

**Wishram School**

**District #94**

**Employee Handbook**



# Employee Handbook

## **Board of Directors**

Director Chair – Mr. Clyde William Rosa  
clyde.rosa@wishramschool.org

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kandy.churchwell@wishramschool.org

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Mr. Detmar John McCullough  
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Ms. Christina Patten-Rowan  
christina.patten-rowan@wishramschool.org

## **Superintendent/Principal**

**Mr. Mike Roberts**

**PO Box 8**

**Wishram, WA 98673**

**509-748-2551**

## Superintendent Letter

### Employee Handbook 2018-2019

Hello, and welcome to Wishram School District #94. You will find that this district has some distinct characteristics that set us apart from other educational institutions, and that you are joining a team of dedicated individuals who all come here with one singular purpose; to teach kids. While this may seem like a very simple and obvious goal, there are ways in which we strive to obtain those results that are quite unique, as we transcend beyond simply teaching subject matter, to educating the whole child. We take our responsibilities very seriously, and as a result, have a wonderful family like atmosphere in which everyone feels welcome and respected.

In order to teach the whole child, we first start with an expectation of respect. Students can't learn in a climate in which respect isn't part of the essential foundation of the institution. That respect however, is mutual between our employees and students. We don't allow students to argue, or mistreat staff, but we also expect the same from our adults. Every day is a new day, and we don't hold grudges. Students (and adults respectively) come into our building fighting battles that we don't know anything about. We are here to help, but we will not allow disrespect in the process.

Another aspect of educating the entire student is teaching our scholars not to be victims, and to rid their lives of excuses. Unfortunately, being a victim and blaming others is an increasingly popular way in which people decide to deal with their issues, and it leads to many negative consequences for individuals that employ those tactics. From the minute our students walk into the front door, we do everything in our power to help them overcome adversity, and provide an equitable learning experience that provides each student with the maximum access to opportunity. We do this by ensuring that students take accountability for their actions, but also by holding ourselves to the same standard. As role models to our learners, it is absolutely essential that we also rid ourselves of victim characteristics, like blaming others, and taking measures to alleviate yourself from negative results and responsibilities. Students learn best by the example that we set, and constant self reflection is imperative to working in schools. We

believe that successful individuals constantly self assess to continue efforts to improve aspects of their work, and that is something that is true of both students, and adults.

Advocacy and mentorship acts as the thread that weaves our fabric of total student success. With the same desire and urgency that we attempt to teach our students of the dangers of being a victim, we educate our students on the ability to advocate for their own success, and take on the role of mentoring them as they navigate this process. We do this by constant encouragement to grab life by the horns, and to seek out the best possible future for themselves. We firmly believe in the power of a growth mindset, and helping our scholars unlock skills and expertise that they didn't even know they had. When students tell us they "can't", or "shouldn't have to" do something, we remind them that people become great by doing what they don't want to do, when they don't want to do it. We tell students that they are "currently struggling with" rather than "can't, or won't". We provide students with multiple avenues to finish difficult tasks, and tackle engaging work without giving them the answer, or providing them with an option to opt out of learning. At Wishram School, every student completes every assignment in a fashion that is acceptable to the teacher.

We are glad that you have chosen to become a part of our Wishram family, and we look forward to you joining us on our journey of providing a top quality education to every student. This is a tremendous place to work, and the results that we are able to obtain are often life changing. Please don't hesitate to come to any member of the administrative team if you have questions as you acclimate to your position here. The best is yet to come!

-Mike Roberts

Superintendent/Principal

Wishram School District #94

### **The Power of ICU**

Wishram School follows an educational philosophy based on research known as "The Power of ICU", in which every student is expected to complete every assignment at a 70% or higher. Students who fail to meet this requirement are enrolled in a mandatory study hall before school, after school, and during lunch. Students are also exempted from activities (field trips, pep assemblies, etc.) and other courses of action as deemed necessary by the school administration. Parents will receive a detailed text and email with the complete information regarding the student's status/assignment. The student will also receive information about

his/her assignments. The student will be removed from the ICU list as soon as the assignment(s) are completed to the teacher's satisfaction and the student's privileges will be restored.

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## Nondiscrimination

Wishram School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) have been designated to handle questions and complaints of alleged discrimination: Civil Rights Coordinator: Mr. Mike Roberts, Superintendent/Principal: 509-748-2551, [mike.roberts@wishramschool.org](mailto:mike.roberts@wishramschool.org); Title IX Coordinator: Mr. Tye Churchwell, Director of Operations, 509-748-2551, [tye.churchwell@wishramschool.org](mailto:tye.churchwell@wishramschool.org); and 504 Coordinator: Ms. Kadee Herrington, Title I/LAP Coordinator, 509-748-2551, [kadee.herrington@wishramschool.org](mailto:kadee.herrington@wishramschool.org) **Address:** P.O. Box 8, Wishram, WA 98673.

## District Information

*Welcome to Wishram School District*

Wishram School District is located in one of the fastest growing counties in Washington State. The goal of our school district is “to ensure each student learns to set high standards.” You are joining a staff of highly dedicated people who are committed to student achievement.

This handbook is a **living document** that is designed to change over time as necessary. It will help you understand rules, and conditions, and employee benefits that are part of your employment here. While some policies, procedures and benefits are identified in this handbook, it is important to understand that this handbook is not meant to be inclusive of all information. You may refer to it but if you have extensive questions please contact your

supervisor. The administrative staff will make every effort to provide you with any additional information you may need:

Mr. Mike Roberts	Superintendent/Principal, Civil Rights Coordinator
Mr. Tye Churchwell	Director of Operations, Title IX Coordinator, Safety and Transportation and Athletics Director
Ms. Sarah Hathaway	Accounting/Finance, Human Resources/Business Manager, Benefits Admin
Mrs. Cassie Back	District Student Services Coordinator/ Secretary/ASB
Mrs. Judy Shinn	Pre-School/Kindergarten, Assistant Americorp Supervisor and Union Vice President
Ms. Katrina Guthrie	Grades 1 & 2
Mrs. Kristen Ringer	Grades 3 & 4/REACH Coordinator, Americorp Supervisor, Prom Coordinator, Union Secretary/Treasure
Mr. Paul Pickette	Grades 5 & 6
Mr. Ken Weaver	Social Studies 7-12th Grades, PE instructor, Health/ Occupational Ed Instructor, Union President
Mrs. Jane Roberts	English 7-12th Grades, Yearbook Coordinator, and Social Media Manager
Ms. Kadee Hilton	504 Coordinator, Title I-LAP/Curriculum Coordinator, Foreign Language and Drama Teacher
Mr. Brent Cameron and	Science 7-12th Grades, ESD Science Coordinator, and Basketball Track Coach, P.E. Teacher
Ms. Betsy Barnhart Challenge	Math 7-12th Grades, 7&8 Grade Navigation Advisor, Wind Mentor
Ms. Christi McCabe	Special Educational Services

Ms. Ronni Orton	Food Service
Mrs. Skye Cooper	Paraprofessional, Bus Driver, Fundraiser Coordinator
Mr. Jason Cooper	Technology Coordinator/Paraprofessional/Maintenance/Bus Driver/Track Coach
Mr. Antoine Montoya	Maintenance/Football & Basketball Coach, College Visit Coordinator
Ms. Vi Strode	Paraprofessional, Employee Handbook Coordinator
Mr. Jai Ringer	Library Tech./Paraprofessional/Bus Driver
Mr. Detmar McCullough	Transportation Services, College Visit Coordinator
Ms. Ashley Blodget	School Counselor/Senior Class Instructor
Ms. Evelyn Biggs	LAP Assistant/Sub
Mrs. Sheila McCullough	REACH Site Assistant

### **AmeriCorps Volunteers/Reach Program**

Dawn Beauchamp  
 Kayla Douglas  
 Chelsea White

To email any member of the staff it is their first name.last [name@wishramschool.org](mailto:name@wishramschool.org).



## **Strategic Plan**

Wishram School District has been guided by a long history of having a strategic plan that serves as a framework to provide long-term direction in the district. Annually, the Board of Directors reviews the district's progress in implementing the objectives and their accompanying strategies.

## **Mission**

Wishram School is a partnership of students, staff, parents, and community. Our goal is to provide a positive school experience, foster personal and academic growth, and teach skills for a successful life.

## **Vision**

**Our students will lead and shape the future.** They will be well-rounded, healthy, and flexible thinkers with a global perspective who can access resources and collaborate. They will demonstrate empathy, pride, and advocacy for self, school, and community while respecting

the diversity and worth of others. They will acquire the knowledge, attitudes and skills to adapt to the emerging needs of a changing world.

## **Core Values**

**Our core values drive our actions and behavior.**

Learning	We believe each student has the ability to learn and achieve to high standards.
Equity	We honor and support each student's right to learn and achieve.
Integrity	We act in good faith, serving others with honesty and dignity. We serve as stewards of the public trust.
Passion	We are passionate about teaching and learning.
Respect	We value differences among people and treat one another with respect.
Diversity	We embrace diversity as an essential asset; we are inclusive and treat our differences as a core strength.
Collaboration	We believe in learning and working together, the value of diverse views, and the power of collective wisdom.

## **Strategic Plan Priorities**

### **Teaching and Learning**

Align curriculum, instruction, and assessment to educate, inspire and prepare each student to graduate, to contribute to our community, and thrive in a global society.

### **Inspiration, Innovation, and Information**

Foster innovation to serve current and future needs of diverse learners; support innovative approaches to develop, identify, and use information and technology.

### **People, Structure, and Systems**

Develop people, structures, and systems to support student learning in a culture of mutual respect and intellectual engagement.

### **Resource Management**

Generate, align, and coordinate all available resources to serve the best interests of the students.

Develop flexibility and adaptability to achieve our mission in a changing economic environment.

## **Strategic Relationships**

Develop intentional partnerships and strategic relationships to support student learning.

## **Calendars and Collective Bargaining Agreements**

To access the school calendar and collective bargaining agreements (<https://www.wishramschool.org>).

## **Policies and Procedures**

Below are some of the district policies and procedures that directly relate to you as an employee of Wishram School District. Please go to the Wishram School website , navigate to the Administration tab then Board Policies (<https://www.wishramschool.org>)

Policy 3207/Procedure 3207P Harassment

Policy 3211/Procedure 3211P Transgender Students

Policy 5010/Procedure 5010P Affirmative Action and Nondiscrimination

Policy 4217 / Tobacco or Tobacco-Like Product Use Policy

Policy 5201/ Drug-Free Workplace

Policy 5231/Procedure 5231P Length of Workday

Policy 6590/Procedure 6590P Sexual Harassment

Policy 5251 Conflicts of Interest

Policy 2021/Procedure 2021P Technology

Policy 5252/Procedure 5252P Staff Participation in Political Activities

Policy 5253/Procedure 5253P Maintaining Professional Boundaries between Employees and Students

Policy 5107 Family and Medical Leave

## **Safety and Security**

We here at Wishram School take safety and security very seriously. The following information is critical to the wellbeing of our school:

NEVER leave an outside door unattended or blocked open and walk away.

When closing outside doors be sure that it is **locked**.

If you see someone not checked-in at the office, please notify the office immediately.

When given a key be sure to keep where only you have access.

Please follow playground rules. See Mr Churchwell for a copy.

## Human Resources

**Pay day:** Wishram School employees are paid on the last working day of each month.

**Timesheets:** Hourly employees must complete a timesheet and submit to the Business Manager at the end of each month. Timesheets should be completed daily. **Substitute employees** enter each day's hours worked on the SUBSTITUTES timesheet located in the school office.

### **Paid Time Off:**

In order to delineate leave accumulation to Wishram School District employees eligible for paid leave, leave will be provided as follows: (Eligible employee assignments require a minimum of 5 hours per day.)

**Sick Leave:** A total of twelve (12) days of leave will be provided to all eligible employees per Policy 5401. Time will be accrued at the rate of 1 day per month, issued (and available) at the beginning of the year. Hours provided will be commensurate with hours worked, i.e., 5-hour/day employees will be given 12 5-hour days over the course of the school year.

All employees who have an assignment of less than 5 hours per day, including substitute employees, and summer employees will receive paid sick leave as required by RCW 49.46.210.

**Paid Leave (Personal):** A total of three (3) days of paid personal leave will be provided to all employees each school year in accordance with Policy 5400 and will be available for use on September 1 of each year.

**Bereavement Leave:** Up to five (5) days of bereavement leave may be taken per school year as outlined in the collective bargaining agreement.

**Vacation:** Twelve-month classified employees earn vacation leave as outlined in Policy 5411. Vacation leave will be deemed as earned beginning with first week after the first full year of employment. Vacation leave will be issued at the end of each school year.

**Request For Leave:** To request leave, submit a **Request for Leave** slip to the school office. When leave days/times can be anticipated such as doctor appointments, please make your request as soon as possible. **Before the day of your planned absence, ALWAYS verify in the school office that your Request for Leave has been approved.**

**Absence :** In the event you have an unforeseen need to be absent, for example an illness, notify the school administration by or before 6:30 AM on the day of absence by sending a message through Google Hangouts and by placing a phone call to the school office.

**Delayed arrival:** In the event that you have a situation requiring you to arrive later than your scheduled time, contact the school administration and complete a Leave Request slip upon arrival. For a pre-planned delayed arrival, for example a medical appointment, submit a Request for Leave slip in advance.

Early departure: In the event that you have an unforeseen situation requiring you to leave before the end of your scheduled shift, contact your supervisor for approval and submit a Leave Request slip to the office. For a pre-planned early departure, for example a medical appointment, submit a Request for Leave slip in advance.

## **Important Tips**

**Dress Code:** We dress professionally and appropriate for interactions with students. We are allowed to wear blue jeans on Fridays or for special events.

**Parking at the school:** Parking at the school is limited, so we ask that you park your vehicle in the parking lot behind the school or down in the lot below the playground.

## **Training**

### **Mandated Training Requirements**

For the purpose of efficiency and consistency, Wishram Public School has implemented the *SafeSchools* online delivery system for the following trainings:

- Back Injury and Lifting
- Bloodborne Pathogen Exposure Prevention
- What Every Employee Must Be Told
- Bullying: Recognition and Response
- Health Emergencies: Overview
- Boundary Invasion
- Child Abuse: Mandatory Reporting
- Sexual Harassment: Staff to Staff
- Sexual Harassment: Student Issues and Response
- Sexual Misconduct: Staff to Student

- Homeless Students: Awareness and Understanding

These trainings are a **condition** of employment and can be completed during your contracted work day or from home. If you have questions regarding these mandated trainings and/or the *SafeSchools* system, please contact Tye Churchwell, 509-748-2551. All SafeSchools training is required to be completed.

## **Professional Boundaries**

Maintaining Professional Boundaries between Employees and Students:

The Board of Directors expects all employees to maintain the highest professional, moral and ethical standards in interactions with students. All staff members are required to maintain an atmosphere conducive to learning through consistently and fairly applied discipline and established and maintained professional boundaries.

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

Employees are expected to exercise common sense and good judgment in their interactions with students. Employees will not intrude on a student's physical or emotional boundaries unless necessary to serve an educational or physical, mental and/or emotional health purpose. An educational purpose is one that relates to the employee's duties in the district. Additionally, when interacting with students, employees are expected to be aware of and sensitive to the appearance of impropriety in their own conduct and the conduct of other employees and volunteers. Employees will report issues to their building administrator or supervisor or human resources whenever they suspect or are unsure whether conduct is inappropriate or constitutes a violation of this policy.

A staff member who has knowledge or reasonable cause to believe that a student has been a victim of physical abuse or sexual misconduct by another staff member is required by law to report such abuse or misconduct to the appropriate school administrator. The school administrator shall cause a report to be made to the proper law enforcement agency if he or she has reasonable cause to believe that the misconduct or abuse has occurred. During the process of making a reasonable cause determination, the school administrator shall contact all parties involved in the complaint.

The board of directors supports the use of technology to communicate for educational purposes. However, employees are prohibited from online socializing with students or use of technology with students that violates the law, district policies or procedures, or other generally recognized professional standards. Employees whose conduct violates this policy may face discipline and/or termination. Reference: Board Policies

Duty to Report Physical Abuse and Sexual Misconduct

[RCW 28A.26.030](#) requires both **certificated AND classified** employees who have knowledge or reasonable cause to believe a student is a victim of physical abuse or sexual misconduct by another school employee to report the abuse or misconduct or shall cause a report to be made to the school administrator. The administrator is then required to report the abuse to the proper law enforcement agency in accordance with the mandatory reporting requirements if the administrator has reasonable cause to believe the abuse or misconduct occurred. A school district must, at the first opportunity, but in all cases within 48 hours of receiving a report of sexual misconduct by a school employee, notify the parents of a student alleged to be the victim, target, or recipient of the misconduct.

It should be noted that this does not change the previous requirement of school professionals to report to the proper law enforcement agency or the Department of Social and Health Services (CPS) if the professional has reasonable cause to believe that a child has suffered abuse or neglect.

Reference: Wishram Policies

## **State of Washington Code of Professional Conduct**

Education Practitioners \* Teachers \* Educational Staff Associates \* Administrators

[Chapter 181-87 WAC](#) PROFESSIONAL CERTIFICATION—ACTS OF UNPROFESSIONAL

### CONDUCT WAC Sections

[181-87-003](#) Authority.

[181-87-005](#) Purpose.

[181-87-010](#) Public policy goals of chapter.

[181-87-015](#) Accountability for acts of unprofessional conduct.

### ADMINISTRATIVE PROVISIONS

[181-87-020](#) Applicability of chapter to private conduct.

[181-87-025](#) Exclusivity of chapter.

[181-87-030](#) Prospective application of chapter and amendments.

[181-87-035](#) Education practitioner—Definition.

[181-87-040](#) Student—Definition.

[181-87-045](#) Colleague—Definition.

#### ACTS OF UNPROFESSIONAL CONDUCT

[181-87-050](#) Misrepresentation or falsification in the course of professional practice.

[181-87-055](#) Alcohol or controlled substance abuse.

[181-87-060](#) Disregard or abandonment of generally recognized professional standards.

[181-87-065](#) Abandonment of contract for professional services.

[181-87-070](#) Unauthorized professional practice.

[181-87-080](#) Sexual misconduct with students.

[181-87-085](#) Furnishing alcohol or controlled substance to students.

[181-87-090](#) Improper remunerative conduct.

[181-87-093](#) Failure to assure the transfer of student record information or student records.

[181-87-095](#) Failure to file a complaint.

The code of professional conduct is codified by the Washington State Legislature in WACs and RCWs. Use this [link](#) for the complete rules and regulations.

***Complaints or request for additional information may be addressed to:***

Office of Professional Practices  
 Superintendent of Public Instruction  
 Old Capitol Building, Po Box 47200  
 Olympia, WA 98504-7200

<p><a href="#">WAC 392-190</a> Equal Educational Opportunity—Unlawful Discrimination Prohibited</p>
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## Recommendations Regarding Touching Students

Wishram School District's goal is to protect the health, safety and general welfare of each student and employee.

Touching children in the school setting has positive educational aspects. However, touching children carries a risk that the educator may be accused of improper touching. Thus, an educator must



exercise conscious judgement in determining whether to touch students and under what circumstances.

To exercise good judgement regarding touching, the educator must consider several factors:

1. Age of the child

- a. *Kindergarten - second grade*: It is virtually impossible to avoid touching students of this age in a classroom. However, as students grow older, the acceptability of touching and hugging decreases.
- b. *Middle grades*: Female children are extremely conscious of their sexuality from grades four through nine. Numerous accusations of improper touching in the schools occur in this age group. Females of this age are very sensitive regarding their breasts and often view a touch on the shoulder or back as sexual in nature. Girls in this age group are also extremely sensitive regarding remarks about their clothing and physical appearance. Typically, school employees get into trouble with this age group for patting knees, putting arms around shoulders, putting hands on waists, “looking at me funny” and snapping or rubbing bra straps.
- c. *Higher grades*: Very little touching is acceptable with this age group. Educators most often get into trouble with this group when they attempt to counsel troubled children, especially about sexual or romantic matters. If it is not in your job description to counsel students; it is best not to do so.

2. Educator

We, as educators must review our behavior very carefully to be certain it cannot be misinterpreted as sexually aggressive.

3. Cultural/personal factors

- a. Some individuals and some cultures are very uncomfortable with any sort of touching. Educators need to be sensitive to students’ individual and cultural preferences.
- b. If a student indicates by word or action that he/she is not comfortable with touching, the educator should avoid physical contact with that student unless such contact is absolutely necessary for safety reasons.
- c. Children who have previously been sexually abused may misperceive a neutral touch as sexual touch.

Some actions, even if not tainted with improper motives are common trouble areas. Such actions should be avoided when possible:

1. *Repeated one-to-one contact with an individual student*. For example, a teacher might assign a single child (or even two children) to come early to the gym to help set up for the day’s

classes. A better solution is to assign this privilege (chore) to two students, one male and one female, for a quarter. Two other students would be selected in subsequent quarters.

2. *Social activities with students.* Taking a student or two to the movies, inviting students to the home, visiting students while they babysit. If you intend to use an out-of-school activity as a reward for academic performance or behavior, notify parents and consult with your principal well in advance in writing of the educational purpose of the reward.
3. *Driving students in cars.* Students who are in cars with educators often say they were molested. A Type II school activity driver's authorization is required for all district employees to operate a district or private motor vehicle for the purpose of transporting students to and from school related activities. Coaches, educators and activity advisors are discouraged from transporting students. If this appears necessary, consult with an administrator in advance for guidance.
4. *Giving gifts to students.* If you wish to give gifts to reward students, discuss such gifts with the principal before they are given. Never give a student an expensive or personal gift such as perfume or flowers. Notify parents and principal in writing of the reward system and its educational purpose.
5. *Writing cards, notes, or letters to students.* Be particularly careful what is written in annuals. Use professional, distant name format such as "Thomas Brown" rather than "Tom" or "Brownie." Do not tell or write students that you "love" them.
6. Other actions will be grounds for discipline and are very difficult to explain:
  - a. *ny request for affection:* "give me a hug; give me a kiss," etc. A
  - b. *Any touching* except on the shoulders, back and arms. Even this is dangerous with girls in grades four and on. Avoid lingering touches, such as shoulder massages.
  - c. *Requests for sex or dates.*
  - d. *Any lascivious or sexual remarks* of any sort, even those that are jokes.
  - e. *Remarks about body parts* - "You have great legs," "I wish my wife was built like you," "I'm bigger than your boyfriend." Remarks about appearance and dress are also questionable, (e.g. "You're a pretty girl." or "You should wear that sweater more often.")
7. *Sexual contact with any student.* For employees a "student" includes:
  - a. anyone currently supervised by the educational practitioner,

- b. anyone currently under the age of 18 whom the educational practitioner has ever supervised,
  - c. anyone enrolled in any school or district who is attending an activity at which the educational practitioner is performing duties.
8. *Sexual contact with a former student.* Wait at least a year after graduation and be sure the student is 18 years old. Even so, such contact with former students is dangerous to job security.
  9. *Giving alcohol to students* or former students under age 21. Lending identification to underage students so they can obtain alcohol.
  10. *Bringing pornographic materials* to school is prohibited including sharing pornographic materials with students.

## **Accident Prevention and Employee Safety**

### **Safety Policy**

This district is dedicated to providing a safe and healthful work environment for all district personnel. It is our goal to reduce the frequency and severity of accidental injuries by providing our employees with safety information and appropriate safety training as a means of protecting employee welfare.

This section will help familiarize employees with the District's Accident Prevention Program (Mr. Churchwell's office). This program was developed to fully establish a safe and healthy work environment. The elements of this program cover a broad spectrum of areas; all designed to prevent accidents and injuries. Taken individually, the program elements have minimal effect, but as an integrated program, and with the support of employees at all levels, it can reduce the frequency and severity of job related injuries to district employees. It is required that you take some time to read through this information. After reading this handbook, ask your supervisor to answer any questions you might have.

### **Responsibilities**

The **employer** is responsible to provide a safe and healthy workplace free from recognized hazards. Establish, supervise, and enforce safety rules. Provide the required safety training to all employees. Ensure that personal protective equipment is worn when tasks dictate. Conduct an investigation of all accidents, regardless of severity.

The **employee** is required to know and comply with all safety rules and procedures. Immediately report all accidents to your supervisor. Identify and **report all** potential hazards to **your supervisor** immediately and play an active role in creating a safe and healthy workplace.

Take personal responsibility for working safely and use common sense while performing your job. **Nothing we do is worth getting injured for!**

## **Safety Policy**

This district is dedicated to providing a safe and healthful work environment for all district personnel. It is our goal to reduce the frequency and severity of accidental injuries by providing our employees with safety information and appropriate safety training as a means of protecting employee welfare.

## **Safety Rules**

Safety Rules are established to reduce the frequency and severity of accidental injuries. All accidents are preventable. It is your responsibility to follow all safety rules pertaining to your job.

- ✓ Please ask your supervisor for specific safety rules that pertain to your job.
- ✓ All safety rules pertain to employees using common sense and being aware of the hazards of their work environment
- ✓ Failure to follow safety rules could result in disciplinary action.

## **Accident Reporting and Investigation**

Report all accidents to your supervisor. If you are injured on the job, you are required to fill out an "Accident/Incident Report" form.

Generally, you are not required to report accidents that result in minor injuries (cuts, bruises and abrasions). If any of these injuries progress to conditions or complications beyond first aid, then you would report this to your supervisor immediately.

## **First Aid Requirements**

The district will provide first aid training to all staff. The law requires that we provide at least one CPR/First Aid qualified person per site. Please check with your site supervisor for the qualified person in your area.

First Aid Kits are available for employee use. Please check with your site supervisor for the location of your kit.

### **Safety Committee**

The district has a Safety Committee/Program Committee composed of management and employee members. The main function of this committee is to monitor the effectiveness of the Accident Prevention Program (reference manual is in Mr Churchwell's office). It accomplishes this by:

- ✓ Reviewing inspection reports
- ✓ Reviewing accident investigations to ensure corrective actions have been taken
- ✓ Investigating any hazards reported to them by employees
- ✓ Posting safety information and safety meeting minutes on the district safety bulletin boards

### **Safety and Health Training**

Safety and health training is provided using the SafeSchools on-line training platform and be supplemented by in-person training. Training will increase awareness of accident causation factors, improve moral by demonstrating management's concern for the safety of their employees, and promote acceptance of safety and health regulations by presenting accident prevention as a positive, desirable, and integral part of all act.

### **Emergency Actions**

All employees will be provided training on emergency actions during mandatory work day at the beginning of the year. Here are some important points to remember:

- ✓ Know your escape route in the event of an emergency (fire, earthquake, etc.). Learn your emergency evacuation procedures and participate in fire and emergency evacuation drills
- ✓ Know the location of emergency equipment (fire extinguishers, fire alarm pull boxes, natural disaster kits)
- ✓ Become familiar with the district's Emergency Preparedness Plan (EPP) that addresses a variety of perils and actions to take in the event of an emergency or natural disaster
- ✓ Please check with your supervisor for the location of your posted emergency escape route
- ✓ Please take time to review the Wishram School Emergency Response Plan.

### **Hazard Reporting**

A hazard is an accident waiting to happen! Please take some time to think about the hazards that you encounter at work on a daily basis. Sometimes an accident does not result in an

injury. This type of accident is commonly called a “near-miss”. A near-miss should be reported to your supervisor immediately. Your supervisor will investigate the incident and assess for corrective actions.

***It’s your responsibility!***

- ✓ It is the employees’ right and responsibility to report any unsafe act, condition, or procedure that they encounter
- ✓ Report all hazards to your supervisor in writing or by email
- ✓ If possible, all hazards will be corrected at the site level. Some hazards may require further assistance from your maintenance department for resolution
- ✓ Hazard reporting forms are available on your Safety Bulletin Board

The Safety Bulletin Board is located in the teacher’s break room.

**DISTRICT SAFETY PROGRAMS- Hazard Communication Program**

The Hazard Communication Program was developed to ensure that employees are informed of the chemical hazards associated with products used in their work areas. This is known as the “Workers’ Right to Understand” standard for chemicals in the workplace. This standard states that:

- ✓ Employees will have access to SDS (Safety Data Sheet) information for all chemicals used in the workplace is in Mr Churchwell’s office
- ✓ Employees will be trained on proper use of personal protective equipment associated with the chemicals they are using
- ✓ Required PPE will be provided free of charge

Please Note: Employees are discouraged from bringing household chemicals to work. Please check with your supervisor before using any consumer formulated cleaning product at work.

**Science Laboratory Safety Program**

The scope of this program is to ensure that employees working with hazardous chemicals in laboratories are informed of hazards, know the proper hazard evaluation methods, and know how to protect themselves from overexposure to chemicals.

**Outdoor Heat Exposure Program (Heat Stress)**

All employees whose position require them to work outdoors in hot weather can result in serious illness or even death. Workers exposed to extreme heat may experience symptoms of heat-related illnesses (HRI), such as heat cramps, heat rash, heat exhaustion, fainting, heat stroke, and other symptoms.

Heat-related illness is also linked to injuries from falls, equipment operation accidents, and other on-the-job incidents. The Outdoor Heat Exposure rule applies from May 1 through September 30, every year, when employees are exposed to outdoor heat at or above applicable temperature levels.

Employees are encouraged to frequently consume water or other acceptable beverages to ensure hydration and understand the signs and symptoms of heat-related illness, how it affects their health, and how it can be prevented.

### **Asbestos Management Program**

Asbestos in schools is regulated by the Asbestos Hazard Emergency Response Act (AHERA). AHERA requires school districts to have a properly accredited asbestos manager, perform inspections of the schools for asbestos-containing building materials, prepare a management plan and provide asbestos related notifications to parent, teachers and employee organizations.

### **Fall Protection Program**

This program was developed to protect district employees who may be required to perform tasks or operations ten feet or more above a lower level. Affected employees will receive specialized training for fall protection.

Following these guidelines can prevent falls:

- ✓ Always use handrails when using stairs
- ✓ Use caution when walking on surfaces which contain ice, snow, rock, oil, water or other adverse or unstable material or condition
- ✓ Immediately clean up spills
- ✓ Prevent fall hazards by keeping stairs, walkways, aisles and walk areas clear of boxes, loose materials, wires and other objects
- ✓ Select shoes for comfort and safety that are compatible with your work environment
- ✓ Do not stand or climb on a desk, chair, or other unstable surface to reach for an object. Use a ladder!

### **Bloodborne Pathogens Exposure Control Plan**

This program provides requirements to protect employees from exposure to blood or other potentially infectious materials (OPIM) that may contain bloodborne pathogens. Examples of bloodborne pathogens are the human immunodeficiency virus (HIV) and hepatitis B virus (HBV).

Employees considered having occupational exposure to blood or other potentially infectious materials will receive further training.

### **Exposure Procedure**

Once an employee has direct contact with blood or other body fluids (including saliva); such as from a needle stick, cut, bite or eyesplash, post-exposure treatment may be necessary. Referral to Healthforce Occupational Medicine Center must occur **as soon as possible after exposure**; within 2-hours for HIV and 24-hours for Hepatitis B infection for provision of immediate protection.

### **What You Must Do If You Are Exposed**

1. **Immediately** wash the exposed area with soap and water for at least ten seconds.
2. **Notify** the building secretary, immediately. They will fill out an **Exposure Incident Report Form**.

If the incident involves another individual (exposure source) as a result of an incident such as biting or an accident involving blood, the exposure source will then be asked to go to your supervisory, Mr Churchwell, Business Manager's office or ESD 112 at 360-750-7504. If the source of blood or other body fluid exposure is a child, it will be necessary to request for the parent/guardian to have the child tested. The school must maintain required records for at least the duration of employment plus 30 years.

### **WORKPLACE SAFETY GUIDELINES**

**Lifting** - Most back injuries result from improper lifting. Protect your back by practicing proper lifting and carrying techniques. Remember: It's easier to prevent a back injury than to recover from one!

**Prepare the lift** - Think about the load you'll be lifting. Ask yourself:

- ✓ Can I lift it alone?
- ✓ Do I need mechanical help such as a cart or dolly?
- ✓ Is it too awkward for one person to handle?
- ✓ Should I ask a co-worker for help, or split the load into several smaller ones?
- ✓ If you decide you can manage the load by yourself, follow the next steps.



**Tuck your pelvis** - Tighten your stomach muscles and tuck your pelvis. Tightening the stomach muscles automatically helps to support the lower back.

**Bend your knees** - Always bend your knees when lifting anything. This helps maintain your center of balance and lets the strong muscles in your legs do the work of lifting while protecting your back.

**Hug the load** - Bring the object you are lifting as close to your body as possible. Keep your back upright as you lift. Gradually straighten your legs to a standing position to lift the load.

**Pickup the load** - Make sure your feet, knees, and torso are pointed toward the load when you lift. Come to an upright position then pivot using your feet. As you carry the load, change direction with your feet, **not by** twisting your body. Twisting and lifting at the same time can overload your spine. When you are ready to set the load down, have your feet pointed toward the load.

**Put the load down** - If possible, choose a place other than the floor to set down the load, so the load will be easier to pick up if it must be moved again. Avoid lifting above your shoulder height.

**Slips, Trips and Falls** -Slips, trips and falls have been a major cause of injury over the years in Workers' Compensation Insurance programs. During a typical policy year *approximately* 25% of all reported injuries can be attributed to various types of slips, trips and falls. We hope by reviewing the following guidelines, school employees will be better prepared to recognize, evaluate and control these hazards.

Follow these general guidelines:

- ✓ Environmental Awareness – Pay attention to where you are walking
- ✓ Take your time – Short cuts and inattention occurs when you are in a hurry
- ✓ Use handrails- Particularly on steps and ramps
- ✓ Wear proper footwear – Slip resistant shoes that are flat, rubber-soled, with wide tread designs are best

Many fall hazards occur on wet or icy surfaces. These areas can be found outside in parking lots and sidewalks, around bathrooms, water fountains, and in the cafeteria.

- ✓ During cold or rainy weather, be especially careful of walking areas where ice can accumulate
- ✓ Take your time –Walk slowly and carefully
- ✓ Avoid areas that are wet or icy- Take a safer route to your destination

In addition to wet, icy, and slippery surfaces, school district employees have encountered trip hazards with the following situations:

- ✓ Boxes of office equipment – Keep boxes and storage items out of walkways
- ✓ Electrical Cords – Computer and appliance cords must be managed properly to avoid trip hazards.
- ✓ Mats and carpet edges – Be sure mats and carpets are secured and are not rolled up on the edges
- ✓ Desk and filing cabinet drawers – Keep desk and file drawers closed when not in use
- ✓ Speed bumps and bumper stops in parking lots – Speed bumps and bumper stops should be painted for recognition and visibility. They are still hard to see when it is dark
- ✓ Holes and uneven sidewalks – Report holes and uneven surfaces to maintenance so they can be fixed.

Please take some time to evaluate your work area for any fall hazards that you may encounter.

**Ladder Safety** Please follow these ladder safety guidelines.

- ✓ Use a ladder of proper length to reach the working height you need. **Chairs, boxes and desks are not ladders and are unsafe to stand on.**
- ✓ Make sure you choose the right ladder to support your weight and the job you are about to perform.
- ✓ Inspect the ladder **BEFORE** you use it. Check the rungs, spreaders and side rails before use. Never use a damaged ladder.
- ✓ Place the feet of the ladder on firm, even, ground. The bottom of the ladder should be about one foot away from the wall for every four feet that the ladder rises. The upper and lower sections of an extension ladder should overlap to provide stability.
- ✓ Face the ladder and hold on with **BOTH** hands while climbing. Stay in the center of the rails. Do not lean over the side of the ladder. Your belt buckle should not be further than the side rail. Tools should be carried on a tool belt or raised and lowered using a hand line
- ✓ On single or extension ladders, never stand above the third rung from the top and never climb above the point where the ladder touches the wall or vertical support.

## **Worker's Compensation Filing Information**

*I have been injured on the job and need to see a doctor. What do I do next?*

Instructions: Notify your supervisor of your injury. Visit the ESD 112 website, <https://webdoc.esd112.org/Forms/EIR> to begin the electronic filing of the incident. Completing this online form will generate an Accident/Incident Report that will be sent to your supervisor so an accident investigation can be conducted, if necessary.

If you indicated that you have sought, or intend to seek medical care on this form, a claim for workers' compensation benefits will be established for you. If you do not hear from your supervisor or school administration staff within 3 business days, contact the person listed below.

If you have any questions or require assistance with the online process contact: Wishram School Business Manager at 509-748-2551 or [sarah.hathaway@wishramschool.org](mailto:sarah.hathaway@wishramschool.org)

## Family Medical Leave

**Family Medical Leave Act:** For information regarding the Family Medical Leave Act please refer to <https://paidleave.wa.gov> or **FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures. U.S, Department of Labor, Wage & Hour Division 1-866-487-9243 ( 8 am - 5 pm)**This notice describes how medical information about you, may be used and disclosed, and how you can get access to this information. Please review it carefully.

THANK YOU FOR JOINING OUR TEAM!!!! **Our goal** is to provide a positive school experience, foster personnel and academic growth, and teach skills for a successful life.