Substitute Handbook

South Whidbey School District
5476 Maxwelton Road
Langley, WA 98260
360-221-6100 fax 360-221-3835
www.sw.wednet.edu

The South Whidbey School District #206 (SWSD) 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. The following employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights Compliance Coordinator - Dr. Becky Bell
Address: 5476 Maxwelton Road, Langley, WA 98260
Telephone Number: 360-221-6100
Email: bbell@sw.wednet.edu

Section 504/ADA Coordinator - Superintendent Becky Clifford
Address: 5476 Maxwelton Road, Langley, WA 98260
Telephone Number: 360-221-6100
Email: bclifford@sw.wednet.edu

Title IX Coordinator - Dr. Becky Bell
Address: 5476 Maxwelton Road, Langley, WA 98260
Telephone Number: 360-221-6100
Email: : bbell@sw.wednet.edu

Gender-Inclusive Schools - Dr. Becky Bell
Address: 5476 Maxwelton Road, Langley, WA 98260
Telephone Number: 360-221-6100
Email: bbell@sw.wednet.edu

Appeals: https://www.sw.wednet.edu/our-district/superintendent/how-to-solve-and-issue
HIB Form: https://www.sw.wednet.edu/connect/report-safety-concern
Title IX inquiries may also be directed toward the U.S. Department of Education, Office for Civil Rights (OCR): https://www2.ed.gov/about/offices/list/ocr/index.html
Information about the nondiscrimination and sex-based discrimination policies and grievance procedures, and how to report a concern or complaint: https://www.sw.wednet.edu/resources/title-ix
SWSD Title IX training is available to all employees and is linked on our website here.
Non-Discrimination: Students Policy 3210 and Procedure 3210P; Staff Policy 5010 and Procedure 5010P
Sexual Harassment: Students Policy 3205 and Procedure 3205P; Staff Policy 5011 and Procedure 5011P

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PURPOSE

This handbook is neither a contract nor a substitute for the official district board policy manual. Nor is it intended to alter the at-will status of non-contracted employees in any way. Rather, it is a guide too, and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the board policies that are associated with handbook topics, confer with their supervisor, or call the appropriate district office department. Copies of School Board Policies and Procedures are available in each administrative office to all personnel and are on the SWSD website at SWSD Board Policies

It is important that each employee is aware of the policies and procedures related to his/her position. The information in this Handbook is subject to change and changes in district policies may supersede, modify, or eliminate the information summarized in this Handbook. Staff input regarding the content of this manual is appreciated and updates will be made as needed.

Our primary business is the education of our youth, and everything we do should be directed toward providing students with the best possible learning environment.

Our District:

The South Whidbey School District serves the communities located on the south end of Whidbey Island in Washington State. The district is 60 square miles in size and serves approximately 1,190 FTE students on three campuses. The K-5 graders are in the South Whidbey Elementary North Campus. Grades 6-12 are located in the South Whidbey Secondary Campus (known as South Whidbey Middle and High Schools). South Whidbey provides choices in education. We have a 9-12 South Whidbey Academy (SWA) choice program located in the South Whidbey Secondary Campus. We have a 9-12 ALE program through Spokane Virtual Academy. We have a K-8 ALE program located on the South Campus. We employ roughly 137 FTE and 175 (head count) staff.

Our Vision:

Every South Whidbey School District Student is a lifelong learner who is multi-culturally engaged, literate, and an active community member able to meet the challenges of our global society.

Our Mission:

In collaboration with our community, every student will be supported to be a resilient, innovative, compassionate, and productive graduate prepared for a diverse and dynamic world.

Our Values:

1) Our Schools will be welcoming, safe and supportive places with consistent school wide expectations where all are respected.

2) Our students will demonstrate growth toward mastery in all content areas.

3) Our students will graduate ready for a future they choose.

The Board of Directors

The Board of Directors of the district is composed of five district citizens elected by district voters for 4-year terms and two student representatives. One student representative is selected each year to serve a two-year term.

One of the Board's duties is to approve all new permanent employees before their employment is considered official.

The Board generally holds meetings at 6:30 pm on the second and fourth Wednesdays of each month in the South Whidbey Elementary School Community Room, 5380 Maxwelton Road, Langley. The full meeting schedule, agendas, meeting packets, and minutes can be found on the district website at Board Meetings & Minutes

Business meetings are open to the public except in certain circumstances when the Board is allowed to meet in private. The law permits holding closed Executive Sessions or meetings for discussion of personnel, confidential student matters, collective bargaining, real estate, and legal issues.
The current members are:

Jeff Natter District #4 jnatter@sw.wednet.edu	Ann Johnson, Vice Chair/Board Auditor District #5 ajohnson@sw.wednet.edu
Andrea Downs, Policy Rep District #2 adowns@sw.wednet.edu	Brook Willeford, Board Chair District #3 bwilleford@sw.wednet.edu
Joe Greenheron, WIAA Representative District #1 jgreenheron@sw.wednet.edu	Dr. Rebecca Clifford, Superintendent *Serving as Board Secretary* bclifford@sw.wednet.edu
Student Representatives Luisa Russo – selected for 2025-2027 Daniel Fulton – selected for 2026-2028	Kristina Macarro, Executive Assistant to the Superintendent/Director of Communication 360-221-6100; kmacarro@sw.wednet.edu

Important Phone Numbers

District Administration Team	District Leadership Team Members
Dr. Rebecca Clifford Superintendent 360-221-6100	South Whidbey High School & South Whidbey Academy CJ Gray, Principal & CTE Director 360-221-4300
Paul Field Executive Director of Business Services & Operations 360-221-6808 ext. 2244	South Whidbey Middle School, Grades 6-8 Kayla Phillips, Principal & Director of Curriculum 360-221-4300
Dr. Becky Bell Director of Special Education & Student Services 360-221-6808 ext. 2224	South Whidbey Elementary, Grades ITK-5 & K-8 ALE Jordan Young, Principal Kristin Codda, Assistant Principal 360-221-4600

Other Helpful Phone Numbers:
Director of Operational Technology, Ian Turner, 360-221-6808 ext. 6020
Transportation Supervisor, Linda Proctor, 360-221-6808 ext. 2223
Director of Facilities, Geoff Lawson, 360-221-6808 ext.5501
District Office Main Fax: 360-221-3835

Athletic Office:
Director of Athletics and Student Safety TOSA, John Sommer: 360-221-6808 ext. 5408
South Whidbey Middle/High School, Athletic/ASB Secretary, Kymy Johnson: 360-221-6808 ext. 5423

Who To Call

Contact Heidi Smith, Human Resource Specialist at ext. 2222 for information and questions regarding:

- Change of address or phone number
- Contracts & Computes
- Expiration date of required certificate
- Employee Access
- Fingerprints
- First Aid/CPR certifications
- Safe Schools
- Resignation or retirement
- Skyward /EDS Permissions & Access
- Frontline Issues
- Coaching
- Salary schedule
- Scheduled workdays
- Verification of employment
- Personnel File
- Recruitment & Job Opportunities
- Applications
- Training
- Staff Directory

Contact Paula Simmons, Assistant Director of Business Services at ext. 2209 for information and questions regarding:

- Benefit Forms
- Employee benefits and dependent coverage
- FMLA Leave
- Leave Balances (Sick and Vacation Leave)
- Assistance to understand your pay stub
- Direct Deposit
- Monthly payroll deductions
- Retirement Enrollment
- Leave Requests and procedures
- Request for Shared Leave
- Workmen Compensation Claims
- Tax sheltered annuities – 403B
- Time Sheets
- W2 (Year End)
- W4 changes

Contact Tammi Sloan, Accounts Payable Specialist at ext. 2207 for information and questions regarding:

- Expense Claims
- Grant Balances
- Requisitions/Purchase Orders
- SWEA Incentive Program
- Vendor Questions/Payments
- Deposits & Receipt Books

Contact staff directly regarding the following Special Programs:

- Child Find (age: birth-21), Angie Hudkins, ext. 2206
- Health Services, Emmy Atwood, School Nurse, ext. 5420
- McKinney-Vento Homeless Assistance, Mary Michell, ext. 4320
- Section 504 Plans, Angie Hudkins, ext. 2206
- Type II Driver Endorsements, Transportation at ext. 2223

Our Philosophy

Substitute Teachers provide an extraordinary service to the children and staff of the South Whidbey School District. Their primary role is to provide continuity in ***teaching*** during the absence of regular teaching staff. It is the intent of the school district to support these teachers in this challenging role.

REQUIREMENTS FOR SUBSTITUTES

Background Check and Fingerprint Requirements

In June of 1992 a Washington State law was passed that requires any person hired by a school district who has regularly scheduled unsupervised access to children to be fingerprinted for a State and National background check. Since all school district employees, substitutes and coaches have the potential to have access to children, all new employees must be fingerprinted. An employee may be exempt from this requirement only if they have been fingerprinted for a Washington State school district within the last two years and those prints are accessible from OSPI. A Washington State Patrol check will also be conducted. *Board Policy 5005*

Certification & Licensure

Washington requires that all substitute teachers hold valid certificates. Certificated employees are expected to know the expiration date of their certification and are responsible for meeting the requirements for re-certification in a timely manner. Each employee who is required to be licensed must provide the district with a copy of the current license to be maintained in their personnel file. *Board Policy 5005*

For questions regarding certification issues contact: *OSPI Certification*

https://ospi.k12.wa.us/certification/contact-information *360-725-6400*

At-Will Status

As at will, temporary employees of the district, whose services are utilized on an as-needed basis, substitutes may be removed or may resign from this position and the substitute list with or without cause at any time. Substitutes may be removed, blocked from working in specific locations or may resign from this position and the substitute list with or without cause at any time with or without notice.

Required District Application Process and Procedure

- Submit an "Application for Certificated Employment", available on district website at Application Information, current resume, copies of all transcripts, copy of teaching certificate, and three letters of recommendation;
- Interview with the Superintendent or designee.
- Clear both background checks, including the fingerprint check.
- Complete **all** required Vector (previously called ***Safe Schools)*** Online assignments **each year by the due date as assigned**.
- Complete the necessary employment forms with Human Resources and Payroll.

Sexual Misconduct Disclosure

The Legislature has determined that additional safeguards are necessary in the hiring of school district employees/substitutes to ensure the safety of Washington's school children. All new employees are required to sign a release authorizing former employers to disclose all information related to any acts of sexual misconduct committed by the employee as defined by the State Board of Education. Additionally, all substitutes are required to sign the release on an annual basis. Sexual misconduct definitions are found in WAC 181-87-080.

Mandatory Trainings

The South Whidbey School District requires all staff and substitutes to complete mandatory courses on an annual basis in the effort to keep our staff, students, and school environment safe and conducive to learning and for compliance with state and/or federal laws. The district utilizes the ***VECTOR*** web-based program (previously called Safe Schools) to deliver the mandatory training. You will receive an email with instructions on how to complete this assignment at the end of August to your work email. You are responsible for completing the assigned training by the due date listed to stay on the active substitute list. The district will pay for the training time not to exceed the Vector estimated time for the assignments. Substitutes submit a timesheet to Human Resources for the time spent and after their first day working in the new school year, they will receive payment.
http://sw.wa.safeschools.com/Logon Page.

SALARY & BENEFITS INFORMATION

The South Whidbey School District maintains the following two classifications of **substitute teachers**. The daily rate of pay for all classifications is established by the superintendent or designee (**see Appendix A**).

1. **Short-term Substitutes**
   Short term substitutes are assigned on a day-to-day basis by requesting the job through our web-based ***Frontline*** program and do not exceed thirty days in any one assignment.
   The short-term substitute receives no health insurance or other benefits, except mandatory state and federal coverage including social security and Medicare.
2. **Long-term Substitutes**
   Long-term substitutes are selected by the building principals and from the specific applicant pool as replacements for regular staff for whom long-term leave has been granted for a period of up to one year. The term of the leave replacement employment is defined in advance.
   The rate of pay for long-term substitutes shall be equivalent to the daily rate for a continuing teacher, dependent upon experience and education. Placement on the salary schedule may require additional documentation such as original transcripts.

Salary

Attached to this document as **Appendix A** is the salary schedule for certificated substitute personnel as approved by the superintendent or designee for the current year.

Direct Deposit
Direct deposit is required for all District employees, substitutes, and coaches. The form is included in your new hire paperwork and is submitted to Payroll.

Pay Periods
Reporting of substitute teaching/paraeducators is completed daily using our web-based ***Frontline*** program. An Absence and Substitute Log will be ready for you to sign when you check and at the completion of your workday in the Main Office. You are encouraged to track your days and hours worked to ensure accuracy. The ***Frontline Work*** Summary report on the Review/Cancel page provides you with the full report. Please check it monthly. Contact the Payroll office for any corrections.

Payment is normally made to substitute teachers on the last day of the next month. For example, all hours worked in September will be paid on October 31st; hours worked in October will be paid on November 30th, and so on. All pay days are the last working day of the month. The Payroll Schedule is available on our website at https://www.sw.wednet.edu/our-district/district-office/payrollbenefits.

Payroll Deductions
Mandatory deductions from gross earnings are made in accordance with federal and state requirements. These deductions include federal income taxes, Federal Insurance Contributions Act (FICA), Medicare, state labor and industry rates, WA Cares Fund, and retirement deductions if applicable. Any changes or questions regarding your deductions should be directed to Payroll.

Labor & Industries
South Whidbey School District employees/substitutes are covered for work related injuries through the Washington State Department of Labor and Industries. Employees/substitutes injured on the job are expected to immediately complete and submit an accident report to their principal/supervisor then forward the report to Payroll for processing. If medical attention is needed, a *Physician Initiated Report* must be completed by the physician for medical bills to be paid. Additionally, if medical attention is needed the *Activity Prescription Form (APF)* must be marked that the Worker is released to the job of injury JOI) without restrictions and submitted to the Payroll/Benefits office before you may return to your position.

Each employee pays a small portion of the cost for State Labor and Industry Insurance. The district pays a higher portion in order to insure all employees.

WA Cares Fund
To learn more about WA Cares Fund, please refer to the Washington State website: https://wacaresfund.wa.gov/. Please note the tax for this will automatically be set up as a deduction on your paycheck. If you have an approved exemption on file with the state, you must provide a copy of that exemption to our payroll office to avoid paying tax.

Retirement Information
State law permits retired teachers to serve as substitutes. There may be limitations on the number of hours you may work without your retirement benefits being affected. To get the latest information please check the Department of Retirement Systems (DRS) website. The district website has a link to the DRS website at Retirement Information.

Sick Leave
Under House Bill I1433, substitute employees are entitled to accrue 1-hour I1433 Sick Leave (SICK2 Leave) for every 40 hours worked up to a maximum amount of 40 hours. Because substitutes are not required to work, they are not eligible to use SICK2 leave. If hired into a long-term sub position or a regular position on assignment with the district, the I-1433 accrued SICK2 Leave is transferred to usable Sick Leave balances.

Benefits
See information provided above in "Salary and Benefits Information".

ASSIGNMENT OF SUBSTITUTE TEACHERS AND PARAEDUCATORS

Because we are a relatively small district, it is virtually impossible to predict the frequency of substitute use. Such use is dependent upon the absence rate, the number of professional development opportunities and the amount of district committee work for regular staff versus the number of available substitutes.

Assignments of Substitute teachers and paraeducators are primarily done through our web-based ***Frontline*** program. The opportunities for jobs are posted by staff as they occur. ***It is your responsibility***

to check the available jobs on Frontline on a regular basis. You will also want to check your email for any messages from staff of job opportunities. ***Don't forget to keep your calendar, phone number, and email address current in Frontline or you will miss job opportunities!***

There may be times when a job that has previously been filled will need to be changed to fill the district's needs or requirements. The Head Secretary will contact you via phone or email when this occurs. Generally, assignments will be made as soon as the need is identified and will be made in accordance with training and experience, whenever appropriate. The cooperation of substitutes willing to accept assignments outside major and minor fields is appreciated.

The district will attempt to accommodate Substitute teachers with restricted schedules. If your availability is limited to certain days or hours enter that information on ***Frontline*** in the **Personal Info** area. Additionally, you can block out full or half days on your calendar if you know you are not available. It is your responsibility to keep all your personal information current.

If you need additional assistance, such as your password or training on the web-based ***Frontline*** program, contact Heidi Smith in HR.

Accepting Assignments

There are two ways to accept a work assignment— through the ***Frontline*** program or from an appropriate school official; the staff person can prearrange with you, or you may be contacted by the Head Secretary or HR. The Head Secretary (also the Site Administrator for ***Frontline***) at each building will arrange for emergency substitutes. When you are assigned a job, you should be provided with a confirmation number, and the job should show up on your calendar. If your assignment is unclear, please contact the Head Secretary of the appropriate building. If you show up for a job and there has been a mistake on our end and no job is available, you will be paid for 2 hours as a courtesy. ***If you have not accepted a job in 60 days, you may be terminated***.

Canceling Assignments

Unfortunately, situations do arise when you may need to cancel an assignment. All cancellations should be made through ***Frontline. Whenever possible, if the job was prearranged with the staff member, please contact them prior to canceling the job to give them the opportunity of prearranging with another substitute. Please give at least 48 hours' advance notice whenever possible***. If you must cancel the morning of the assignment, please contact the Head Secretary of the building as listed below. Leave a complete message on their voice mail.

SCHEDULE OF MAIN OFFICE OPENING & CLOSING TIMES

South Whidbey Elementary School, Grades ITK - 5

8:00 AM – 3:30 PM

Jordan Young, Principal
360-221-6808 ext. 4604
Deann Houck, Head Secretary
360-221-6808 ext. 4500

Secondary Campus, Grades 6-12 and SWA 9-12

7:45 AM – 3:15 PM

CJ Gray, Principal, grades 9-12, SWA 9-12
360-221-4300
Kayla Phillips, Principal, grades 6-8
360-221-6808 ext. 5407
Mary Eaton, Head Secretary
360-221-6808 ext. 5405
South Whidbey Academy (9-12)
Christine Amundson, Head Secretary
360-221-6808 ext. 5136

Substitute Custodians, and Kitchen Staff

Hours are recorded on a Monthly Timesheet available at the front office of each school, or online at www.sw.wednet.edu. You could be contacted for a job in a variety of ways:

- The District Employee may pre-arrange with you.
- The Head Secretary/Principal/Supervisor may call you on an emergency basis to fill a job for that day.

ARRIVAL & DEPARTURE PROCEDURES

Upon arrival in the school to which he/she is assigned, substitutes must report to the administrative office. Substitutes should arrive at school fifteen (15) minutes before the beginning of the school day. Specific information given to substitutes will vary from school to school, but typical materials include keys, daily schedules, substitute folders, seating charts, report forms, and emergency procedures.

Before leaving, substitutes are requested to report again to the administrative office to verify the status for the next day, to return keys and materials, to sign the Absence and Substitute Log and to complete any necessary reports. The office must be notified of unusual happenings or problems.

Substitutes reporting for work at ALE grades K-8 report to the main office at South Whidbey Elementary North Campus to check in. SWA grades 9-12 are located on the South Whidbey High School campus. Please check in at the main office.

EXPECTED ARRIVAL & DEPARTURE TIMES

Elementary School, Grades ITK-5: School Day 8:25 a.m. – 3:00 p.m.

All Day:	8:00 a.m. – 3:30 p.m.	(7.0 hrs.)
Morning:	8:00 a.m. – 11:30 a.m.	(3.5 hrs.)
Afternoon:	12:00 p.m. – 3:30 p.m.	(3.5 hrs.)
Early Release/Wed:	8:00 a.m. – 2:00pm	(5.5 hrs.)

Secondary Campus, Grades 6-12, Includes SWA 9-12: School Day 8:15 a.m. – 2:50 p.m.

All Day:	7:45 a.m. – 3:15 p.m.	(7.0 hrs.)
Morning:	7:45 a.m. - 11:15 a.m.	(3.5 hrs.)
Afternoon:	11:45 a.m. – 3:15 p.m.	(3.5 hrs.)
Early Release/Wed:	7:45 a.m. – 1:45 p.m.	(5.5 hrs.)

PROCEDURES FOR CLOSURES & LATE START DAYS

When it looks like the weather may affect the school schedule, please watch for a **parent square alert as well as updates on the website.**

www.sw.wednet.edu.

On snow days - if school is cancelled:

· **For ALL subs** - Do not report to work.

For Late Start Day:

· **Custodial Subs** - report to work at the usual time.

· **Certificated and Classified subs** - report to work late based on the late start (i.e., if 1-hour late report 1 hour later than scheduled, etc.)

ROLES & RESPONSIBILITIES

Students attend school only 180 days in any school year. Therefore, it is appropriate that every day be one in which students have an opportunity to learn and teachers be given the opportunity to teach. Given this expectation, the following are the usual responsibilities for:

Regular Staff- It is the responsibility of the regular staff to provide a readily accessible substitute folder in which necessary information is maintained. This should include specific information pertinent to the orderly operation of that classroom such as seating charts, current lesson plans, special requests, and reporting standards. The folder should also include the names and locations of other staff members who can be of assistance to the substitute. Regular staff should be prepared to assist Substitute teachers in the building.

Administrative Staff -It is the responsibility of the principal and assistant principal/director to support the Substitute teacher in the proper conduct of his/her teaching duties. Student discipline referrals made to the administrator will be handled as expeditiously as possible to promote student understanding of the authority of the Substitute teacher.

Substitute Teachers - It is the responsibility of the Substitute teacher to follow the assigned lesson plans to every extent possible. The Substitute teacher is expected to maintain proper order and discipline in the classroom, accurately report events and information, and to uphold the rules of the school. If a Substitute teacher requires assistance to maintain proper order, he/she is expected to solicit necessary support immediately from an administrator or regular teacher. **If your assignment is at the high school, check with the Front Office for ways to assist during the prep period when there are no students.**

SUBSTITUTE TEACHERS' COMMUNICATIONS, COMPLAINTS & RESOLUTION

Substitute teachers are in a unique position to observe and interact with a wide variety of students, teachers, teaching methods and practices. On a day-to-day basis the substitute teacher not only may become acutely aware of differences but also may find himself/herself critical of a person, classroom, or practice. It is extremely important that suggestions for improvement are professionally communicated to the principal and/or the affected teacher and not be transmitted in the "faculty room down the road" or "on the street". Failure to handle such issues properly can negate the positive relationship between regular and substitute staff.

It is recognized that although a substitute teacher has no regular supervisor, he/she may have need to discuss issues or problems encountered in substitute teaching. To be effectively resolved, such issues should be brought to the attention of the administrator directly involved, whenever possible. If the issue is not resolved at the building level, the substitute should arrange a meeting with the Human Resources Director, Paul Field. If the concern is not resolved at that level, the substitute should submit a written statement of the concern to the Board of Directors. Use of this complaint procedure by a substitute teacher shall not adversely affect that teacher.

GENERAL EMPLOYMENT PRACTICES & EXPECTATIONS

The district expects its employees and substitutes to produce quality work, maintain confidentiality, work efficiently, and exhibit a professional and courteous attitude toward other employees, parents, and students. The District expects employees and substitutes to comply with all applicable Board policies, work rules, job descriptions, terms of this Handbook, legal obligations, and State of Washington Code of Professional Conduct Chapter 181-87 WAC.

Accident/Incident Reports

All accidents/incidents occurring on District property, school buses or during school sponsored activities, including field trips and other away events, are to be reported to the building principal or supervisor immediately. Reports should cover property damage as well as personal injury. Employee accidents should be reported with the Employee Accident Report. Student and other related incidents should be reported with the Incident Report Form.

A completed accident report form must be submitted within twenty-four (24) hours or the next scheduled District workday. Forms are available in the school office.

Alert by Vector/Safe-Schools Tip Reporting

Safety is one of our district's top priorities and to help safeguard our school community we use Vector/Safe-Schools Alert, a tip reporting service that allows students, staff, and parents to submit safety concerns to our administration in four (4) different ways: phone, text, email or via the web. Vector/Safe-Schools Alert allows anyone to easily report tips on bullying, harassment, drugs, vandalism, or any safety issue of concern.

Every tip Vector/Safe-Schools Alert receives about our district is immediately logged in to the system and our administration is notified so they can investigate and take appropriate action. Tips may also be submitted anonymously if you prefer.

The links to Vector/Safe-Schools Alert are on our website at Report Safety Concern

Change in Personal Information

Please notify Human Resources if any of the following information changes: name, address or telephone number, personal email address or person to be contacted in case of emergency. Keep your contact information up to date in ***Frontline*** under Personal Info.

Child Abuse Reporting

A. Except as provided under Washington Statute any of the following persons who has reasonable cause to suspect that a child, seen by the person in the course of professional duties, has been abused or neglected or who has reason to believe that a child, seen by the person in the course of professional duties, has been threatened with abuse or neglect, and that abuse or neglect of the child will occur, shall report as provided for below: school nurse, social worker, professional counselor, school teacher, school administrator, school counselor, child care worker in a child care center, or residential care center for children and youth a child care provider, an alcohol or other drug abuse counselor, a physical therapist, a physical therapist assistant, an occupational therapist, a dietitian, a speech-language pathologist, an audiologist, an emergency medical technician, a first responder and a police or law enforcement officer, including a police liaison officer. *RCW 26.44.030*

B. All staff will immediately inform, by telephone or personally, the applicable District administrative personnel.

C. Employees who are not mandatory reporters as set forth in paragraph A, above, and who in connection with their job responsibilities have reasonable cause to suspect that a child has been abused or neglected or who have reason to believe that a child has been threatened with abuse or neglect and that abuse or neglect of the child will occur shall notify their principal or supervisor or other administrative personnel of such alleged abuse.
Board Policy 3421, *DSHS Child Abuse & Neglect Reporting*

Confidentiality

Student information, employees obtain as the result of their employment with the district, is confidential and protected by the Family Educational Rights and Privacy Act (FERPA) unless such information has been designated as student directory data as set forth in Board policy. The law and respect for our students require that student issues are only discussed with employees and parents who need to know the information. In addition to student information, confidentiality is expected in other areas, including employee or District business information. Any requests for District records shall be referred to the appropriate administrator.
Board Policy 4020, 4040, 3231

Employee Access

Substitutes have electronic access, through ***Skyward-Employee Access***, to their information such as payroll, check history, W2 information, etc. Skyward is a single login system, if you have Family Access your Employee Access will have the same login.
Contact Human Resources, ext. 2222, to gain access or confirm your login and/or password.

There are several forms available on our website at https://www.sw.wednet.edu/staff . Most forms are in a pdf format and are fillable. New forms are being added regularly. Building offices can print hard copies of all required forms.

Fire Safety

Fire safety is an essential element of having a safe working environment. Employees/substitutes should know the following:

1. Location of fire alarms.
2. Location of fire extinguishers.
3. Evacuation routes; and
4. Whom to notify in case of fire

Employees/substitutes need to take precautions to prevent fires from occurring. In the event of a fire, the most important task is to sound the alarm and clear the building. Employees/substitutes should not risk their safety in fighting fires.

All employees/substitutes shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor. If you don't know, Ask!

Harassment, Intimidation, Bullying (HIB)

The district is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons free from harassment, intimidation, or bullying. "Harassment, intimidation or bullying" means any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3) (race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability) or other distinguishing characteristics such as but not limited to physical appearance, clothing or other apparel, socioeconomic status or weight.

Any staff member or volunteer who has witnessed or has reliable information that a student has been subjected to, harassment, intimidation, or bullying, whether electronically, written, verbal or physical, should report such incident to an appropriate school official. The Vector Alert tip reporting system is one method to report HIB. No school employee, student, or volunteer may engage in reprisal, retaliation, or false accusation against a victim, witness, or one with reliable information about an act of harassment, intimidation, or bullying. Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact

on the victim and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. If you believe you've been bullied, contact your principal or supervisor. More information is available on our website at Report Safety Concern
Board Policy 3207 and 3207P, and 5011
Board Policy 3207 and 3207P, 6590 and 6590P

Honesty

Honesty is a core value in the district. Employees/Substitutes shall not create any intentional inaccuracies verbally or on official District documents such as time sheets, job applications, student records, etc.

Personal Appearance/Staff Dress Code

District employees/substitutes are judged not only by their service but also by their appearance. It is the district's expectation that every employee/substitute's appearance is consistent with the high standards we set for ourselves as a District. Employees/substitutes are expected to present a well-groomed, professional appearance and to practice good personal hygiene. The district expects that all employees are neat, clean, and wear appropriate dress for work that is in good taste and suitable for the job at hand. At a minimum staff are expected to adhere to the student dress code in that building. Contact your principal/supervisor with specific questions.

Personal Property

The district shall not assume responsibility for the maintenance, repair or replacement of any privately-owned property brought to a school or district function unless the use or presence of such property has been specifically requested in writing by the administration. The district is not liable for vandalism, theft or any damage to cars parked on school property.
Board Policy 6540

Personnel – Student Relations - Maintaining Professional Staff/Student Boundaries

All District personnel will recognize and respect the rights of students, as established by local, state, and federal law. Employees shall, always, maintain a professional relationship and exhibit a professional demeanor in their interactions with students. Further, employees shall refrain from engaging in any actions or conduct of a sexual nature (verbal or physical) directed toward a student, including, but not limited to, sexual advances, activities involving sexual innuendo, or requests for sexual favors or sexually explicit language or conversation. The interactions and relationships between staff members 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 schools. Employees shall not form inappropriate social or romantic relationships with students, regardless of whether the student is 18 years old. Employees shall not use profane or obscene language or gestures in the workplace. While the District supports the use of technology to communicate for educational purposes, district employees are prohibited from inappropriate online socializing or from engaging in any conduct on social networking Web sites that violates the law, district policies or other generally recognized professional standards.
Board Policy 5253

Tobacco-Free Workplace

To protect students from exposure to the addictive substance of nicotine, the use of tobacco and nicotine substances are prohibited on school district property. This shall include all district buildings, grounds, and district-owned vehicles. Tobacco includes, but is not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, nicotine delivery devices, chemicals or devices that produce the same flavor or physical effect of nicotine substances, and any other tobacco innovation.
Board Policy 4215

Weapons Prohibition

Firearms and dangerous weapons are prohibited in our facilities. "Gun-Free Zone" signs are posted at all campuses to support this policy. Licensed police officers who are serving in their official capacities are the only persons excepted from this prohibition. Firearms and dangerous weapons have the definitions set forth in the following statutory provisions: RCW 9.41
Board Policy 4210

Workspaces, Including Desks, Lockers, etc.

Employees shall have no expectation of privacy with respect to any item or document (including email and electronic records) stored in or on District-owned property, which includes, but is not limited to, desks, filing cabinets, mailboxes, lockers, tables, shelves, and other storage spaces in or out of the classroom.

Certificated Substitute Salary Schedule

Short-Term and Long-Term

A.	**Short-Term Substitute Teacher:** Varying assignments and days. Less than 31 consecutive days substituting for the same staff member.	**$210.00 per day** (based on seven (7) hours per day) **$105.00 per half day** (3.5 hours) **$30.00 per hour**
B.	**Long-Term Substitute Teacher:** Pre-arranged leave replacement of 31 consecutive days or more for the same staff member. Changes from Short-term to Long-term on the 31st day of consecutive workdays for the same staff member. When this long-term job is complete the rate of pay will return to the base rate in section A.	Per diem based on placement on the certificated salary schedule starting the 31st day in the position**. ***
C.	**Home/Hospital Instructors** (certificated)	**$30.00** per hour

*** Note:** Long-Term substitutes must provide verification of teaching experience from previous districts and official transcripts showing credit earned to be placed on the certificated salary schedule.

APPENDIX B

NONDISCRIMINATION AND SEXUAL HARASSMENT

NONDISCRIMINATION

The South Whidbey School District #206 (SWSD) 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. The following employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights Compliance Coordinator - Dr. Becky Bell
Address: 5476 Maxwelton Road, Langley, WA 98260
Telephone Number: 360-221-6100
Email: bbell@sw.wednet.edu

Section 504/ADA Coordinator - Superintendent Becky Clifford
Address: 5476 Maxwelton Road, Langley, WA 98260
Telephone Number: 360-221-6100
Email: bclifford@sw.wednet.edu

Title IX Coordinator - Dr. Becky Bell
Address: 5476 Maxwelton Road, Langley, WA 98260
Telephone Number: 360-221-6100
Email: : bbell@sw.wednet.edu

Gender-Inclusive Schools - Dr. Becky Bell
Address: 5476 Maxwelton Road, Langley, WA 98260
Telephone Number: 360-221-6100
Email: bbell@sw.wednet.edu

Appeals: https://www.sw.wednet.edu/our-district/superintendent/how-to-solve-and-issue
HIB Form: https://www.sw.wednet.edu/connect/report-safety-concern
Title IX inquiries may also be directed toward the U.S. Department of Education, Office for Civil Rights (OCR): https://www2.ed.gov/about/offices/list/ocr/index.html
Information about the nondiscrimination and sex-based discrimination policies and grievance procedures, and how to report a concern or complaint: https://www.sw.wednet.edu/resources/title-ix
SWSD Title IX training is available to all employees and is linked on our website here.
Non-Discrimination: Students Policy 3210 and Procedure 3210P; Staff Policy 5010 and Procedure 5010P
Sexual Harassment: Students Policy 3205 and Procedure 3205P; Staff Policy 5011 and Procedure 5011P

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: www.sw.wednet.edu

SEXUAL HARASSMENT

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault.

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: www.sw.wednet.edu.

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

Complaint to the School District

Step 1. *Write Out Your Complaint*

In most cases, complaints must be filed within one year of the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

Step 2: *School District Investigates Your Complaint*

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or superintendent designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: *School District Responds to Your Complaint*

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School District

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you receive the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they receive your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district receives your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you receive the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: Equity@k12.wa.us | ***Fax:*** 360-664-2967

Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit www.k12.wa.us/Equity/Complaints.aspx, or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

Other Discrimination Complaint Options
Office for Civil Rights, U.S. Department of Education
206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr

Washington State Human Rights Commission
1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

Responsible Use Policy 2022P

INSTRUCTION

A. PURPOSE

The purpose of the South Whidbey School District Responsible Use Procedure is to provide rules, guidelines, personal safety recommendations and the code of conduct for the use of technology, the district network and other connected networks including the Internet.

This Responsible Use Procedure (RUP) applies to staff, students and guests who utilize:

- District-owned technology on the SWSD network, on non-school networks and offline
- Non-District technology, including privately owned technology that is connected to the SWSD network or using non-district networks while on school property

B. DEFINITIONS

Technology

Technology shall be defined as any electronic device that can use a network connection, process information, display information or store information for long-term retrieval and the software and services that are used by these devices. This includes:

- All Internet services and shared network resources
- Desktop, mobile computers, tablets, phones and other handheld devices
- Videoconferencing, monitors, projection systems and telephones
- Online collaboration services, message boards, email and other messaging services
- Copiers, printers, peripheral equipment and external file storage devices
- Social media, web-based or Internet tools such as blogs, wikis, social networks, podcasts, or other Internet tools
- Additional technologies as developed

Network

The District network includes wired and wireless computers and peripheral equipment, files and storage, e-mail and Internet content (blogs, web sites, web mail, groups, wikis, etc.). The District reserves the right to prioritize the use of, and access to, the network. All use of the

network must be consistent with efforts to enhance learning, support education and research consistent with the mission of the District and to provide support for district operations.

Responsible Use

South Whidbey provides access to technologies for all users (staff, students, and guests in some cases). Access to technology is a privilege, not a right, and as such, all users must seriously consider the responsibilities associated with the opportunity to use technology devoted to activities that support teaching and learning. The norms of behavior with regard to responsible use of technology are defined as Digital Citizenship. It is the responsibility of both SWSD staff and parents to help prepare students to be members and citizens of a digital society. A digital citizen is one who:

1. Understands human, cultural and societal issues related to technology and practices legal and ethical behavior.
2. Advocates and practices safe, legal and responsible use of information and technology.
3. Exhibits a positive attitude toward using technology that supports collaboration, learning and productivity.
4. Demonstrates personal responsibility for lifelong learning.
5. Exhibits leadership for digital citizenship.

It is assumed that parents grant their child the right to access the network and have a desire to have their child use the Internet as an educational resource. Parents who do not want their child(ren) to have access and use the Internet must sign and return the opt out form that is made available to families annually.

Annually, students will receive grade level appropriate instruction on digital citizenship and Internet safety educating them about appropriate online behavior, using personal portable devices at school, interacting with other individuals on social networking websites, cyber-bullying awareness and response, and other relevant topics.

Annually, all staff must sign a Responsible Use and Internet Safety Agreement or take an online Responsible Use and Internet Safety course prior to using the network.

COPPA and Internet Tools Terms and Conditions

The Children's Online Privacy Protection Act (COPPA) is a federal law, enacted in April 2000, related to the online collection of personal information from students under age 13. COPPA makes it clear to website owners what they must include in their privacy policy, when they must seek consent from parents for a child under 13 to use their services, and what the website owner's responsibilities are to protect the online privacy and safety of children. These rules apply regardless of whether the website is fee-based or not. COPPA does not preclude schools from acting as
intermediaries between operators and parents in the notice and consent process, or from serving as the parent's agent in the process of collecting personal information online from students in the school context when parents have provided permission for student Internet use. South Whidbey's use and sharing of student data is solely for education purposes. District staff must maintain the confidentiality of student data in accordance with the Family Educational Rights and Privacy Act (FERPA).

South Whidbey uses a variety of software systems in the classroom, including some that are hosted outside the District's facilities in "the Cloud." When used appropriately and thoughtfully, these tools can help create a rich, flexible and engaging learning environment for South Whidbey students. Additionally, an important part of students
becoming good digital citizens is having opportunities to access materials in the Cloud and/or on the Internet in a responsible and effective manner.

South Whidbey supports COPPA and insists that websites the District uses adhere to this law. It is important that all South Whidbey staff members who work with children be aware of and follow COPPA and other state and federal regulations related to student Internet access and related data use. Staff using web-based tools shall be aware of the Terms of Use and Privacy Policies for those systems. Staff, who want to use "outside" resources with students, shall obtain approval prior to use from the Technology Department. Depending on the nature of the resources and how they will be used with students, it may be necessary to obtain approval.

C. GUIDELINES

Responsible use by students, staff and guests shall include the following:

1. Creation of files, digital projects, videos, web pages and podcasts using network resources shall be in support of educational activities;
2. When participating in blogs, wikis, bulletin boards, social networking sites and groups, and the creation of content for podcasts, e-mail and web pages that support educational research, users will create online names that are appropriate and use appropriate language/content in all online posts;
3. Student and Staff use of the network for incidental personal use shall be in accordance with all District policies and procedures. Such incidental work, while not prohibited, will not be provided any additional staffing resources to support or enable;
4. Connection of personal electronic devices (wired or wireless) including portable devices with network capabilities to the District network using SWSD credentials. Students will only use personal electronic devices on the District's network at the discretion and approval of their teacher, school building staff and/or administration. Connection of any personal electronic device to the District network by any person is subject to all guidelines in this document;
5. Users will help maintain a safe computing environment by notifying appropriate campus or district officials of inappropriate behavior, vandalism, vulnerabilities, risks and breaches of SWSD policy involving technology. If the user is uncertain whether an activity is permitted or appropriate, he/she will ask a teacher/administrator before engaging in that activity.

Network Security and Privacy

Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account for authorized district purposes. Students and staff are responsible for all activity on their account, must not share their account password, must not use the account of other users, and must exercise responsible password management.

Internet Safety

Personal Information and Inappropriate Content:

1. Students and staff should not reveal personal information, including a home address and phone number on websites, blogs, podcasts, videos, social networking sites, wikis, e-mail or as content on any other electronic medium;
2. Students and staff should not reveal personal information about another individual on any electronic medium without first obtaining permission;
3. No student pictures or names can be published on any public class, school or district website unless the appropriate permission has been obtained according to District policy; and

4. If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority.

Use of Social Media and Web-based Tools

Online communication is critical to students' learning 21st-century-skills. Social media, web-based or Internet tools such as blogs, wikis, social networks, podcasts, email or other Internet tools offer an authentic, real-world vehicle for student expression. Examples of social media include, but are not limited to Facebook, Twitter, YouTube, Google+, Instagram, LinkedIn and Flickr. The District's primary responsibility to students is their safety. The District holds staff and students, using these tools to the same responsible use, terms of agreement, standards and expectations and must follow all established Internet safety guidelines. When these tools are used by staff or students with District resources, while on district property or while acting as a representative of the District, the District reserves the right to monitor appropriate behavior and adherence to instructional guidelines. Anything deemed to be inappropriate will be subject to deletion. The District may also take other disciplinary actions as appropriate.

The District will provide all secondary students and many elementary grades with free email service for educational purposes only. These students will be offered email accounts managed by the District using an Internet-based service. These accounts are offered to students to provide consistent and reliable communication with their respective teachers and staff members. Use of these email accounts is subject to the same conditions and restrictions applicable to use of the District's network. Any references to email or electronic resources in this RUP shall incorporate Google Apps for Education email accounts.

The District maintains the right to withdraw account access should there be reason to believe that the account has been misused or that the individual has violated the District's policies or the responsible use guidelines. Violation of district policy or these guidelines by staff, students and/or guests may result in disciplinary action as well as revocation of network and computer access privileges.

Social Media for Personal Use by Staff

Communication with Students:

In order to maintain a professional and appropriate relationship with students, district employees should not communicate with individual students who are currently enrolled in district schools on personal social media sites. Additionally, district employees should not communicate with students via social media tools in a manner that is not readily visible and accessible to the students' parents/guardians and the employee's supervisor. This provision is subject to the following exceptions: (a) staff communication with their own family members and (b) if an emergency situation requires such communication, in which case the District employee should notify his/her supervisor of the contact as soon as possible.

Guidance Regarding Personal Social Media Sites

District employees should exercise caution and common sense when using personal social media sites:

1. Employees are prohibited from inappropriate online socializing with students or from engaging in any conduct on social networking Web sites that violates the law, district policies, or other generally recognized professional standards. Employees whose conduct violates this policy may face discipline or termination, consistent with the District's policies, responsible use agreement and collective bargaining agreements, as applicable;
2. District employees are encouraged to use appropriate privacy settings to control access to their personal social media sites although there are limitations to privacy settings. Private

communication published on the Internet can easily become public; social media sites can change their current default privacy settings and other functions. As a result, employees have an individualized responsibility to understand the rules of the social media site being utilized;

3. District employees should not "tag" photos of other district employees, district volunteers, district contractors or district vendors without the prior permission of the individuals being tagged;
4. Personal social media use, including off-hours use, has the potential to result in disruption at school and/or the workplace, and can be in violation of district policies and federal and/or state law;
5. The posting or disclosure of personally identifiable student information or confidential information via personal social media sites, in violation of these guidelines is prohibited; and
6. District employees should not use the District's logo in any postings or post district material on any personal social media sites without the written permission of a district administrator.

Copyright and Ownership of Work

Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes are permitted when such duplication and distribution fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately (School Board Policy 2025 and 2025P Copyright).

Work created by employees as part of their employment is considered property of the District under the terms of "work made for hire." The District owns any and all rights to such work including any and all derivative works, unless there is a written agreement to the contrary.

All work completed by students as part of the regular instructional program is owned by the student as soon as it is created, unless such work is created while the student is acting as an employee of the school system or unless such work has been paid for under a written agreement with the school system. If under such agreement with the District, the work will be considered the property of the District. Staff members shall obtain a student's permission prior to distributing his/her work to parties outside the school.

D. UNACCEPTABLE USE AND PREVENTATIVE MEASURES

The guidelines for responsible use are in place to protect users and systems from harm. Unacceptable use is prevented through the implementation of filtering and monitoring systems and training on topics such as digital citizenship and responsible use of technology. When these guidelines are not followed and unacceptable use occurs, the District shall impose disciplinary action.

Examples of unacceptable use:

1. Use for personal gain, commercial solicitation or compensation of any kind;
2. Actions that result in unapproved liability or cost incurred by the District;
3. Downloading, installing and use of games, audio files, video files or other applications for anything other than in the support of educational research;
4. Support or opposition for ballot measures, candidates and any other political activity;

5. Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software and monitoring tools or any other activities that would damage, hinder or alter the use of District technology without permission;
6. Unauthorized access to other district computers, networks and information systems or unauthorized use of district-managed accounts on other systems;
7. Cyber bullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks;
8. Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacturing);
9. Accessing, uploading, downloading, storage and distribution of obscene, offensive, pornographic or sexually explicit material;
10. Connecting unauthorized devices to the District network. Any such device will be confiscated and additional disciplinary action may be taken;
11. Publishing personal details for any user; making available personal schedules available for public viewing;
12. Making audio or video recordings of any user without their prior permission; and
13. Posing as someone else when online.

Filtering and Monitoring

Filtering software use is used to block and/or filter access to visual depictions that are obscene and all child pornography in accordance with the Children's Internet Protection Act (CIPA). Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a complete solution. Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites.

The District will provide appropriate adult supervision of Internet use. The first line of defense in controlling access by minors to inappropriate material on the Internet is appropriate and effective training followed by deliberate and consistent monitoring of student access to district computers. Staff members who supervise students, control electronic equipment or have occasion to observe student use of said equipment online, must make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the District. Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct and assist effectively.

Any attempts to defeat or bypass the District's Internet filter or conceal Internet activity are prohibited. This includes proxies, https, special ports, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content. E-mail inconsistent with the educational mission of the District will be considered Spam and blocked from entering district e-mail boxes.

Video Surveillance

In accordance with SWSD Policy 6610, the South Whidbey School District uses video surveillance on district property for the purpose of maintaining the health, welfare, and safety of students, staff, and visitors, and to protect district equipment and facilities. The district may use footage from video surveillance for student disciplinary action. In addition, the district reserves the right to use footage from video surveillance for staff discipline or discharge, although this is not the primary purpose of video surveillance. In certain instances, video recordings may become a part of a student's educational record or a staff member's personnel record. The district will comply with all applicable state and federal laws related to record maintenance, retention, and disclosure.

Expectation of Privacy

The District provides the network system, e-mail and Internet access as tools for education in support of the District's mission. The District reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of:

1. The network;
2. User files and disk space utilization;
3. User applications and bandwidth utilization;
4. User document files and folders;
5. E-mail and other electronic communications;
6. Internet access; and
7. Any and all information transmitted or received in connection with Network and email use.

Users of the District's network should not have any expectation of privacy when using the District's network. The District reserves the right to disclose any electronic messages to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Washington.

Disciplinary Action

Use of the computer network and Internet is a privilege, not a right. A user who violates this agreement shall, at a minimum, have his or her access to the network temporarily limited or terminated. The District may also take other disciplinary actions as appropriate.

All users of the District's electronic resources are required to comply with the District's policy and procedures (and agree to abide by the provisions set forth in the District's user agreement). Violation of any of the conditions of use explained in the District's online network user agreement training, Internet safety training, student handbook,
Electronic Resources Policy and/or in this RUP would be cause for disciplinary action, including revocation of network and computer access privileges.