to develop procedures to assure that the district complies with the requirements of the law regarding pesticide notification, posting and record keeping. This includes procedures for the annual notification of staff and parents of the District's pest control policies and methods; pre-notification of staff and parents of pesticide applications; posting of sites of pesticide applications; and record keeping, including an annual summary report of pesticide usage.

PRE-APPROVAL OF PURCHASES/TRAVEL

All purchases, orders, requests for services, and travel must be approved by the employee's principal, supervisor, or the superintendent before any commitment is made. A completed Request to Purchase form must be submitted to and approved by the District Office prior to making a purchase, placing an order, requesting services, or booking travel.

Employees who order, purchase, or authorize services without prior approval and a properly approved Request to Purchase form may be held personally responsible for any resulting costs and payment obligations.

PROFESSIONAL STAFF/STUDENT BOUNDARIES (Policy 5253)

Employees are expected to maintain professional and appropriate relationships with students at all times. Interactions with students must support the educational mission of the District and be based on respect, trust, and professional responsibility. Staff should avoid conduct that could be perceived as inappropriate, create the appearance of impropriety, or result in favoritism.

Communication with students through electronic means, including text messages, social media, email, and other messaging platforms, must be for legitimate educational or school-related purposes only. Employees who have concerns regarding their own conduct or the conduct of another staff member are expected to promptly notify their supervisor or building administrator. Violations of professional boundaries may result in disciplinary action, up to and including termination.

PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING (Policy 3207)

It is the expectation of the school district that all employees and volunteers take immediate action to report any acts of harassment, intimidation or bullying while on duty as employees or volunteers of the school district. The district further takes a position of zero tolerance to any student harassment, intimidating or bullying others at any school-related activity.

“Harassment, intimidation, or bullying” means any intentional written, verbal, or physical acts which:

1. Include acts motivated by race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability or other distinguishing characteristics. These “acts” include: slurs, rumors, jokes, innuendoes, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, or physical actions.

An incident report must be completed when the act:

- PHYSICALLY HARMS a student or DAMAGES the student’s property; or
- Has the effect of substantially INTERFERING WITH a student’s EDUCATION or WELL BEING;
- Is so severe, persistent, or pervasive that it creates an INTIMIDATING or threatening educational ENVIRONMENT; or
- Has the effect of substantially DISRUPTING the ORDERLY operation of the school?

As the incidents are observed, please consider the following:

1. The student does not have to possess the distinguishing characteristic (i.e. anti-gay harassment is banned whether, or not the student is really gay).
2. “Other distinguishing characteristics” include:
 - physical appearance
 - clothing or other apparel
 - socioeconomic status
 - gender identity

Each report must be submitted to the building administrator as soon as possible after an incident is observed or reported. Each administrator will investigate each report. The attached form will be available at each school for use for reporting the incidents. Once discipline has been administered, parents will have the same due process rights as any other discipline afforded students.

HIB Incident Reporting Form can be found at <https://www.gcdsd.org/for-parents/forms>.

PROTOCOL FOR SHARING STUDENT CONFIDENTIAL INFORMATION

Grand Coulee Dam School District values the right to 'privacy' for all individuals and information that they deem to be private. The Grand Coulee Dam School District also recognizes that there is some 'private' information that staff may need to know in order to effectively carry out their duties.

FERPA permits staff to have access to student education records in which they have "legitimate educational interest." Such access does not require prior written consent of the parent or student.

But what constitutes "legitimate educational interest"? Essentially, legitimate educational interest is necessary for staff to carry out their responsibilities in support of the Grand Coulee Dam School District's educational mission. You can also think of legitimate educational interest as a "need to know" that is essential to carrying out your job responsibilities related to education.

It is important to understand several points related to "legitimate educational interest:"

- Curiosity is not a legitimate educational interest. Just because you have access to Skyward and are able to view the record of your neighbor's son, does not mean that you have a legitimate educational interest in his grades and cumulative GPA.
- Simply the fact that you are a staff member does not constitute legitimate educational interest. Your need to know must be related to your job responsibilities in support of the District's educational mission. In other words, records should be used only in the context of official business in conjunction with the educational success of the student.
- Your legitimate educational interest is limited. While you may have a need to access education records for students in your school, you do not necessarily have a similar need to view records of students outside your school. In other words, access to information does not authorize unrestricted use.

What constitutes "legitimate educational interest"?

"Legitimate educational interests" are defined as interests that are essential to the general process of higher education prescribed by the body of policy adopted by the governing board. Legitimate educational interests would include teaching, research, public service, and such directly supportive activities as academic advising, general counseling, therapeutic counseling, discipline, vocational counseling and job placement,

financial assistance and advisement, medical services, safety, raising endowment in support of student scholarships and academic programs, and academic assistance activities. In addition, the District officially recognizes appropriate co-curricular activities that are generally supportive of overall goals of the institution and contribute generally to the well-being of the entire student body and specifically to many individuals who participate in these activities. These activities include varsity and intramural sports, specific interest clubs, and student government.

REPORTING IMPROPER GOVERNMENTAL ACTION (Policy 5271)

The district encourages the reporting 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 the policy and related procedure.

The Superintendent shall establish procedures for receiving and acting on employee reports of improper governmental actions and responding to allegations of retaliation. Please contact your immediate supervisor or the Superintendent regarding any concerns of this nature.

RESOLUTION OF STAFF COMPLAINTS (Policy 5270)

Employees who believe a district action, policy, procedure, practice, or professional conduct issue has been misapplied or violated are encouraged to use established complaint resolution procedures. Concerns should first be discussed with the immediate supervisor whenever possible. If the issue cannot be resolved at that level, it may be referred through the appropriate administrative channels, including the Superintendent. The District is committed to addressing concerns fairly, promptly, and professionally while maintaining open communication and positive working relationships.

RESPECTING EACH OTHER AS COLLEAGUES

Grand Coulee Dam School District is committed to maintaining a professional, respectful, and collaborative work environment. Employees are expected to treat colleagues, students, families, and community members with courtesy and professionalism, even when disagreements arise. Staff should make every effort to communicate openly, work collaboratively, and resolve concerns respectfully. All interactions should support a positive workplace culture and our shared commitment to student success.

SEXUAL HARASSMENT (Policy 3205/5011)

Grand Coulee Dam School District is committed to providing a safe, respectful, and professional environment free from sexual harassment for students, employees, volunteers, and visitors. Sexual harassment includes unwelcome conduct, communication, advances, requests for favors, or other behavior of a sexual nature that interferes with a person's ability to work or learn or creates an intimidating, hostile, or offensive environment.

All employees are expected to maintain professional boundaries and contribute to a workplace and educational environment free from harassment. Any employee who experiences, witnesses, or receives a report of sexual harassment must promptly report the concern to the District's Title IX Coordinator or Civil Rights Compliance Coordinator.

The District will promptly investigate all reports of sexual harassment and take appropriate corrective action. Retaliation against any individual who reports concerns or participates in an investigation is strictly prohibited. Employees who engage in sexual harassment or retaliation may be subject to disciplinary action, up to and including termination.

For complete information, employees should refer to District Policy 5011 (Sexual Harassment of District Staff Prohibited) and District Policy 3205 (Sexual Harassment of Students Prohibited) and contact Human Resources or the District's Title IX Coordinator with any questions or concerns.

STAFF DEVELOPMENT (Policy 5520)

Grand Coulee Dam School District is committed to the continuous professional development of all district employees. The goal for staff development is to instill and enhance all competencies consistent for employees new to the district, continuing in current positions, and those employees being reassigned to a different position in the district.

Staff development opportunities are offered throughout the year for both certificated and classified employees.

THREATS OF SUICIDE OR SIGNS OF DEPRESSION (Policy 2145)

With the unfortunate increase in student suicide and depression, it is the district's expectation that all employees report immediately, to their immediate administrator or supervisor, a school counselor or psychologist, or school nurse any verbal remarks, either first hand or by others of any comments regarding a student's intent to harm themselves.

Additionally, any appearance of student behaviors that are exhibiting signs of depression, anxiety or fear, should be reported to the appropriate school staff. In evaluating the behaviors that appear to be present, always take the "high road" and make a referral as soon as possible. This is a new challenge for all of us, but we should all do what we can to identify possible self-harm by students when at all possible.

TOBACCO- AND VAPE-FREE WORKPLACE (Policy 4215)

The Grand Coulee Dam School District is committed to providing a healthy, safe, and tobacco-free environment for students, staff, and visitors. Employees, board members, and community members are expected to serve as positive role models by refraining from the use of tobacco products and vaping devices while on school property.

The use of tobacco products, smoking, electronic cigarettes, vaping devices, or similar nicotine delivery systems is prohibited on all district property, in district facilities, on district-provided transportation, and at school-sponsored activities. This prohibition applies regardless of the substance contained in the device.

Smoking is prohibited inside all district facilities and within 25 feet of any educational facility or place of business as required by Washington law.

Employees are expected to comply with this policy and assist in maintaining a tobacco- and vape-free environment. Violations may result in disciplinary action in accordance with district policy and applicable collective bargaining agreements.

TRAVEL FOR DISTRICT BUSINESS

Several regulations cover District travel, including:

Expense reimbursement forms and receipts must be turned in by the 10th day of a month for PAYMENT AT THE END OF THE MONTH to Sandy Davidson, Accounts Payable Secretary.

Advance travel request forms are available from the building secretary.

Meal reimbursements vary by location. They are paid on a per diem basis at the GSA allowable rate.

A district vehicle should be used whenever possible. If a district vehicle is not available, in order to keep control of costs the district will strive to only pay mileage for one individual trip per training. Carpooling will be encouraged up to 4 people. If there are more than 4 individuals going to the same training, then a second mileage trip could be paid. If individuals choose not to carpool, then the one mileage reimbursement can be split between the individuals. But, in theory if one individual offers to carpool and the other individual doesn't want to, then the one offering should get the mileage reimbursement. If there is a split of the mileage reimbursement all parties have to agree to split the mileage.

Of course, there are always exceptions to the rule. If you feel that you have circumstances that merit another mileage reimbursement to be paid out, please state your case before you leave to Sandy Davidson. That way you will know if you are granted mileage or not before you leave.

Grand Coulee Dam School District Electronic Communications, Social Media, and Technology Use Agreement

Electronic Resources (Policy 2022)

Grand Coulee Dam School District will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the district's goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings. The district's technology will enable educators and students to communicate, learn, share, collaborate and create, to think and solve problems, to manage their work, and to take ownership of their lives.

Social Networks (Policy 2023)

District employees and activity sponsors may set up social networking accounts using district resources and following District guidelines to promote communications with students, parents, and the community concerning school-related activities and for the purpose of supplementing classroom instruction.

In order for District employees and activity sponsors to utilize a social networking site for instructional, administrative, or other work-related communication purposes, they shall comply with the following:

- Request permission through the appropriate school administration.
- If granted, staff members will set up the site following District guidelines developed by the Grand Coulee Dam School District Technology Department.
- Once the site has been created, the sponsoring staff member is responsible for monitoring and managing the site to promote safe, acceptable use and observing confidentiality restrictions concerning the release of student information under state and federal law.

Staff members are discouraged from creating personal social networking sites to which they invite students to be a "friend." Employees taking such action do so at their own risk.

All employees shall be subject to disciplinary action if their conduct relating to the use of social networks or online resources violates this policy or other applicable policies.

Use of Technology

The Board supports the use of technology to communicate for educational purposes. However, when the communication is unrelated to school work or other legitimate school business, district staff are prohibited from communicating with students by phone, e-mail, text, instant messenger, social media, or other forms of electronic or written communication. District staff members are prohibited 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.

Unauthorized Recording

Employees shall not audio record, video record, photograph, or distribute recordings of students, staff, parents, meetings, or school activities without authorization or as otherwise permitted by law. Employees are expected to comply with Washington's Privacy Act regarding the recording of private communications (RCW 9.73.030), maintain the confidentiality of student and personnel information, and adhere to professional conduct standards. Unauthorized recording, disclosure, or distribution of recordings may result in disciplinary action up to and including termination.

(References: RCW 9.73.030; WAC 181-87-060; WAC 181-87-090)

Computer Software

Unlicensed duplication or use of any software that is not an official licensed version is illegal and can expose employees and the school district to civil and criminal liability under copyright law.

Do not use or install any program onto your computer without approval from administration and/or your network administrators. Do not make unauthorized copies of software.

Any employee making or sharing illegal copies of software may face disciplinary action.

Legally acquired software will be provided to meet standard software needs in a timely fashion and in sufficient quantities for each computer.

Grand Coulee Dam School District will enforce internal measures to prevent the making or using of unauthorized software copies. This includes taking effective methods to verify compliance with these standards and appropriate disciplinary actions for violations.

Full policies and procedures are available at www.gcdsd.org.

District Expectations of School Personnel **2026-2027**

I have read and understand the District Expectations of School Personnel for Grand Coulee Dam School District.

Please sign, date and return to the District Office.

Employee Signature

Date

Employee Acknowledgment

I have read, understand, and agree to abide by the Grand Coulee Dam School District Electronic Communications, Social Media, and Technology Use Agreement.

I understand that district technology resources, electronic communications, social media platforms, software, and other digital systems are provided primarily for educational and business purposes. I further understand that violations of district policies, procedures, professional standards, or applicable laws, including unauthorized recording, misuse of technology resources, or unauthorized software use, may result in disciplinary action up to and including termination of employment and may constitute a violation of state or federal law.

I understand that district technology resources are subject to monitoring and review by authorized personnel to maintain system integrity, security, and compliance with district expectations. Users should have no expectation of privacy in electronic files, communications, or data created, stored, transmitted, or received using district-owned devices, networks, or systems, except as otherwise provided by law.

I hereby release the district, its personnel, and any institutions with which it is affiliated from any claims or damages arising from my use of, or inability to use, district technology systems, including but not limited to claims arising from unauthorized use of the system to purchase products or services.

Name (Please Print) _____

Position _____

School _____

Employee Signature

Date

Please sign and return to the District Office by September 17, 2026.
Thank You!