

Mandatory Annual Volunteer Training Overview

# La Center School District

# Staff Safety Program (Policy 6511)

- Our district has a safety program in place. Each building has a staff representative who volunteered or was selected by that building. You have a responsibility to report ALL injuries, accidents near-misses and hazardous conditions. You may report to your building representative or building administrator.
- Safety Bulletin Board - located in each staff room. Has information on Safety Committee Representatives, CPR Cardholders, AED and First Aid Kit locations, as well as required postings from Labor and Industries.
- The District Safety Committee meets regularly to review accident reports and address safety concerns that you report. Their findings and recommendations are reported back to the buildings.
- Job-specific safety standards are found in the district's [Accident Prevention Program](#). Please check with your building administrator if you have any questions concerning these standards as they apply to your job.
- [Link to policy 6511](#), Link to [Employee Incident Form](#)

# First Aid Training

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- Current First Aid/CPR/AED training is required for all physical education and science teachers, paraeducators, coaches and at least one staff member per building office.
- Each staff room has a list of all staff with current training for your reference.

# Emergency Response Procedures

- Emergency Response Plan manuals are located in each building office. They contain complete and comprehensive plans for all emergencies, evacuations and reunifications.
- All classrooms are to be equipped with emergency flipcharts or safety packets which are posted in appropriate locations near fire emergency exit maps, lockdown procedures and window covers. These packets contain simple directions and procedures to follow in the case of any emergency that you might encounter at school.
- Drills – We will complete Evacuation, Lockdown, Earthquake and Fire drills on a regular basis. Link to policy [3432](#).

# Hepatitis B and HIV

- Use Universal Precautions at all times- gloves, masks, etc. If in doubt contact custodial services for proper cleanup. Always assume that any body fluid is contaminated and treat it accordingly.
- More information is located in the [Accident Prevention Program](#) manual. A hard copy is in each building office.
- Final note: *If it is sticky and wet and it's not yours, don't touch it!*

# Infection Control Program

## (Policies 6512 and 3414)

- Employees who do not have current immunization information on file during a communicable disease outbreak will be required to provide such information before being allowed to return to work. Those born before Jan. 1, 1957 are exempt from the 2<sup>nd</sup> vaccination requirement for measles, mumps, and rubella.
- Exemptions for health, religious, or philosophical reasons - may still be excluded if outbreak occurs.
- Sick leave cannot be used because of the exclusion alone.
- Staff who have contracted a reportable disease must notify superintendent immediately - information will be treated confidentially, but must be reported to the local health officer.
- Link to procedures [6512P](#), [3414P](#))

# Student Supervision Expectations

- *“If you can’t see them you aren’t supervising them...”* is a mantra of all school district risk managers, and for good reason. Lack of proper supervision can result in loss of life or destruction of property and is the **number one finding in school lawsuits and claims.**
- On campus, unoccupied classrooms and locker rooms are areas where it is foreseeable that students could come to harm due to lack of supervision.
- Coaches and extra-curricular advisors are responsible for students until they are picked up by parents or, in the case of older students, leave the event on their own. Never leave students at school in the evening unattended after games, events or performances.

# Field Trips

- Some basic considerations but not all inclusive are:
  - A field trip request form must be submitted to the building principal at least two weeks prior to the field trip.
  - Sufficient supervision of at least one adult to a maximum of ten students is required.
  - All students must have signed permissions slips.
  - Emergency contact information for each student must be available throughout the field trip.
  - All special health needs of students must be planned for and reviewed by the school nurse.
  - Overnight and international field trips require board approval.
- Link to policy [2320](#) and procedure [2320P](#).



# Boundary Invasion

## Maintaining Professional Staff/Student Boundaries

- Staff members will not intrude on a student's physical and emotional boundaries unless the intrusion is necessary to serve an educational or physical, mental and/or emotional health purpose. An educational purpose is one that relates to the staff member's duties in the district.
- Additionally, staff members are expected to be sensitive to the appearance of impropriety in their own conduct and the conduct of other staff when interacting with students. Staff members will discuss issues with their building administrator or supervisor whenever they suspect or are unsure if conduct may violate this policy.
- For the complete policy and procedures, see the links below.
- [Link to policy 5253](#) [and procedure 5253P.](#)

# Boundary Invasion

## What the Data Says

- Approximately 10% of students in grades 8 through 11 report unwanted sexual misconduct by a school employee during their years in school.

Source: US, Dept. of Education, Educator Sexual Misconduct: A Synthesis of Existing Literature, Washington, D.C., 2004.

10%

# Boundary Invasion On-line

- The board supports the use of technology to communicate for educational purposes. However, district employees are prohibited from inappropriately communicating with students online or from engaging in any conduct on social networking websites that violates the law, district policies or procedures, or other generally recognized professional standards.
- Staff whose conduct violates this policy may face discipline and/or termination consistent with the district's policies, acceptable use agreement and collective bargaining agreements, as applicable.

# Boundary Invasion Unacceptable Conduct Examples

- Include but are not limited to....
- Any type of inappropriate physical contact with a student that might be considered sexual harassment.
- Showing pornography to a student.
- Singling out a particular student for personal attention beyond the professional staff-student relationship.
- Socializing where students are consuming illegal substances.
- Encouraging students to confide personal or family problems.
- Sending students on personal errands unrelated to school.
- Banter, allusions, jokes or innuendos of a sexual nature.
- Disclosing personal, sexual, family, employment concerns or private matters to students.

# Boundary Invasion Examples Continued

- Addressing or being addressed by students with pet names or names of endearment.
- Maintaining personal contact with a student outside of school by phone, email, instant messenger, chat rooms, social networking web sites or other means without including the parent/guardian.
- Exchanging personal gifts, cards or letters with an individual student.
- Socializing or spending personal time with students.
- Giving a student a ride alone in a non-emergency situation.
- See procedure [5253P](#) for a more comprehensive list of examples.

# Boundary Invasion- Appearances of Impropriety

- The following activities are boundary invasions and can create an actual impropriety or appearance of impropriety. Avoid these situations and report them if unavoidable.
- Being alone with an individual student out of the view of others.
- Inviting or allowing individual students to visit the staff member's house.
- Visiting a student's home; and/or social networking with students for non-educational purposes.
- Students and their parents/guardians are strongly encouraged to notify the principal (or other administrator) if they believe a teacher or other staff member may be engaging in conduct that violates this policy.
- Staff members are required to promptly notify the principal (or other administrator) or the superintendent if they become aware of a situation that may constitute a violation of this policy.

# Boundary Invasion Disciplinary Action

- Staff violations of this policy may result in disciplinary action up to and including dismissal. The violation will also be reported to the state Office of Professional Practices. Violations involving sexual or other abuse will also result in referral to Child Protective Services and/or law enforcement in accordance with the board's policy.

# Sexual Harassment Policies

- Sexual Harassment is defined as any unwelcome verbal, visual or physical advance made in the work setting.
- Any action which interferes with work performance or creates a hostile or offensive work environment is considered harassment and will be grounds for disciplinary action or discharge.
- Informal or formal complaints should be reported to your building administrator or the district office.
- The district prohibits sexual harassment of students by other students, employees or third parties involved in school district activities.
- Link to staff policy/procedure [5011/5011P](#) and student policy/procedure [3205/3205P](#).



# Sexual Misconduct Notification

- All accusations of sexual misconduct will be investigated and ruled upon in a timely and appropriate manner. Completed investigations are kept in employee files as required by law.
- Hiring districts are required to request information from previous districts concerning sexual misconduct complaints.
- Washington districts are required to respond within 20 days with all information pertaining to such a request.
- The district must notify parents within 48 hours if a report is received of sexual misconduct by staff against their child.
- Staff are required to notify the school administrator or district office if they believe misconduct exists.
- This in-district reporting does not change CPS reporting requirements or responsibilities.
- Districts are prohibited from entering into agreements which will in effect suppress substantiated sexual misconduct, verbal or physical abuse.

# Harassment, Bullying and Intimidation Policy (3207)

- Harassment and bullying is defined as any written, verbal or physical acts which may or may not be motivated by race, religion, gender, sexual orientation, disabilities, etc.
- It harms students, property, substantially interferes with learning, creates an intimidating or threatening environment, or substantially disrupts the orderly operation of school.
- It may take the form of slurs, rumors, pranks, innuendo, drawings, gestures, written, oral, or physical actions.
- It is considered “exceptional misconduct” and is grounds for disciplinary action or discharge.
- Informal or formal complaints should be directed to your building administrator or the district office.
- Links to policy [3207](#), procedure [3207P](#), and [3207F HIB Reporting Form](#)

# Harassment continued...

- This information is being shared to help you understand your rights as an employee and what to do if you feel you are being harassed or discriminated against in the workplace. This information is also to remind staff that these types of behavior are not tolerated. Failure to comply with district policies can lead to disciplinary actions up to and including termination.
- Anyone can file a complaint for harassment and/or discrimination in their workplace
- Complaints are submitted to a building administrator or to Dave Holmes at the District Office. They can be verbal or in writing.
- Link to [3207F HIB Reporting Form](#)

# Weapons and Firearms Policy 4210

- Covers firearms, air guns, realistic replicas, slingshots, metal knuckles, knives, dirks, nunchukas and such. All of these items are prohibited on any schools grounds.
- Exceptions - military, law enforcement.
- Personal protection spray devices must be of personal size and kept concealed and secure at all times, see the policy for guidelines.
- Violation of this policy is grounds for immediate dismissal.
- All historical or replica models for demonstration must have prior approval of the building principal.
- Link to policy [4210](#)

# Use of Tobacco, Nicotine Products and Delivery Devices

## Policy 4215

- The board of directors recognizes that to protect students from exposure to the addictive substances such as nicotine, employees and officers of the school district, and all members of the community, have an obligation as role models to refrain from such use on school property at all times.
- Any use of tobacco products and/or deliver devices by staff, students, visitors and community members shall be prohibited on school district property. Possession or distribution of tobacco products by minors is prohibited. This shall include all district buildings, grounds and district-owned vehicles.
- Notices advising students, district employees and community members of this policy shall be posted in appropriate locations in all district buildings.
- Link to policy [4215](#).

# Drug Free Workplace Policy 5201

- The district has a Zero Tolerance policy for alcohol/illegal drugs; using, possessing, delivering or reporting to work under the influence.
- Violation of this policy is grounds for immediate dismissal.
- All employees are required to report to their supervisor the use of prescription or non-prescription medications that may adversely affect their ability to perform work in a safe and productive manner.
- Link to Policy [5201](#).

# Asbestos

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- All asbestos on the K-8 Campus has been removed. There is no known asbestos in our district.

# Pesticide Policy 6895

- Staff/Parents will be notified 48 hours prior to application of any pesticide if school grounds will be occupied by students less than 48 hours following the application of the pesticide.
- Notice of application will be posted for minimum of 24 hours (longer if required by label).
- Pre-notification is not required for emergency applications (controlling stinging pests), but notification must be made as soon as possible after the application.
- Link to procedure [6895P](#)



# Notification and Dissemination of Information about Sexual Offenses and Notifications of Threats of Violence or Harm

- Staff, students, volunteers, and others involved in school activities have the responsibility to report any threats of violence or harm to designated school officials. This also applies to any threat to students. Based on the significance and credibility of the threat, it shall be reported to law enforcement.
- Staff/students/parents will be notified in a timely manner of any building-directed or individual-directed threat received by the district or building to the extent permitted by the Family Educational Rights and Privacy Act (FERPA).
- [Link to procedure 3143P](#)

# Automated External Defibrillators (AEDs)

- The board of directors recognizes that by equipping and training employees in the use of Automated External Defibrillators (AED) the potential to save lives through AED intervention is increased. The Board authorizes the district to place AEDs at designated school sites. Policy [3412](#)
- HS AED's (3) are located in the high school commons on the wall near the restrooms, in the upstairs student lounge and in the ticket booth during games/HS office in the offseason.
- MS AED's (3) are located in the middle school hallway adjacent to the middle school gyms, in the commons area, and upstairs new the library.
- ES AED's are located in the K-8 cafeteria on the wall near the restrooms and near the large ES gym in the hallway.

# Use of Videos in the Classroom

## Policy 2027

- Use of videos as part of the instructional program is authorized as long as it is on the district's approved materials list.
- The principal may authorize the use of other video if it provides appropriate educational value and is deemed essential to the instruction process.
- Procedures should be followed as outlined in procedure 2027P when selecting any video that does not have a 'G' rating.
- Link to procedure [2027P](#).

# District Electronic Information System (K-20 network) Policy 2022

- Access to the K-20 network is provided to enhance and enrich the educational and administrative functions of the district and is not intended to create a first amendment forum for free expression purposes. The district dedicates the property comprising the network, and grants access to it by users, only for the activities authorized under and within this policy and procedures and under the specific limitations contained therein.
- No student or staff user should have any expectation of privacy when using the district's network. The district reserves the right to disclose any electronic messages to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Washington.
- Link to policy [2022](#) and procedure [2022P](#).

# Dignified and respectful treatment of staff. EL-3

- With respect to interactions with district staff, the Superintendent shall not fail to ensure an organized, mission-focused and empowering culture exists for all employees in the service of students.
  - Please refer to Executive Limitation Policy EL-3 Staff Relationships for more details.
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- Link to [EL-3](#).

# End of Annual Training- Annual Training Confirmation Form

- Please make sure you completely understand the information provided in this training. See the building administrator if you have any questions.
- Please fill out the sheet in the volunteer packet that corresponds with this training.

Thank you for volunteering!