

Lopez Island School District 144

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A=Adopted
R=Revised
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Personnel/Recruitment and selection of staff/5000

Vision: Staff are recruited and selected to assure that students grow and meet their full potential in district programs. Staff are highly effective, and have the necessary skills and experience to meet the learning needs of all students. The district works with teacher preparation programs, communicating the teaching skills, competencies, and experiences it considers of primary importance in its staff, and providing field experiences designed to train teachers to be able to improve student learning. Decisions about hiring, assigning, or transferring staff are based on maximizing the effectiveness of that staff member within the districts programs.

Structure: Staff positions are established by the board to provide the districts comprehensive program of education. New positions are established by the board as needed. The superintendent establishes the necessary skills, competencies, qualifications, education, experience, and past performance levels for each position, as it relates to the districts comprehensive program of education, and the goal of continued improvement in student learning. Selection of staff is based on which candidate is the most qualified for the position, and is made pursuant to the district=s standard screening, interview, and reference check process, and equity requirements.

Accountability: Positions are created within budget parameters, and legal requirements. Part of the districts strategic and short-term planning processes analyze current and projected staffing requirements. The filling of individual positions is done with consideration to salary issues, budget parameters, and legal requirements. The superintendent regularly evaluates the effectiveness of the district=s staff recruitment and selection processes, and reports the findings and recommendations from the evaluation to the board.

Advocacy: The board and district regularly communicate to staff, professional associations, employee bargaining units, teacher and professional preparation programs in higher education, students, parents, and the larger community the districts commitment to hiring those people best prepared and able to improve student achievement.

Cross References:	Board Policy 5005	Employment: Disclosures, Certification Requirements, Assurances and Approval Substitute Employment
	5610	
Legal References:	RCW 28A.400.300	Hiring and discharging employees--Leaves for employees--Seniority and leave benefits, retention upon transfers between schools
	RCW 28A.405.210	Conditions and contracts of employment-- Determination of probable cause for non-renewal of contracts--Notice--Opportunity for hearing

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Personnel/Recruitment and selection of staff/5000

43.43.830 Background checks -- Access to children or
vulnerable persons
43.43.832 Background checks--Disclosure of child abuse
WAC 162-12 Pre employment Inquiry Guide (Human Rights
Commission)
AGO 62155.00 - No. 155 1961-62 Expenses of Applicants
P.L. 99-603 (IRCA) Immigration Reform and Control Act of 1986
Title 8 USC, Ch. 12 '1324a and '1324b

Priority

Adoption Date: 4/30/03

Lopez Island School District 144

Retire Rehire/5003

The intent of the Lopez Island School District hiring process is to attract candidates and retain employees of the highest caliber. Retire/rehire legislation is intended to allow school districts to consider qualified applicants who have previously retired under the Washington State Retirement System, when the District has a documented need for the position.

The Lopez Island School District will comply with retire/rehire rules and regulations set forth by the Federal Social Security Act, Washington State Legislature and Washington State Department of Retirement Systems. An employee decision to retire must be made with no agreement to return to work. An employee may let his/her supervisor know of the employee's interest in returning to a position within the District.

Retire/rehire procedures will comply with legal and contractual requirements. Specific employment processes differ based on date of retirement, position and applicable collectively bargained agreement: The board reserves the right to fill a vacant position with a retire/rehire appointment after a review of the potential applicant pool, based on its best judgment of the District needs and a documented, justifiable need to hire a retiree into the position. The district will retain records of the procedures followed and the decisions made in the hiring of the retired teacher or administrator.

Legal References: ESSB 5937 Post Retirement Employment Bill
 RCW 41.34 2 Teacher's Retirement
 RCW 41.33 Teacher's Retirement – Federal Social Security
 RCW 41.35 Washington School Employees' Retirement System
 RCW 41.40 Washington Public Employees' Retirement System

Adopted: 7/24/02

Revised: 4/08

Revised: 5/27/09

The district shall recruit, select, and employ the best-qualified individuals as employees. The district may employ person retired from the Teacher Retirement system (TRS), the School Employees Retirement System (SERS) or the Public Employees Retirement System (PERS). Retirees hired from Plan I of the Teachers Retirement System or Plan I of Public Employees Retirement System may work for 1,500 hours per year without a loss of retirement benefits if they are hired under the provisions of this policy, subject to limitations established by the Department of Retirement Systems (DRS). The annual threshold for TRS Plan 1 retirees is calculated per fiscal year. All other plans are calculated per calendar year.

Retirees in all plans may work for 867 hours per year without a loss of benefits and such employment is not subject to this policy. Additionally, when an employee chooses to apply and be reemployed within the separation periods specified below and chooses to accept an annuity reduction, the employee is not subject to this policy and the appointing provision contained herein do not apply.

The district will adhere to the following criteria when considering a retiree for employment when the retiree will work in excess of 867 hours, but not more than 1,500 hours:

- A. The position will be posted for internal and external applicants in accordance with normal recruiting procedures and in compliance with applicable collective bargaining agreements.
- B. Qualification requirements will be established through a normal job analysis process. Qualification requirements will be based on a clear relationship between qualifications and performance requirements.
- C. District officials, which includes building and district administrators, will not recruit or make employment offers to retiree applicants under TRS 1 and PERS 1 until one and one-half calendar months after their retirement accrual date. This does not preclude such applicants from applying and being considered for posted vacancies before and during this period. However, no contract, verbal or written, may be offered before and during this period and the district shall avoid any action which constitutes, or can be perceived as constituting, a contractual commitment. Mere expressions of interest about post retirement employment by the district or the employee do not constitute a commitment and are permissible.
- D. Retiree applicants will be evaluated and considered equally with other candidates.
- E. The Superintendent or designee will document a justifiable need to hire a retired employee and such documentation.
- F. Interviews and reference checking, etc., shall be conducted in accordance with district normal applicant/recruitment procedures.

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Procedure No. 5003P
Retirement and Rehire
Personnel

The following conditions of employment will apply to retirees:

- A. Employment of retired employees who retired on or after July 22, 2007 will be limited to a maximum of a one-year, non-continuing contract or appointment. No such retired employee may perform cumulative employment under this option in excess of a life-time accumulation of 1,900 hours beyond the 867 hours otherwise provided for in statute (e.g., a retire-rehire who works 1,500 per year will have exhausted this option after 3 years), without a loss of retirement benefits.
- B. Retirees will receive the same terms and conditions of employment as other employees in comparable positions and appointment status.
- C. Retirees are subject to the same collective bargaining membership as any other employee in a similar employment status.
- D. Retirees shall be eligible for mandatory and permissive health benefits in a like manner as other employees in comparable positions and employment status. Retirees shall be encouraged to consult with DRS before accepting benefits to assess any potential adverse consequences to retirement based health benefits eligibility.

Implemented: 4/08

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Personnel/Employment: Disclosures, Certification Requirements, Assurances and Approval/5005

The board has the legal responsibility of employing all staff. The responsibility of administering the recruitment process is assigned to the superintendent. Prior to final action by the board, a prospective staff member shall present necessary documents which establish eligibility to work and attest to his/her eligibility as required by P.L. 99-603, Immigration Reform and Control Act of 1986. As required by federal immigration law, the superintendent shall certify that he/she has examined the documents which were presented to me by the new hire, that the documents appear to be genuine, that they appear to relate to the individual named, and that the individual is a U.S. citizen, a legal permanent resident, or a non-immigrant alien with authorization to work.@ This certification shall be made on the I-9 form issued by the federal Immigration and Naturalization Service.

The district shall report all new hires to the state Department of Social and Health Services Division of Child Support as required by P.L. 104-193, the Personal Responsibility and work Opportunity Reconciliation Act of 1996.

Disclosure of Crime: Prior to employment of any unsupervised staff member or volunteer, the district shall require the applicant to disclose whether he/she has been:

- A. Convicted of any crime against persons;
- B. Found in any dependency action under RCW 13.34.030(2)(b) to have sexually assaulted or exploited any minor or to have physically abused any minor;
- C. Found by a court in a domestic relations proceeding under Title 26 RCW to have sexually abused or exploited any minor or to have physically abused any minor;
- D. Found in any disciplinary board final decision to have sexually abused or exploited any minor or to have physically abused any minor; or
- D. Convicted of a crime related to drugs; manufacture, delivery or possession with intent to manufacture or deliver a controlled substance.

For purposes of this policy, unsupervised means not in the presence of another employee or volunteer and working with children under sixteen years of age or developmentally disabled persons. The disclosure shall be made in writing and signed by the applicant and sworn to under penalty of perjury. The disclosure sheet shall specify all crimes committed against persons.

Background Check: Prospective unsupervised staff members shall have their records checked through the Washington State Patrol criminal identification system and through the Federal Bureau of Investigation. The record check shall include a fingerprint check using a complete Washington state criminal identification fingerprint card.

Unsupervised volunteers and employees without unsupervised access to children shall also be advised that they will be subjected to a name and birth date background check with the Washington State Patrol.

Personnel/Employment: Disclosures, Certification Requirements, Assurances and Approval/5005

Applicants may be employed on a conditional basis pending the outcome of the background check

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Personnel/Employment: Disclosures, Certification Requirements, Assurances and Approval/5005

and may begin conditional employment once completed fingerprint cards have been sent to the Washington state patrol. If the background check reveals evidence of convictions as identified above, the candidate will not be recommended for employment, or if temporarily employed, will be terminated. When such a background check is received, the superintendent is directed to consult with legal counsel.

If a volunteer has undergone a criminal record check in the last two years for another entity, the district shall request a copy from the volunteer, or have the volunteer sign a release permitting the entity for whom the check was conducted to provide a copy to the district.

Record Check Data Base Access Designee: The superintendent is directed to establish procedures for determining which staff members are authorized to access the Superintendent of Public Instruction's record check data base. Fingerprint record information is highly confidential and shall not be re-disseminated to any organization or individual by district staff. Records of arrest and prosecution (RAP sheets) shall be stored in a secure location separate from personnel and applicant files and access to this information is limited to those authorized to access the SPI record check data base.

Certification Requirements: The district shall require that certificated staff hold a Washington State Certificate, with proper endorsement (if required for that certificate and unless eligible for out-of-endorsement assignment), for the role and responsibilities for which they are employed. Failure to meet this requirement shall be just cause for termination of employment. State law requires that the initial application for certification shall require a background check of the applicant through the Washington State Patrol criminal identification system and Federal Bureau of Investigation. No salary warrants may be issued to the staff member until the district has registered a valid certificate for the role to which he/she has been assigned.

In addition, any teacher who meets standard or continuing certification after August 30, 1987, must complete 150 hours of continuing education study every five years. Failure to satisfy this requirement will cause the certificate to lapse. If a certificated staff member with a lapsed certificate is issued a transitional certificate pursuant to WAC 180-79A.231 (7), he or she may be conditionally employed for up to two years while he or she meets the certificate reinstatement requirements.

Classified Staff: Classified staff who are engaged to serve less than twelve (12) months, shall be advised of their employment status for the ensuing school year prior to the close of the school year. The superintendent shall give "reasonable assurance" by written notice that the staff member will be employed during the next school year.

Board Approval: All staff members selected for employment shall be recommended by the Personnel/Employment: Disclosures, Certification Requirements, Assurances and Approval/5005 superintendent. Staff members must receive an affirmative vote from a majority of all members of

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the board. In the event an authorized position must be filled before the board can take action, the superintendent has the authority to fill the position with a temporary employee who shall receive the same salary and benefits as a permanent staff member. The board will act on the superintendent's recommendation to fill the vacancy at its next regular meeting.

Cross References:	Board Policy	1610	Conflicts of Interest
		5251	Conflicts of Interest
		5006	Certification Revocation
		5281	Disciplinary Action and Discharge
		5520	Staff Development
		5610	Substitute Employment
		6530	Insurance
Legal References:	RCW	28A.320.155	Criminal history record information--School Volunteers
	RCW	28A.400.300	Hiring and discharging employees--Leaves for employees--Seniority and leave benefits, retention upon transfers between schools
		28A.400.303	Record checks for employees
		28A.350.050	Teacher must qualify before warrant drawn and issued or registered--All districts
		28A.405.060	Course of study and regulations--Enforcement--Withholding salary warrant for failure
		28A.405.210	Conditions and contracts of employment--Determination of probable cause for non-renewal of contracts--Notice--Opportunity for hearing
		28A.410.010	Certification--Background check
		9.96A.020	Employment, occupational licensing by public entity--Prior felony conviction no disqualification--Exceptions
		43.43.830-40	Washington State Criminal Code Records
		50.44.050	Benefits Payable, Terms and Conditions
		50.44.053	Definition of "reasonable assurance"
Personnel/Employment:			Disclosures, Certification Requirements, Assurances and Approval/5005
	P.L.	99-603	Immigration Reform and Control Act of 1986(IRCA)
	WAC	162-12	Pre-employment Inquiry Guide (Human Rights Commission)
	WAC	180-16-220	Supplemental Program Requirements
		180-16-223	Temporary Out-of-Endorsement Assignment

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	Criteria
180-16-231	Assignment of Principals
180-16-236	Assignment of Educational Staff Associates
180-79A	Standards for Teacher, Administrator and Educational Staff Associate Certification
180-82-100	Assignment of classroom teachers within district
180-82-110	Exceptions to classroom teacher assignment policy
180-85	Continuing Education
WAC 392-300-050	Access to record check data base
392-300-055	Prohibition of re-dissemination of fingerprint record information by education service districts or school districts
392-300-060	Protection of fingerprint record information by education service district and school districts
446-20-285	Employment--Conviction Records

Management Resources:

Policy News, August 1998 District Must Report New Hires
Policy News, February 1999 Local Boards Decide Endorsement Waivers
Policy News, June 1999 School Safety Bills Impact Policy

Essential

Adoption Date: 4/30/03

The board of directors recognizes its responsibility to protect students from physical and/or emotional harm. Staff members are expected to exhibit "good moral character and personal fitness" as they teach or supervise students. Staff members shall not engage in unprofessional conduct including:

- A. the related acts of immorality and/or intemperance;
- B. violation of written contract;
- C. crime against the state or involving the physical neglect of children;
- D. the physical injury of children;
- E. sexual misconduct with children or students;
- F. misrepresentation or falsification in the course of professional practice;
- G. possession, use or consumption or being under the influence of alcohol or of a controlled substance on school premises or at a school-sponsored activity involving students;
- H. disregard or abandonment of generally recognized professional standards;
- I. abandonment of contract for professional services;
- J. unauthorized professional practice;
- K. illegal furnishing of alcohol or a controlled substance to a student; or
- L. improper remunerative conduct.

Unprofessional conduct shall not include matters such as insubordination, violation of the collective bargaining agreement or other employment-related acts correctable by the district or other civil remedies.

When the superintendent possesses sufficient reliable information to believe that a certificated employee is not of good moral character or personally fit or has committed an act of unprofessional conduct, within a reasonable period of time of making such determination, he/she shall file a written complaint with the superintendent of public instruction.

If the district is considering action to discharge a staff member, the superintendent need not file such complaint until ten calendar days after making the final decision to serve or not serve formal notice of discharge. Such written complaint shall state the grounds for revocation and summarize the factual basis upon which a determination has been made that an investigation by the superintendent of public instruction is warranted. The Superintendent of Public Instruction shall provide the affected certificate holder with a copy of such written complaint.

Intentional failure to file a complaint is an act of unprofessional conduct and may be sufficient cause for revocation of the superintendent's professional education certificate. A staff member may voluntarily surrender his or her certificate.

The superintendent shall maintain a confidential file containing allegations and the findings related to his/her investigation.

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Personnel/Certification Revocation/5006

Cross References: Board Policy 5005
5281

Certification
Disciplinary Action and Discharge

Legal References: RCW 28A.400.320
28A.405.470
28A.410.090
28A.410.100
28A.410.110
WAC 180-79A
180-86
180-87
180-79A-155

Mandatory termination of classified employees
Mandatory termination of certified employees
Revocation of Authority teach--
Method--Grounds
Revocation of authority to teach--Hearings and appeals
Reinstatement prohibited for crimes
Certification for School Personnel
Professional Certification Proceedings
Acts of Unprofessional Conduct
Good Moral Character and Personal Fitness
Necessary supporting evidence by applicants

Priority
Adoption Date: 4/30/03

Lopez Island School District 144

Personnel/Nondiscrimination and Affirmative Action/5010

1. Nondiscrimination

The district shall provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal employment opportunity shall be provided without discrimination with respect to race, creed, color, national origin, age, sex, marital status or qualified individuals with disabilities. The district may give preference to a United States citizen or national over an authorized alien if two candidates are equally qualified.

The board shall designate a staff member to serve as affirmative action/ Title IX Compliance officer.

2. Affirmative Action

The district, as a recipient of public funds, is committed to undertake affirmative action which shall make effective equal employment opportunities for staff and applicants for employment. Such affirmative action shall include a review of programs, the setting of goals and the implementation of corrective employment procedures to increase the ratio of aged, handicapped, ethnic minorities, women and Vietnam veterans who are under-represented in the job classifications in relationship to the availability of such persons having requisite qualifications. Affirmative action plans may not include hiring or employment preferences based on gender or race, including color, ethnicity or national origin. Such affirmative action shall also include recruitment, selection, training, education and other programs.

The superintendent shall develop an affirmative action plan which specifies the personnel procedures to be followed by the staff of the district and shall ensure that no such procedures discriminate against any individual. Reasonable steps shall be taken to promote employment opportunities of those classes that are recognized as protected groups--aged, handicapped, ethnic minorities and women and Vietnam veterans, although under state law racial minorities and women may not be treated preferentially in public employment.

This policy, as well as the affirmative action plan, regulations and procedures developed according to it, shall be disseminated widely to staff in all classifications and to all interested patrons and organizations. Progress toward the goals established under this policy shall be reported annually to the board.

3. Employment of Persons with Disabilities

In order to fulfill its commitment of nondiscrimination to those with disabilities, the following conditions shall prevail:

- A. No qualified person with disabilities shall, solely by reason of a disability, be subjected to discrimination, and the district shall not limit, segregate or classify any applicants for employment or any staff member in any way that adversely affects his/her opportunities or status because of a disability. This prohibition applies to all aspects of employment from Personnel/Nondiscrimination and Affirmative Action/5010 recruitment to promotions and includes fringe benefits and other elements of compensation.

The district shall make reasonable accommodation to the known physical or mental limitations of an otherwise qualified disabled applicant or staff member unless it is clear that an

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accommodation would impose an undue hardship on the operation of the district program. Such reasonable accommodations may include:

1. Making facilities used by staff readily accessible and usable by persons with disabilities; and
 2. Job restructuring, part-time or modified work schedules, acquisition or modification of equipment or devices, the provision of readers or interpreters and other similar actions. In determining whether or not accommodation would impose an undue hardship on the district, factors to be considered include the nature and cost of the accommodation.
- C. The district shall not make use of any employment test or criteria that screens out persons with disabilities unless:
1. The test or criteria is clearly and specifically job-related; and
 2. Alternative tests or criteria that do not screen out persons with disabilities are available.
- D. While the district may not make pre-employment inquiry as to whether an applicant has a disability or as to the nature and severity of any such disability, it may inquire into an applicant's ability to perform job-related functions.
- E. Any staff member who believes that there has been a violation of this policy or the law prohibiting discrimination because of a disability may initiate a grievance through the procedures for staff complaints.

Nondiscrimination for Military Service

The district will not discriminate against any person who is a member of, applies to be a member or, performs, has performed, applies to perform, or has an obligation to perform service in an uniformed service, on the basis of that participation in an uniformed service. This includes in initial employment, retention in employment, promotion, or any benefit of employment. The district will also not discriminate against any person who has participated in the enforcement of these rights under state or federal law.

Cross References:	Board Policy 5270 Board Policy 5407	Resolution of Staff Complaints Military Leave
Legal References:	RCW 28A.400.310 28A.640.020	Law against discrimination applicable to districts employment practices Regulations, guidelines to eliminate Personnel/Nondiscrimination and Affirmative Action/5010
	discrimination--Scope 49.60 49.60.030 49.60.180 49.60.400	Law Against Discrimination Freedom from discrimination Unfair practices of employer defined Affirmative action, discrimination prohibited

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Chapter 73.16 RCW	(I-200)
WAC 392-200	Employment and Re-employment
392-200-015	Employment Discrimination
	Public school employment--Affirmative action program
42 USC 2000c-2000c-9	Title VII of the Civil Rights Act of 1964
42 USC 2000h-2000h-6	Title IX Educational Amendments of 1972
42 U.S.C. 12101 - 12213	Americans with Disabilities Act
29 U.S.C. 706	
8 USC 1324a and 1324b.	(IRCA)Immigration Reform and Control Act of 1986
38 USC 2201 - 2024	Uniformed Services Employment and Reemployment Rights Act
45 C.F.R. 84 Sec 504	Vocational Rehabilitation Act of 1973
Exec. Order 11246 Amended by Executive Order 11375	

Essential

Adoption Date: 4/30/03

Lopez Island School District 144

Collective Bargaining/5020

The board encourages and promotes a good and fair working relationship among the staff. The board recognizes the right of staff to join labor organizations of their own choosing and to be represented by such organizations in the negotiations of such matters and according to such procedures as may be required by law or agreement of the parties. The board shall engage in collective bargaining with the properly designated bargaining units and shall abide by collective bargaining agreements reached with such properly designated bargaining units.

The chief negotiator representing the district shall be appointed by the board. The chief negotiator shall advise and inform the board regarding negotiations' progress and shall negotiate within parameters established by the board. Any agreements reached by the chief negotiator shall not be binding upon the board until formally approved by the board.

Cross Reference:	Board Policy 5021	Applicability of Personnel Policies
Legal References:	RCW 41.56.060	Determination of bargaining unit--Bargaining representative
	41.59.070	Election to ascertain exclusive bargaining representative, when--Run off election--Decertification election

Optional
Adoption Date: 4/30/03

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Personnel/Applicability of Personnel Policies/5021

Except where expressly provided to the contrary, personnel policies apply to the staff of the district. However, where there is a conflict between the terms of a collective bargaining agreement and the district's policy, the law provides that the terms of the collective bargaining agreement shall prevail in regard to the staff covered by that agreement.

When a matter is not specifically provided for in the appropriate negotiated contract, the district's policies shall govern.

Cross Reference: Board Policy 5020 Collective Bargaining

Legal References: RCW 41.59.910 Construction of [public employment] chapter--Effect on existing agreements--Collective bargaining agreement prevails where conflict

Optional

Adoption Date: 4/30/03

The district shall contract annually with each applicable staff member. Such contract shall be in conformity with state law and the policies and negotiated agreements of the district. The contract shall be binding on the district and on the staff member and may not be abridged or abrogated during its term by either party except by mutual consent or as may be provided elsewhere in board policy or in negotiated agreements.

The contracts for certificated staff shall be written for a period not to exceed one year. Upon the recommendation of the superintendent contracts for selected classified staff may be in writing and/or for a specific period of time not to exceed one year. Otherwise the employment of classified staff shall be on a month-to-month basis commencing from the first day of work.

Supplemental contracts, which are not subject to the continuing contract statute, shall be issued for services to be rendered in addition to a staff member's normal "full-time" assignment.

1. Certificated Staff Contracts

The district, upon recommendation of the superintendent and approval by a majority of the board of directors, shall offer a certificated staff contract to the applicant so recommended and approved, such contract to state the salary to be paid based upon the applicable salary schedule, the number of days of service, effective date and term of the contract and to include the following statement:

"failure to return this contract within ten (10) days of the above date of issuance shall constitute a resignation or non-acceptance of employment or re-employment."

The contract shall also include the following statement: This contract replaces the prior individual contract for the previous school year."

And when applicable:

"This contract shall be subject to the terms and conditions of any collective bargaining agreement between the district and the organization certified or recognized as the negotiating representative for the certificated staff employed by the board. In the event that any of the provisions of this individual staff member contract shall be inconsistent with the provisions of any such collective bargaining agreement, then the terms of the collective bargaining agreement shall prevail.

2. Provisional Employment

The district shall issue to certificated first and second-year teaching or other non-supervisory certificated staff a "provisional contract" for "provisional employees" who are subject to non-renewal of employment as provided by law for such staff members. Staff who have completed a two year provisional term with another Washington State school district shall be provisional employees only during their first year with the district. Such "provisional contract" shall include the following rider: All is understood and agreed that the staff member has not completed two years of employment in a Washington State public school district and at least one year of employment in the district in a teaching or other non-supervisory certificated position and that the

provisions of RCW 28A.405.220 are applicable during the first two years of certificated employment of the staff member by the district or first year of employment with the district if the staff member has completed at least two years of employment in another Washington State public school district.

3. Retire-Rehires and Persons Replacing Certificated Staff on Leave

The district shall issue one-year, non-continuing contracts to persons who have retired from a certificated position in the state of Washington and are returning to employment under the retire-rehire provisions of state law. The district shall issue "replacement employee" contracts upon the recommendation of the superintendent and action of the board, to certificated staff who replace certificated staff who have been granted leaves. Such contracts shall be for the duration of the leave only and are not subject to the terms of the Continuing Contract Law. Such contracts shall clearly state the terms and conditions of the contract. These contracts shall include the following rider:

All is understood and agreed that the staff member is employed pursuant to the provisions of RCW 28A.405.900. In accordance with the provisions of RCW 28A.405.900, this contract shall expire automatically at the end of the contract terms set forth herein and is not subject to the provisions of RCW 28A.405.210.

4. Adjustments

The district shall provide for the review and adjustment of certificated staff contracts on the basis of information filed with the personnel office by December 1st. The staff member shall provide the personnel office, according to schedule, with the required information, including official college or university transcripts, official records of degrees completed, official records of approval and completion of authorized work for equivalent credits and all other pertinent data for contract adjustment purposes.

5. Supplemental Employment Agreements

The district shall issue separate supplemental employment agreements to certificated staff for service to be rendered in excess of a normal "full-time" assignment or for service to be rendered beyond the scheduled staff day or for service to be performed beyond the scheduled staff year. Supplemental contracts will also be issued for co-curricular activities and special responsibility assignments. Separate agreements shall not exceed one year and if not renewed shall not constitute an adverse change in contract status. Salary for services performed under supplemental employment agreements shall be paid according to the current salary schedule for supervision of co-curricular activities or, in the case of extended time assignments, according to the applicable provisions for payment for the services rendered.

6. Consultants

Staff consultant services may be obtained when unique knowledge or technical skills are needed. A description of desired services and an estimate of time and costs shall be submitted to the Superintendent or designee for action. Compensation shall be determined by the Superintendent or designee, but normally may not exceed that paid to a regular staff member with comparable duties. The honorarium paid to a consultant shall be determined by the Superintendent or

designee, taking into account cost incurred and benefits derived there from. Compensation classification of a consultant on a personal services contract or payroll shall be determined in compliance with the guidelines of the Internal Revenue Service.

Cross References: Board Policy 5050 Supplemental Employment Agreements
5280 Probation, Non-renewal, Termination

Legal References: RCW 28A.330.100 Additional powers of the board
28A.400.300 Hiring and discharging employees--Leaves for employees--Seniority and leave benefits, retention upon transfer between schools
28A.400.315 Employment contracts [not retroactive]
28A.405.210 Conditions and contracts of employment--Determination of probable cause for non-renewal of contracts--Notice--Opportunity for hearing
28A.405.220 Conditions and contracts of employment--Non-renewal of provisional employees--Procedure
28A.405.240 Conditions and contracts of employment--Supplemental contracts, when--Continuing contract provisions, not applicable to
28A.405.900 Certain certificated employees exempt from chapter provisions

Adoption Date: 4/30/03

Lopez Island School District 144

Personnel/Drug-free schools, community and workplace/5201

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

"Workplace" is defined to mean the site for the performance of work done in connection with a federal grant. That includes any school building or any school premises; any school-owned vehicle or any other school-approved vehicle 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 event, where students are under the jurisdiction of the school district where work on a federal grant is performed.

For these purposes, the board declares that the following behaviors will not be tolerated:

- A. Reporting to work under the influence of alcohol, illegal chemical substances or opiates.
- B. Using, possessing, transmitting alcohol, illegal chemical substances (including anabolic steroids) or opiates in any amount or in any manner on district property at any time. Any staff member convicted of a felony attributable to the use, possession, or sale of illegal chemical substances or opiates will be subject to disciplinary action, including immediate termination.
- C. Using district property or the staff member's position within the district to make or traffic alcohol, illegal chemical substances or opiates.
- D. Using, possessing or transmitting illegal chemical substances and opiates in a manner which is detrimental to the interest of the district.

Any staff member who is taking a drug or medication whether or not prescribed by the staff member's physician, which may adversely affect that staff member's ability to perform work in a safe or productive manner is required to report such use of medication to his or her supervisor. This includes drugs which are known or advertised as possibly affecting judgment, coordination, or any of the senses, including those which may cause drowsiness or dizziness. The supervisor in conjunction with the district office then will determine whether the staff member can remain at work and whether any work restrictions will be necessary.

As a condition of employment, each employee shall notify his or her supervisor of a conviction under any criminal drug statute violation occurring in the workplace as defined above. Such notification shall be provided no later than 5 days after such conviction. The district shall inform the federal government within ten days of such conviction, regardless of the source of the information.

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

Lopez Island School District 144

Personnel/Federal Motor Carrier Safety Administration Mandated Drug & Alcohol Testing Program/5202

The Board of Directors directs the superintendent to establish programs and procedures as mandated by and in accordance with Federal Motor Carrier Safety Administration (FMCSA) controlled substances and alcohol testing rules.

Prohibited alcohol and controlled substance-related conduct: The following alcohol and controlled substance-related activities are prohibited by the district for drivers required to possess a commercial driver's license (CDL) as part of their job responsibilities. Violations shall result in appropriate corrective action ranging from removal from the performance of safety-sensitive functions up to and including discharge.

- A. Reporting for duty or remaining on duty to perform safety-sensitive functions while having an alcohol concentration in excess of the standard set by the FMCSA, 0.04 or greater.
- B. Being on duty or operating a vehicle while the driver possesses alcohol.
- C. Using alcohol while performing safety-sensitive functions.
- D. When required to take a post-accident alcohol test, using alcohol within eight hours following the accident or prior to undergoing a post-accident alcohol test, whichever comes first.
- E. Refusing to submit to an alcohol or controlled substance test required by post-accident, random, reasonable suspicion, or follow-up testing requirements.
- F. Reporting for duty or remaining on duty when using any controlled substance, except when instructed by a prescribing authority who has advised the driver and the district that the substance does not adversely affect the driver's ability to safely operate a vehicle. Drivers are required to inform the district of any therapeutic drug use, although not the medication that has been prescribed. The use of any medication that could affect a driver's safe job performance is prohibited while working.
- G. Reporting for duty, remaining on duty or driving if the driver tests positive for controlled substances.

No supervisor having actual knowledge of the above violations shall permit a driver to perform or continue to perform safety-sensitive functions.

Testing Requirements: The following identify the occasions on which a driver shall be subject to alcohol or controlled substances testing. The superintendent is responsible for the development and implementation of procedures for conducting the tests and administering the exemptions consistent with the federal rules.

- A. **Pre-employment testing:** Prior to the first time a driver performs a safety-sensitive function for the district, the driver shall undergo testing for controlled substances. This testing requirement may be waived under FMCSA rules for CDL drivers recently employed elsewhere for whom testing records are available from their previous employers.
- B. **Post-accident testing:** Each surviving driver of an accident, as defined by the FMCSA, shall be tested for alcohol and controlled substances.
- C. **Random testing:** Annually the district will arrange for the unannounced random alcohol

controlled substances testing of its drivers. Fifty percent (50%) of the district's drivers must be randomly selected for controlled substances testing each year, and 10% of its drivers for alcohol testing (or whatever level of testing is required in a given year by the FMCSA). Alcohol testing under this program shall take place just prior to, during or immediately after the driver engages in a safety-sensitive function for the district.

- D. **Reasonable suspicion testing:** A driver must submit to alcohol or controlled substance testing whenever a trained supervisor has a reasonable suspicion of alcohol misuse or controlled substance use based on specific, contemporaneous and articulable observations concerning the appearance, behavior, speech or bodily odors of the driver. Observations related to using alcohol must be made just prior to, during or immediately after the driver engages in a safety-sensitive function for the district, and the alcohol test must be given within eight hours following the determination of reasonable suspicion.
3. **Return-to-duty testing:** If a driver is to be returned to performing safety-sensitive functions for the district after violating this policy or the federal regulations, the driver shall be evaluated by a substance abuse professional (SAP) who shall determine what assistance, if any, the driver needs in resolving problems associated with alcohol misuse and use of controlled substances. SAPS must require education and/or treatment in all such cases. If a driver is to be returned to performing safety-sensitive functions for the district following a violation of this policy or the federal regulations, the driver shall first be evaluated by a SAP to determine that the driver has properly followed any rehabilitation proscribed. Before a driver could be returned to performing safety-sensitive functions for the district following a violation of this policy and/or the federal regulations, the driver shall undergo a return-to-duty alcohol and/or controlled substances test resulting in an alcohol concentration below 0.02 alcohol concentration or a negative controlled substances test.
- E. **Follow-up testing:** Any driver that continues performing safety-sensitive functions for the district, following a violation of the alcohol or controlled substances prohibited conduct, shall be subject to follow-up alcohol testing conducted only just prior to, during or immediately after the driver performs safety-sensitive functions or drug testing, as directed by a SAP.
- F. **Record Retention and Reporting:** The superintendent is responsible for developing procedures for securely retaining records collected under this policy with controlled access and for the time periods established by the federal regulations. The superintendent is also responsible for developing procedures for reporting data collected under this policy as required by the federal regulations.
- G. **Education, Training and Referral Services:** The superintendent shall adopt educational materials that explain the requirements of this policy and the federal program. The educational materials shall be distributed to each driver prior to the start of the testing program and to each driver subsequently hired or transferred into a position covered by this policy. Each driver after receiving a copy of the materials, shall sign a certificate of receipt and the district shall maintain the original of the receipt. The collective bargaining

Lopez Island School District 144

Personnel/Federal Motor Carrier Safety Administration Mandated Drug & Alcohol Testing Program/5202

representative of the drivers, if any, shall be notified of the availability of this information.

The educational materials shall include:

- A. A copy of this policy and subsequent procedures;
- B. The name of the person designated to answer questions about the materials;
- C. The categories of employees covered by the policy;
- D. A description of safety-sensitive functions, so that drivers will know which part of their tasks will be covered by this policy;
- E. A specific description of conduct prohibited by this policy and the federal program;
- F. The circumstances under which a driver is subject to testing;
- G. The procedures used in the testing program, especially those that protect the driver and the integrity of the testing processes, safeguard the validity of the test results, and ensure that those results are attributed to the correct driver;
- H. The requirement that drivers must submit to testing required by this policy and the federal program, and a description of what constitutes refusal to submit to required testing and the consequences of refusal;
- I. The consequences for drivers who violate this policy and the federal program, including immediate removal from conducting safety-sensitive functions;
- J. The consequences for drivers found to have alcohol concentrations between 0.02 and 0.04; and
- K. Information about the effects of alcohol and controlled substances on an individual's health, work and personal life and methods of intervening when a problem with alcohol or a controlled substance is suspected, including confrontation, referral to the staff assistance program and referral to management.

Supervisors designated to determine if reasonable suspicion exists that a driver is under the influence of alcohol or controlled substances must have at least sixty minutes of training on alcohol misuse and at least sixty minutes of training on use of controlled substances. The training shall cover the physical, behavioral, speech and performance indicators of probable alcohol misuse and use of controlled substances.

The employed driver who violates this policy or the federal regulations shall be informed of resources available for evaluation and resolving problems associated with the misuse of alcohol and use of controlled substances, including the names, addresses, and telephone numbers of SAPs and counseling and treatment programs. Costs incurred by the driver for evaluation and/or rehabilitation are the driver's responsibility (other policies may apply).

Cross References: Board Policy 5201 Drug-Free Schools, Community and Workplace
 5203 Staff Assistance Program
 5281 Disciplinary Action and Discharge

Lopez Island School District 144

Personnel/Federal Motor Carrier Safety
Administration Mandated Drug &
Alcohol Testing Program/5202

Legal Reference: 49 CFR " 382.101 - 382.605
49 CFR ' 40

Management Resources:
Policy News, February 1999 Bus drivers still tested for marijuana

Adopted: 4/30/03

Lopez Island School District 144

Personnel/Part-time Staff/5221

Depending upon the needs of the district, part-time staff shall be hired. The superintendent shall be responsible for recommending to the board the number of part-time positions required, if any, and nominees to fill such positions.

Wages and benefits, including but not limited to, sick leave and premiums paid by the district for medical and dental insurance, shall be pro-rated according to the percentage of the regular work week worked by each part-time staff member.

Part-time staff shall receive educational experience credits at the rates established in Chapter 392-121 WAC. If the part-time staff moves to a full-time position, the part-time service will be converted to full-time, full-year experience for salary schedule purposes. When the teaching experience is compiled, the total years of service shall be determined in accordance with state reporting requirements, the S-275 Report. Part-time staff shall be entitled to credit on the salary schedule for any educational increments earned.

Legal References:	WAC 392-121-215	Definition--Full-time equivalent (FTE) basic education certificated instructional staff.
	392-121-245	Definition--certificated years of experience.
	392-121-270	Placement of basic education certificated employees on leap salary allocation documents.
	392-121-295	Definition--District staff mix factor for basic education certificated instructional staff.

Optional

Adoption Date: 4/30/03

Lopez Island School District 144

Personnel/Job Descriptions/Responsibilities/5230

A. Duties of Classified and Certificated Staff

Staff are subject to the policies of the district, provisions of staff agreements in effect, state board of education regulations, state superintendent of public instruction regulations and other applicable state and federal law.

Employees shall be directly responsible to the principal at their respective building for implementing the policies, instructions, rules and regulations of each principal, the superintendent and the board of directors. It shall be the duty of each employee to know the rules, policies and regulations of the school and the school district.

The superintendent shall be responsible for developing administrative procedures to assure that staff know what is expected of them and how these expectations may be achieved. Each staff member shall receive a job description that identifies the essential functions of the job and which shall also serve as a basis for evaluation. Job descriptions shall be reviewed annually and revised when appropriate.

B. Principals and Program Administration

The district shall hold principals and other administrative staff accountable for the proper and efficient conduct of classroom teaching in their schools which will meet the individual and collective needs of the particular students enrolled. Principals shall achieve and maintain standards of excellence in the instructional program so that each student exposed to this program derives the greatest academic and personal benefit from the learning experience. They have primary responsibility for the improvement of instruction in their programs. A major portion of the principal's time is to be spent with staff, including classroom observations, staff evaluations, departmental meetings, and a review of instructional materials and new and promising innovations in teaching. A principal must possess the knowledge and skill necessary to evaluate the performance of staff members in accordance with district evaluation procedures. The superintendent shall be responsible for determining the evaluation skill and/or needs in considering candidates for the position of principal as well as providing an on-going development program related to the needs of all principals.

C. Duties of Administrative Staff

As authorized by the superintendent, administrative staff shall have full responsibility for the day-to-day administration of the area to which they are assigned. Administrative staff are governed by the policies of the district and are responsible for implementing the administrative procedures which relate to their assigned responsibilities.

Each administrator's duties shall include but not be limited to:

1. Planning for the improvement of the program for which he/she is responsible;
2. Evaluating that program regularly;

Lopez Island School District 144

Personnel/Job Descriptions/Responsibilities/5230

3. Recommending to the superintendent, through the management team, budgetary, program, staff and other changes that will enhance the program;
4. Advising the superintendent, through the management team, of the impact of proposed policies or other administrative actions on the program for which he/she is responsible;
5. Evaluating the performance of those staff reporting directly to him/her;
6. Assisting his/her subordinates to improve their performance; and
7. Promoting effective working relationships with students, staff and patrons of the district.

The superintendent shall define the specific responsibilities of administrative staff through a written job description. Each administrator shall submit written goal statements to his/her supervisor by October 15.

Cross References: Board Policy 5222 Performance Evaluation of Non-administrative Staff

Legal References: RCW 28A.150.240 Basic Education Act of 1977--Certificated teaching and administrative staff as accountable for classroom teaching--Scope--Responsibilities--Penalty
28A.400.100 Principals and vice principals--Employment of--Qualifications--Duties
28A.400.110 Principal to assure appropriate student discipline
28A.405 Teachers--General Provisions
28A.405.100
(2) Minimum criteria for the evaluation of certificated employees, including administrators--Procedure--Scope--Penalty
28A.405.230 Conditions and contracts of employment--Transfer of administrator to subordinate certificated position--Procedure
WAC 180-44 Teacher's Duties
42 U.S.C. SS 12101 - 12213 Americans with Disabilities Act (ADA)

Optional

Adoption Date: 4/30/03

Procedure/Personnel Job Descriptions/Responsibilities/5230P

Lopez Island School District #144

Lopez Island School District 144

Procedure/Personnel Job Descriptions/Responsibilities/5230P

1. Certificated and Classified Staff Job Descriptions

Job descriptions are maintained in the district office. A job description shall be provided to each staff member at the time of employment, when the staff member assumes a new position and when a position is modified or at any time upon the request of the staff member. Each job description shall include the essential functions of the job.

When substantive changes in the assignment occur, the staff member and supervisor will list the tasks that comprise the job and determine the skills, personal characteristics, educational background and training necessary for the employee to perform successfully. In order to accomplish this task, the staff member and supervisor will be asked to:

- A. Define the job. (What will or does the staff member do?)
- B. Identify the essential functions of the job.
- C. Arrange the duties in terms of the percentage of time spent.
- D. Explain the nature and extent of the supervision and guidance that is rendered to others.
- E. State how and to what extent the actions, recommendations and decisions of the staff member affect the organization or public.
- F. Describe the supervision and guidance received in the performance of the assignment.
- G. Describe the degree to which the staff member must be a self-starter, exercise judgment and create solutions to problems.
- H. State the knowledge, skills and abilities required by the job.
- I. Identify personal contacts and/or interactions other than with supervisors or subordinates.

When a position is being created or a large number of staff members occupy similar positions, the supervisor shall be responsible for developing a job description using the guidelines included in the preceding section. The supervisor will seek reactions from the staff members who presently occupy the position to verify the accuracy of the statements. Job descriptions shall be prepared with the following format:

- Title of Position
- Qualifications (minimum education, certification and other qualifications)
- Reports to (title of immediate supervisor)
- Supervises (if applicable, titles of those who are supervised directly)
- Job Goal (the purpose of the job as it relates to the district)
- Performance Responsibilities (itemized list of the tasks, duties and responsibility to fulfill job in all its dimensions)
- Essential Functions of the Job
- Terms of Employment (time, classification or placement on salary schedule)
- Evaluation (reference to evaluation procedure criteria and form)

2. Principals and Program Administration

In conformance with state law, rules and regulations, principals shall be responsible for:

- A. Implementing the district's prescribed curriculum and enforcing the procedures of the

Lopez Island School District 144

Procedure/Personnel Job Descriptions/Responsibilities/5230P

district, the state superintendent of public instruction and the state board of education, taking into due consideration individual differences among students, and maintaining and rendering appropriate records and reports.

- B. Maintaining good order and discipline in school buildings and playgrounds at all times.
- C. Holding students accountable for any disorderly conduct in school
- D. Monitoring excuses from parents of students under 18 in all cases of absence, tardiness or early dismissal.
- E. Giving careful attention to the maintenance of a safe and healthful atmosphere in the classroom, hallways and playground.
- F. Giving careful attention to the safety of the student in the classroom and reporting any questionable or unsafe conditions.
- G. Providing for the evaluation of each student's educational growth and development and making periodic reports to parents and other administrators.
- H. Supervising and evaluating all staff assigned by the superintendent.
- I. Making recommendations to the superintendent regarding appointment, assignment, promotion, transfer, probation or dismissal of all staff assigned to the principal by the superintendent.
- J. Submitting recommendations to the superintendent regarding the fiscal needs required to maintain and improve the instructional program.
- K. Ensuring that the provisions of the collective bargaining agreements are followed.
- L. Maintaining effective communications with student, parents, staff and community.
- M. Effectively monitor the expenditures of all district and ASB funds.
- N. Maintaining the equipment, facilities and grounds of the school plant. Failure to carry out such requirements as set forth above shall constitute sufficient cause for discharge.

Implemented: 8/28/02

Lopez Island School District 144

Personnel/Length of work day/5231

28A.405.140 In-service training for teacher may be required after
evaluation

WAC 180-44 Teachers' responsibilities

296-128-550 Regular rate of pay

296-128-560 Compensating time off in lieu of overtime pay

Optional

Adopted: 4/30/03

1. Evaluation of Non-administrative Certificated Staff

Evaluation of the performance and/or accomplishments of individual staff members is an important process in improving the effectiveness and efficiency of the school district. Staff are expected to perform the duties identified in their job descriptions in addition to any additional responsibilities that may be assigned by their administrator.

The superintendent shall develop a system for evaluating staff. Such a system shall provide for supervisory assignments for staff evaluation; observations; evaluation of new staff; criteria and related forms to be used for evaluating teachers, educational staff associates, and classified staff; observation and evaluation procedures; and probationary action; and non-renewal procedures. All principals and administrators with staff evaluation responsibilities shall be appropriately trained and shall be expected to demonstrate the necessary skills to implement the staff evaluation plan of the district. The district may require the teacher to take in-service training provided by the district in the area of teaching skills needing improvement. The superintendent shall annually assess the quality of evaluation that exists in each administrative unit.

The performance of staff shall be observed for a period of thirty (30) or more minutes at least twice per year for the purpose of evaluation except that new staff, certificated and classified, shall be at least observed for the purpose of evaluation once for a period of thirty (30) minutes or more within ninety calendar days after commencement of employment. Staff whose performance does not meet minimum requirements shall be informed of the deficiencies and afforded the opportunity to improve.

After a staff member has four (4) years of satisfactory evaluations in the district, the administrator may use a short form of evaluation, the locally bargained evaluation process emphasizing professional growth, a regular evaluation or any combination thereof. A short form evaluation includes either a thirty (30) minute observation during the school year with a written summary or a final annual written evaluation based on established criteria and based on at least two (2) observation periods totaling at least sixty (60) minutes without a written summary of such observations. At least once every three (3) years, unless extended by the local collective bargaining agreement, a regular evaluation shall be conducted except that in any given year the staff member or the supervisor may elect to conduct a regular evaluation be used as a basis for determining that a staff member's work is unsatisfactory or serve as the basis for determining that there is probable cause for non-renewal, unless the locally bargained evaluation process provides otherwise.

2. Evaluation of Administrative Staff

Each administrator shall be evaluated annually in order to provide guidance and direction to the administrator in the performance of his/ her assignment. Such evaluation shall be based on his/her job description, accomplishment of annual goals and performance objectives, and established evaluative criteria.

The superintendent shall develop procedures for these evaluations. Prior to the beginning of the school year, the superintendent shall inform the administrator of the criteria to be used for evaluation purposes, including the adopted goals for the district. Such criteria shall include: performance statements dealing with leadership; administration and management; school financing; professional preparation; effort toward improvement; interest in students, staff, citizens and programs; and staff evaluation.

Both staff members involved in the evaluation conference shall sign the written report and retain a copy for their respective records. The person being evaluated shall have the right to submit and attach a written disclaimer to his/her evaluation following the conference.

3. Evaluation of Classified Staff

Criteria for evaluating classified staff shall be based upon the job description of the specific assignment. Each non-certificated employee shall meet with the principals twice each year for the purpose of a private and confidential evaluation of the employee's work. The employee should participate freely in the discussion. He/she shall complete the self-rating section previous to the conference. He/she will be asked to sign a written record of the evaluation. After fifteen (15) days the employee may, if he/she desires, submit a written statement relative to the evaluation, and the statement shall be attached permanently to the record.

Cross References:	Board Policy	5230	Job Descriptions/Responsibilities
		5280	Termination of Employment
		5530	Staff Development
Legal References:	RCW	28A.405.100	Minimum criteria for the evaluation of certificated employees, including administrators-- Procedure--Scope--Penalty
		28A.405.110	Evaluations--Legislative findings
		28A.405.120	Training for evaluators
		28A.405.130	Training in evaluation procedures required
	WAC	392-191-010	Minimum evaluation criteria--certificated classroom teachers
		392-191-020	Minimum evaluation criteria--certificated support personnel
		392-191-035	Conduct of the Evaluation
		392-191-045	Use of Evaluation Results

Essential

Adoption Date: 4/30/03

Staff members shall not engage in nor have a direct financial interest in any activity which conflicts with his/her duties and responsibilities. Such activities where a conflict of interest may exist include but are not limited to:

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

Written permission from the superintendent or principal is necessary when:

- A. A certificated staff member wishes to tutor or give private lessons for a fee to any student who is enrolled in one or more of the teacher's classes;
- B. A certificated staff member such as communication disorder specialists, psychologists or specialized music teachers, wishes to give private instruction for a fee to any student who is concurrently being served by that individual in the regular school program.

Legal References: WAC 180-87-090

Improper remunerative conduct

Priority

Adoption Date: 4/30/03

Lopez Island School District 144

Personnel/Staff Participation in Political Activities/5252

The board recognizes the right of its employees, as citizens, to engage in political activities. A staff member may seek an elective office provided that the staff member does not campaign on school property during working hours. In the event the staff member is elected to office, the employee may request a leave of absence in accordance with the leave policies of the district or the provisions of the applicable labor agreement for the employee.

No individual shall solicit on the school district property for any contribution to be used for partisan political purpose.

The superintendent is directed to establish procedures which specify the condition under which a staff member can participate in political activities.

Cross Reference: Board Policy 4400 Election Activities

Legal References: RCW 41.06.250 Political activities

Optional

Adoption Date: 4/30/03

Lopez Island School District 144

Personnel/Personnel Records/5260

The district shall organize, compile and maintain personnel records and files for each staff member of the district which shall be kept secure under the authority of the superintendent. The contents of the files shall be available to the superintendent and to those staff authorized by the superintendent to organize, compile and maintain the personnel files. Staff members who have access to the files shall be required to maintain the confidentiality of the files and their contents. Any confidential college or university credentials or other confidential pre-employment materials received by the district shall be returned to the sender or destroyed at the time of employment by the board.

A certificated or classified staff member shall be permitted, during normal district business hours, to review the contents of his/her personnel file in the presence of an authorized staff member.

A staff member annually may petition that the superintendent review all information in the staff member's personnel file(s) that is regularly maintained by the district as a part of his business records or is subject to reference for information given to persons outside of the district. The superintendent shall determine if there is any irrelevant or erroneous information in the file(s), and shall remove all such information from the file(s). If a staff member does not agree with the superintendent's determination, the staff member may at his or her request have placed in the staff member's personnel file a statement containing a rebuttal or correction.

Cross Reference: Board Policy 4040 Public Access to District Records

Legal References: RCW 28A.405.250 Certificated employees, applicants for certificated position, not to be discriminated against--
Right to inspect personnel file
42.17.310(l) Certain personal and other records exempt (from public inspection)
49.12.240-260 Employee inspection of personnel file

Priority

Adoption Date: 4/30/03

Lopez Island School District 144

Personnel/Resolution of staff complaints/5270

The board recognizes the importance of establishing reasonable and effective means for resolving difficulties which may arise among staff, to reduce potential areas of grievances and to establish and maintain recognized two-way channels of communication between supervisory personnel and staff.

The board intends to expedite the process for all concerned parties. Staff are urged to use the administrative procedures whenever they feel that a district action has aggrieved them. The procedures are established to secure a proper and equitable solution to a complaint at the lowest possible supervisory level and to facilitate an orderly procedure within which solutions may be pursued.

A complaint may be a claim by a staff member based upon alleged violation, misinterpretation or a misapplication of existing district policies or administrative procedures.

All documents, communications and records dealing with the processing of a grievance shall be maintained in a separate file and shall not be kept in the personnel file of the aggrieved.

Priority

Adoption Date: 4/30/03

Lopez Island School District 144

Personnel/Reporting improper governmental action/5271

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

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

Legal References:

RCW 42.41.010
to 42.41.060

Local Government Whistleblowers
Protection

Priority

Adoption Date: 4/30/03

Lopez Island School District #144

Lopez Island School District 144

Personnel/Compensation/5310

1. Certificated Salaries

Staff under contract to the district shall be paid according to current staff salary schedules.

The district shall adopt annual salary schedules and reproduce the same by printing, mimeographing or other reasonable method, which shall be the basis for salaries of staff in the district.

2. Classified Salaries

Classified staff shall be placed on the approved wage and salary guide for classes of such staff. The superintendent is authorized to credit past service of an applicant for employment in the district for placement on the wage or salary guide.

In order to advance one step on the salary schedule, a staff member must have served at least one half of the prior work year with the district.

3. Administrative Salaries

The board will establish and follow salary schedules for administrative staff based upon professional preparation, experience and position. When appropriate, such salary schedules will be consistent with the terms of applicable bargaining agreements.

4. Application of Course Credits to the Certificated Salary Schedule

The district shall provide for the review and adjustment of certificated staff contracts on the basis of information filed with the personnel office by December 1st. The staff member shall provide the personnel office, according to schedule, with the required information, including official college or university transcripts, official records of degrees completed, official records of approval and completion of authorized work for equivalent credits and all other pertinent data for contract adjustment purposes.

Credits earned by certificated staff after September 1, 1995 shall be eligible for application to the state salary schedule only if the course content meets one of the following criteria:

- A. The course is consistent with a school-based plan for mastery of student learning goals identified in the annual school performance report for the school in which the staff member is assigned;
- B. The course pertains to the individual's current assignment or expected assignment for the subsequent school year;
- C. The course is necessary to obtain an endorsement required by the state board of education;
- D. The course is specifically required to obtain an advanced level of certification; or
- E. The course is part of a college or university degree program that pertains to the staff members current or potential future assignment as instructional staff.

Lopez Island School District 144

Personnel/Sick Leave/5401

The district shall grant each full-time, certificated and classified staff member of the district 12 sick leave days annually. Unused sick leave may be accumulated on a year-to-year basis up to a maximum of the number of contract days in a contract period, not to exceed one year.

The district may require a signed statement from a physician for any absence in excess of five consecutive days. If sick leave benefits are exhausted, the board may grant leave without pay for the balance of the year upon the recommendation of the superintendent.

Attendance Incentive. In January of the year following any year in which a minimum of 60 days of sick leave is accrued, and each January thereafter, any eligible staff member may exercise an option either:

- (1) to receive remuneration for unused sick accumulated in the previous year in an amount equal to one day's monetary compensation of the staff member for each four full days of accrued sick leave in excess of 60 days; or
- (2) to add that year's sick leave to the staff member's accumulated sick leave.

All such leave for which the staff member receives compensation shall be deducted from accumulated sick leave at the rate of four days for every one day's monetary compensation.

A staff member may cash-out all accrued sick leave at the above rate at the time of separation due to retirement, provided that the retiree provides documentation from the appropriate state retirement system. Such leave shall be accrued at the rate of no more than one day per month.

The administrator of the estate of a deceased staff member may also cash-out all accumulated sick leave at the rate of one day's monetary compensation for every four days of leave. A certified copy of the death certificate must be submitted to the district office or proper documentation of court appointment as administrator of the estate.

An employee who is at least age fifty-five, has ten years of service in the retirement system and is a member of either the teachers' or school employees' retirement system plan 3; or is at least age fifty-five, has at least fifteen years of service in the retirement system and is a member of either the teachers' or school employees' retirement system plan 2 may cash-out all accumulated sick leave at the rate of one day's monetary compensation for every four days of leave at the time of separation from employment.

Earned sick leave shall not be accumulated in excess of 180 days as of December 31 of each year, except that an employee may exercise the annual January cash-out option for all days accumulated in excess of this maximum.

Legal References: RCW 28A.400.210 Employee attendance incentive program--Remuneration for unused sick leave
28A.400.300 Hiring and discharging employees--Leaves for employees--Seniority and leave benefits, retention upon transfers between schools

Lopez Island School District #144

Lopez Island School District 144

Personnel/Sick Leave/5401

WAC 392-136 Conversion of Accumulated Sick Leave

AGO 1963-64 No.98 Sick leave for certificated and noncertificated employees

AGO 1980 No.22 Limitation on compensated leave for school district employees

Essential

Adoption Date: 4/30/03

A staff member may use accumulated, paid sick leave for the period of actual disability attributable to pregnancy or childbirth. This period of disability shall extend from the date of birth for a period of not more than 60 days, unless an actual period of disability which begins prior to the date of birth or continues beyond 60 days is otherwise verified in writing by the employee's physician.

If the employee's accumulated sick leave is exhausted during the period of maternity disability, the district shall grant a leave of absence without pay or fringe benefits, upon the staff member's request, for the remainder of the period of actual disability due to pregnancy or childbirth.

During any unpaid portion of such leave of absence, the staff member may pay the premiums for any district insurance plans to keep coverage in effect for the employee and her family.

Notice Required. A pregnant staff member is requested to notify her immediate supervisor and the superintendent by the beginning of the fifth month of pregnancy.

At the time of such notice the staff member shall submit a written request to her immediate supervisor and the superintendent for one or more of the following:

- A. Maternity leave for the period of her actual disability due to pregnancy or childbirth;
- B. Family leave for a period of up to 12 weeks, in addition to any period of maternity disability leave, the district will extend the employee's health benefit during this period of unpaid leave;
- C. Leave of absence for a period of up to the beginning of the next school term or school year. Such extended leave of absence may be approved at the discretion of the superintendent based upon consideration of educational program needs and the desires of the staff member, together with the recommendation of her personal physician or licensed practitioner; or
- D. Termination of employment by resignation.

The notice to the district shall include the approximate beginning and ending dates for the leave.

Employment Conditions. A pregnant staff member may continue working as long as she is capable of performing her normal duties, with the written approval of her physician or licensed practitioner.

The staff member may return to work when physically able to perform her duties. If the employee intends to return to work within 60 days of childbirth, her personal physician or licensed practitioner must certify that the staff member is in good health and ready to resume her duties.

No later than 30 days after the date of birth, the staff member is requested to notify the superintendent of the specific date when she shall return to work. Unless the superintendent approves an earlier date of return, the employee shall give at least 14 days advance notice of the actual date of return.

Lopez Island School District 144

Personnel/Maternity Leave/5402

The staff member shall return to her duties following an extended leave of absence on the date approved by the superintendent. If the employee is still experiencing a disability due to pregnancy, miscarriage, abortion, childbirth or recovery which prevents the employee from performing her duties on the scheduled date of return, an additional period of unpaid leave of absence may be approved at the discretion of the superintendent based upon consideration of educational program needs and the recommendation of the employee's personal physician or licensed practitioner.

Assignment upon Return. An employee who has taken a leave of absence only for the actual period of disability relating to pregnancy or childbirth or up to twelve weeks of family leave shall return to the same assignment, or a similar position for which she is qualified with at least the same pay and benefits, as she held prior to the maternity leave or family leave.

Upon return from an extended maternity leave, a staff member shall be entitled to a position in the district subject to the availability of a position for which she is qualified. An effort shall be made to place the staff member in her original position or in a comparable position.

Right to Apply for Other Leave. Nothing in this policy shall preclude a staff member's right to apply for any other applicable leave as provided by board policy.

Legal References:	RCW 28A.400.300	Hiring and discharging employees--Leave for employees
	WAC 162-30-020	Maternity
	RCW 49.78	Family Leave
	WAC 296-134	Family Leave
	P.L. 103-3	Family and Medical Leave Act of 1993

Essential

Adoption Date: 4/30/03

Every employee of the district who has worked for the district at least one year and for at least 1,250 hours in the preceding year is entitled to twelve (12) workweeks of family leave during any twelve (12) month period to:

- (a) Care for a newborn child, an adopted child of the employee who is under the age of eighteen at the time of placement for adoption, or a newly placed foster child; or
- (b) Care for a spouse, parent or child of the employee who has a serious health condition, or the employee may obtain leave for a personal health condition if it renders the employee unable to perform his or her job.

Leave taken for newborn or adopted child care shall be completed within one year after the date of birth or placement for adoption. Family leave authorized under this policy must be taken full-time and consecutively unless an alternative schedule is approved by the superintendent or where intermittent or reduced leave is medically necessary. Instructional staff may not take reduced or intermittent leave when it would constitute 20% of the number of working days in the period during which the leave would extend without the approval of the superintendent. An instructional employee may be transferred to an alternative equivalent position that would accommodate reduced or intermittent leave, if such a position is available.

A period of family leave is in addition to any sick leave taken due to the employee's temporary disability attributable to pregnancy or childbirth, pursuant to the Maternity Leave section of this policy.

If both parents of a newborn or newly adopted child are employed by the school district, they shall be entitled to a total of twelve workweeks of family leave during any twelve month period, and leave shall be granted to only one parent at a time. There is no pooling effect for spouses if the family leave is related to a serious health condition.

The superintendent may require written verification from the employee's health care provider.

The district may obtain the opinion of a second health care provider, at district expense, concerning any information pertinent to the employee's leave request. If the opinions of the health care providers differ on any matter determinative of the employee's eligibility for family leave, the two health care providers shall select a third provider, whose opinion, obtained at the employer's expense, shall be conclusive.

Return to work. Any employee returning from an authorized family leave, shall be entitled to the same position held by the employee when the leave commenced, or to a position with equivalent benefits and pay.

Reinstatement of an employee returning from family leave need not occur if: a) the specific job is eliminated by a bona fide restructuring, or a reduction-in-force resulting from lack of funds or lack of work, b) an employee on family leave takes a position with another employer outside the home, or c) the employee fails to provide the required notice of intent to take family leave or fails to

return on the established ending date of leave. If an employee fails to return from family leave, the district may recover the costs of the employee's health benefits paid during the leave. Instructional staff may be required to delay their return from family leave to the beginning of the next semester under the following circumstances:

- A. The employee began leave five or more weeks before the end of the semester, the leave is for more than three weeks, and the employee would otherwise return to work within three weeks of the end of the semester.
- B. The employee began family leave (except for a personal health condition) less than five weeks before the end of the semester, the leave is for more than two weeks, and the employee would otherwise return to work within two weeks of the end of the semester.
- C. The employee began family leave (except for a personal health condition) three or fewer weeks before the end of the semester and the period of leave is more than five working days.

Cross Reference: Board Policy 5021

Applicability of Personnel Policies

Legal References: Ch. 49.78 RCW
Ch. 296-134 WAC
P.L. 103-3

Family Leave
Family Leave
Family and Medical Leave Act of 1993

Essential

Adoption Date: 4/30/03

Lopez Island School District 144

Procedure/Leave Sharing/5406P

A. A district employee is eligible to receive donated leave if:

1. The staff member suffers from, or has a relative or household member suffering from, an extraordinary or severe illness, injury, impairment or physical or mental condition or who has been called to service in the uniform services which has caused, or is likely to cause, the staff member to:
 - a) Go on leave-without-pay status; or
 - b) Terminate his/her employment;
2. The staff member's absence and the use of shared leave are justified by documentation;
3. The staff member has depleted, or will shortly deplete, his/her annual leave and sick leave reserves;
4. The staff member has abided by district rules regarding sick leave use; and
5. The staff member has diligently pursued and been found to be ineligible to receive industrial insurance benefits.

The superintendent shall determine the amount of leave, if any, which a staff member may receive under this policy. However, a staff member shall not receive more leave than the number of contracted days remaining in the current school year. In the event that the condition requiring the employee's absence continues beyond the current school year, the employee shall not receive a total of more than 261 days of leave.

B. District employees may donate leave as follows:

1. A staff member who has an accrued annual leave balance of more than ten (10) days may request that the superintendent transfer a specified number of days to another staff member authorized to receive shared leave, or to the district's annual leave pool. A staff member may not request leave to be transferred that would result in an accrued annual leave balance of fewer than ten (10) days.
2. A staff member who accrues annual leave and sick leave may request that the superintendent transfer sick leave to a staff member authorized to receive shared leave, or to the district's shared leave pool. A donating staff member must retain a minimum of 176 hours of sick leave after the transfer.
3. A staff member who does not accrue annual leave but who has an accrued sick leave balance of more than twenty-two (22) days may request that the superintendent transfer a specified amount of sick leave to another staff member authorized to receive such leave, or to the district's shared leave pool. A staff member may not request a transfer that would result in an accrued sick leave balance of fewer than twenty-two (22) days. Sick leave as defined in RCW 28A.400.300 means leaves for illness, injury and emergencies.
4. A staff member who receives personal holiday leave may request that the superintendent transfer a specified amount of personal holiday leave to another staff member authorized to receive shared leave, or to the district's shared leave pool. A staff member may request to transfer no more than eight (8) hours of personal holiday leave during any calendar year.
5. The number of leave days transferred shall not exceed the amount authorized by the donating staff member.

Lopez Island School District 144

Procedure/Leave sharing/5406P

6. Any leave donated by a staff member which remains unused shall be returned to the donor. To the extent administratively feasible, leave transferred by more than one staff member shall be returned on pro-rata basis.
- C. Leave shall be calculated on a day-donated and day-received basis.

Adopted: 11/05

Lopez Island School District 144

Personnel/Military Leave/5407

The district shall grant military leave as provided by law to each staff member who is a member of a United States Military Reserve Unit or a member of the Washington National Guard for a period not to exceed fifteen days during each calendar year, provided such reservist has been called to, or volunteered for, active duty or active duty training. Such military leave of absence shall be in addition to any vacation or sick leave to which the staff member may be entitled and shall not result in any loss of rating, privileges, or pay. During the period of military leave, the staff member shall receive his/her normal pay from the district.

Employees whose school district employment is interrupted by up to five years of service in an uniformed service are entitled to re-employment by the district following their discharge. The superintendent shall adopt procedures to implement these re-employment rights consistent with state and federal law.

Legal References: RCW 38.40.060 Military leaves for public employees

AGO 61-62 No. 81 Public Employees--State and Municipal employees
--Military leave--Reserve meetings

38 USC 2021-2024 Uniformed Services Employment and Reemployment
Rights Act

No Classification
Adoption Date: 4/30/03

Lopez Island School District #144

Lopez Island School District 144

Personnel/Jury Duty and Subpoena Leave/5408

The district may grant leaves to a staff member for the days he/she is required to serve on a jury. Any compensation received by a staff member for jury duty performed on a contract day is to be reimbursed to the district. The district may grant a maximum of two days leave (witness fees to be reimbursed to the district) to staff subpoenaed as witnesses in court or other legal proceedings; provided that a leave with pay shall not be granted to a staff member for a case brought or supported by a staff member union or association or for a case in which the staff member has a direct or indirect interest in the proceedings.

On any day that a staff member is released from jury duty or as a witness by the court and four or more hours of the staff member's scheduled work day remain, the staff member is to immediately inform his/her supervisor and report to work if requested to do so.

Legal References: RCW 2.36 Juries

No Classification
Adoption Date: 4/30/03

Lopez Island School District #144

Lopez Island School District 144

Personnel/Retirement Programs/5510

Staff shall become members of the Federal Income Contribution Act (Social Security System) and the Washington State Teachers' Retirement System or the Washington Public Employees' Retirement System as required by law. The district shall make contributions to these retirement systems in behalf of staff according to law and shall make payroll deductions from staff wages and salaries for the staff contributions to these programs as required by law. No contributions will be made to an employee's retirement system for accrued vacation leave in excess of 30 days.

Location Pay. Compensation for time not actually worked which an employee receives for being required to remain at, or in the immediate vicinity of, a specific location or to report immediately to work should the need arise (even if the need does not arise) is known for retirement purposes as "location pay." The legislature calls the situation "standby status." An employee may earn retirement credit for location pay if the district establishes a specific policy which correctly defines location pay and describes the occasions on which the district will pay location pay. The definition of location pay does not apply if the employee is allowed to leave the specific location or property immediately adjacent to that location. Employees who are limited to a particular radius or must respond within a set time are not eligible for location pay nor are those who report to work only upon notification by pager or similar device. School bus drivers who, as a part of their bus route, are waiting to transport children receive general compensation for time actually worked.

In the event a staff member becomes disabled in the line of duty and is receiving Workmen's Compensation benefits, the district will continue to make retirement system contributions and shall collect employee contributions and pay such to the retirement system.

Legal References:	RCW 41.32	Teachers' Retirement
	41.40	Washington Public Employees' Retirement System
	41.40.010(8)	Compensation earnable defined
	41.50.150	Retirement benefits based on excess compensation Employer liable for extra retirement costs

Optional

Adoption Date: 4/30/03

Lopez Island School District 144

Personnel/Staff Development/5520

1. Professional Growth and Development for Nonadministrative Staff

Additional training and study are prerequisites for continued growth and effectiveness of staff members. It is also necessary for staff members with increased responsibilities and new demands. Staff are encouraged to gain additional job-related skills through special study or in-service training.

The district may participate in the state In-Service Training Act of 1977.

The district shall develop and adopt a professional growth program.

Each holder of a professional education certificate, except those exempted by State Board of Education regulation, shall complete 150 hours of continuing education study every five years, in order to maintain his or her certificate.

2. Professional Growth and Development for Administrators

The board recognizes that training and study for administrators contribute to their skill development necessary to better serve the needs of the school district. Each year the superintendent shall develop an administrative inservice program based upon the needs of the district, as well as the needs of individual administrators.

Cross References: Board Policy 5005 Employment: Disclosures, Certification
Requirements, Assurances and Approval
5240 Evaluation of Classified, Certificated, &
Administrative Staff

Legal References: RCW 28A.415.040 In-service training act
WAC 180-85-075 Continuing education requirement
180-85-200 In-service education approval standards
392-195 In-service training program
392-121-255 Definition -- Academic credits
392-121-257 Definition -- In-service credits
392-192 Professional Growth

Priority

Adoption Date: 4/30/03

Lopez Island School District 144

Personnel/Teacher Assistance Program/5521

Continued professional study and in-service training are prerequisites for professional growth and development. The teacher mentor program is established for the purpose of selecting a highly-skilled teacher to provide continued and sustained support to a teacher, both in and outside the classroom. For purposes of this program "beginning teacher" shall mean a teacher with fewer than ninety consecutive school days of certificated teaching experience in either a public or private school in any grade, preschool through twelve, and who is employed by the district for ninety consecutive school days or more. "Experienced teacher" means any teacher who exceeds the experience specifications cited above.

The superintendent is directed to establish procedures consistent with rules and regulations promulgated by the superintendent of public instruction. The board of directors shall approve of any teacher assistance program prior to submission to SPI. The district reserves the right to modify the program including: the selection process for the participants -- beginning, experienced and mentor teachers; the supervisory responsibilities of the mentor teacher; in-service training of beginning, experienced and mentor teachers, when it is to the advantage of the district to expand the program beyond that supported by the state grant.

Cross Reference:	Board Policy 5203	Staff Assistance Program
Legal References:	WAC 392-196	Teacher Assistance Program

Optional
Adoption Date: 4/30/03

Lopez Island School District 144

Personnel/Memberships/5525

Administrative staff are encouraged to be members of and participate in professional associations which have as their purposes the upgrading of school administration and the continued improvement of education in general.

Administrative staff are encouraged to be active participants in civic and service organizations in the community. The board of directors believes that the district will benefit from the participation of administrative staff in civic and service organizations in the community because of improved reciprocal understanding and communication between community leaders and district staff. This will lead to increased community support for the schools, school programs that are more responsive to the needs of the community and opportunities for cooperative support of school and community programs.

Optional

Adoption Date: 4/30/03

Lopez Island School District 144

Personnel/Substitute Employment/5610

The board authorizes the employment of a certificated substitute in the absence of a certificated staff member. In addition, the district may use a substitute in place of a regularly-contracted staff member when:

- A. Enrollment uncertainties exist at the beginning of a school year; or
- B. Resignations of regular staff do not allow sufficient time for the district to employ an immediate replacement.

On either of the latter occasions the district shall employ a contracted staff person within a reasonable time.

The superintendent shall be responsible for establishing procedures by which teachers request substitutes and by which substitute teachers are assigned, employed and compensated.

After twenty consecutive days in the same assignment or after thirty intermittent days of employment as a substitute (within any twelve month period) on day twenty-one or day thirty-one the now long-term substitute shall be placed at step A.O. on the adopted teacher schedule.

The board authorizes the employment of a spouse of an officer as a substitute teacher when the superintendent deems that there is a shortage of substitute teachers in the district.

Retired teachers or administrators may work up to one thousand five-hundred (1,500) hours per school year as substitutes without affecting their retirement payments. After eight hundred sixty-seven (867) hours of employment for a retired employee, the district will be responsible for the employers contribution to the state retirement system for that employee for all hours worked in that school year.

If the superintendent reasonably anticipates that the list of qualified, willing substitutes will be exhausted, emergency substitute certification may be sought from the Office of the superintendent of Public Instruction for persons not fully qualified for a teaching or substitute certificate. Substitutes holding emergency certification may only be assigned work when the list of fully-qualified substitutes is exhausted.

The board authorizes the employment of a classified substitute in the absence of a classified staff member when a program will be adversely affected by the regular staff member's absence and when a substitute can perform the duties in a reasonable manner. Such classified substitutes shall be hired into positions ineligible for retirement benefits that correspond to the retirement eligible positions for which substitutes are needed. The superintendent is authorized to establish procedures relating to the use of substitute classified staff.

Cross References: Board Policy 1610 Conflicts of Interest

Lopez Island School District #144

Lopez Island School District 144

Legal References: 5612 Temporary Administrators
RCW 28A.400.300 Hiring and discharging employees--Leaves for
Personnel/Substitute Employment/5610
employees--Seniority and leave benefits, retention upon between schools
28A.330.240 Employment Contracts
28A.405.900 Certain certificated employees exempt from chapter
provisions
41.32.570 Suspension of pension payments service as
substitute teacher
42.23.030 (9) Interest in contracts prohibited--accepted cases

WAC 180-79A-231 Limited certificates.

Priority
Adoption Date: 4/30/03

Lopez Island School District 144

Procedure/Personnel/Substitute Employment/5610P

Substitute Employment

The following procedures shall be in effect:

- A. Substitute teachers shall be contacted from the main office.
- B. Teachers who are ill and unable to be present for duty in the morning shall call the substitute secretary between 7:00 a.m. and 9:00 a.m.
- C. Teachers who feel ill and do not expect to be able to teach the next day may call before 6:00 p.m. the preceding day instead of the next morning.
- D. The principal shall make an accurate and prompt report of all substitute services to the business office. The principal shall also rate the substitute teacher on the proper form and return it to the substitute secretary.
- E. Principals shall be responsible for keeping the record of days taught by the substitute and shall notify the district office when the 21st day of substituting shall begin.
- F. The superintendent's office shall notify the substitute secretary in the event leave has been granted to a teacher, indicating the beginning and termination dates.

In the performance of their duties, substitute teachers shall be expected to:

- A. Have the same responsibilities and workday as regular teachers.
- B. Attend staff meetings unless excused by the principal.
- C. Follow the lesson plan prepared by the regular teacher or comply with the instructions from the principal. The principal shall review the lesson plans of the absent teacher when advance planning is possible. When not, the absent teacher shall have made provisions for the substitute in the daily plan book.
- D. On completing an assignment, prepare a definite statement of the work accomplished in each subject, specifying pages covered in various textbooks. New assignments should be noted in the teacher's assignment book or upon a card inserted in the desk copy of the text. All papers should be graded, records made and preparations for the next day completed.
- E. Maintain the "housekeeping" arrangements of the regular teacher.
- F. Administer no corporal punishment to a child. The principal should be contacted in the case of a serious behavior problem.
- G. Complete building reports, including:
 - a. Attendance reports
 - b. Student progress, report cards and warning slips after conferring with the principal.
 - c. Communications to parents with the approval of the principal.
- H. Report to the principal's office before leaving the building in the evening to see if services are needed on the following day.

Lopez Island School District 144

Substitutes for classified staff shall be contacted in the following manner:

- A. Food Services: - The food service department will attempt to fill this temporary assignment by contacting one or more qualified individuals from the appropriate list.
- B. Transportation: - The transportation department is authorized to fill this temporary assignment from a list of qualified drivers.
- C. Maintenance:- Unless a state of urgency exists maintenance positions will not be filled by a substitute.
- D. Operations: - The principal is authorized to employ a substitute custodian from the approved list.
- E. Secretary - The principal needs to seek authorization from the Superintendent to employ a substitute secretary from the approved list when the position is vital to the operation of the unit e.g., one-secretary school, attendance secretary, etc.
- F. Teacher and Library Aide - The principal needs to seek authorization from the Superintendent to employ a substitute when the role of the aide is critical to the operation of the unit e.g., playground aide, library aide.

The substitute for a classified staff member should report to the office of the unit administrator at the end of the day to determine if service, on the following day will be needed.

Effective Date: 8/28/02

Lopez Island School District 144

Personnel/Volunteers/5630

The district recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. In working with volunteers, district staff shall clearly explain the volunteer's responsibility for supervising students in school, on the playground and on field trips. On field trips both students and volunteers are to be informed of the rules of student behavior and the means by which they are to be held accountable to those rules.

The superintendent shall be responsible for developing and implementing procedures for the utilization of volunteers. The selection and use of volunteers will be consistent with those policies and procedures as specified for unsupervised volunteers as specified in Policy 5005.

Cross References: Board Policy 5005 Employment: Disclosures, Certification
Requirements, Assurances and Approval
Legal References: RCW 43.43.830-840 Washington State Criminal Code Records
WAC 446-20-285 Employment--Conviction Records

Priority
Adoption Date: 4/30/03

Lopez Island School District 144

Personnel/Student Teachers/5641

The board encourages cooperation with colleges and universities within the state in the training of student teachers. The district shall accept student teachers from accredited institutions of higher learning with which the district has a cooperative agreement approved by the board.

The board authorizes the superintendent to honor those reasonable rules, regulations and training guidelines of the teacher training institution. The teacher training institution shall be expected to provide liaison personnel who shall work cooperatively throughout the training process with the principal and the supervising teacher.

The superintendent shall coordinate the request for placement with building principals in order that excessive concentrations of student teachers in any given building shall be avoided. Student teachers shall comply with the policy of the district as it applies to certificated staff. The supervising teacher and the principal shall be responsible for the conduct of the student teacher.

Cross Reference: Board Policy 5521 Teacher Assistance Program

Priority
Adoption Date: 4/30/03

Lopez Island School District 144

Personnel/Internships/5642

The board recognizes the need to provide training opportunities for prospective administrators. Internships for those who are in the process of acquiring administrative credentials shall be approved on an individual basis. Specific factors to be used in considering an individual for an internship position shall include but not be limited to: academic record, teaching ability, leadership qualities, communication skills and dedication to past and present assignments.

If recommended by the screening committee, the superintendent shall be responsible for: scheduling any necessary release time, arranging for constructive supervision of the internship experience and identifying a variety of experiences which will meet the needs of the intern.

Optional
Adoption Date: 4/30/03