

CONCRETE SCHOOL DISTRICT NO. 11

EMPLOYEE



HANDBOOK

MISSION

We are committed to whole student development by providing a wide range of educational options to support diverse life choices.

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TO OUR EMPLOYEES

This handbook does not constitute an expressed or implied contract for employment. At any time any provision in this handbook may be changed or deleted at the sole discretion of Concrete School District No. 011. The provisions of this handbook are designed to serve as general guidelines rather than absolute rules. Concrete School District reserves the right to deviate from these guidelines.

ABOUT THE DISTRICT

Concrete School District serves a student population of about 490 students in one elementary school (Transitional Kindergarten through Grade 6), one high school (Grades 7 through Grade 12), one alternative high school (Grades 9 through Grade 12). We employ about 39 teachers and administrators who are each dedicated to the field of education. In addition, we employ about 65 full-time equivalent support staff who provide essential services to the successful functioning of the District and its programs.

Concrete School District enjoys very strong support from parents, PTO's, the Booster Club, a variety of community service organizations, as well as local and county public agencies. Our community also provides consistent support for school levies.

BOARD OF DIRECTORS

The Board of Directors of Concrete School District consists of five members, elected by ballot by the registered voters of the district. The Board of Directors must approve all new permanent employees before their employment is considered official.

SCHOOL BOARD MEETINGS

The School Board is comprised of five directors representing the District. Their collective job is to set policy that governs the district. The Superintendent is the School Board's Secretary. Meetings are held twice a month.

Work Sessions:

On the Monday preceding the board meeting, work sessions are scheduled and open to the public. They are held in the boardroom at the district office and attended by the five directors, Superintendent and building Principals. The upcoming school board agenda is discussed, occasional presentations are made and information is gathered relating to the agenda topics. No decisions are made at the work sessions.

Regular Meetings:

Regular monthly school board meetings are held on the last Thursday of the month in the boardroom and begin at 6 pm. The public is encouraged to attend. These are decision-making meetings.

Agenda:

The Superintendent, with input from the Board Chair, will develop the monthly agenda. The school board agenda is distributed the Friday preceding the work session and is available on the Concrete School District Website.

STRATEGIC PLAN PROCESS:

In 2018 the Concrete School District Board of Directors invited volunteers to work together to design a Mission Statement, Vision Statement, and Belief Statement for the Concrete School District. Those serving on the team represented families, school personnel, students, businesses, local governments, community members and organizations to develop a strategic plan. The outcome was positive and will continue to be a joint effort between the Strategic Plan Team Members and the School District Personnel. A five-year strategic plan was adopted by the Concrete School Board of Directors in August 2018.

Goal #1

Partner with teachers and parents to provide diverse learning strategies.

Goal #2

Provide opportunities for every student to be engaged in activities or sports that foster strong interpersonal skills and leadership.

Goal #3

Actively seek strategic involvement and partnerships with parents and the community.

Goal #4

Ensure each student clearly demonstrates the employability skills required to support their career and has the opportunity to integrate their career interests with the community.

Goal #5

Identify and develop partnerships with organizations to support meeting students' basic needs.

Goal #6

Implement a fiscal focus on facilities and infrastructure which creates a safe, positive climate for student learning.

CASH HANDLING

All school district funds collected by school district employees from whatever source, such as student fees, fundraisers, fines and damages, rentals or sale of school breakfast and lunches and milk are to be receipted at the time of collection on a district receipt form at the school office. Monies shall be deposited intact in an authorized bank account without delay by each school. Intact means that total cash received must match total cash deposited and total checks received must match total checks deposited. Monies may only be accepted by the school office staff.

At least once a week, the money collected will be reconciled and transmitted to the District Fiscal Assistant accompanied by a financial report giving all pertinent detail. Upon final reconciliation, the Fiscal Assistant will transmit all monies to the County Treasurer for deposit in the appropriate district fund.

CODE OF CONDUCT

The goals of this policy are to protect the health, safety and general welfare of students, to assure the citizens of Washington State that education practitioners are accountable for acts of unprofessional conduct and to define and provide notice to education practitioners in Washington of the acts of unprofessional conduct for which they are accountable. Violations should be reported to a supervisor and will receive prompt follow-up.

The Code of Professional Conduct for Education Practitioners (Teachers, Educational Staff Associates and Administrators) is contained in Chapter 180-87 of the Washington Administrative Code. The purpose of this chapter establishes policies and procedures related to reprimand, suspension and revocation actions respecting certification of education practitioners in the State of Washington for acts of unprofessional conduct.

Effective June 10, 2004, all applicants for Certificated and Classified positions in the Concrete School District will be required to complete the Washington State Sexual Misconduct Disclosure

Release Form prior to being hired per RCW 28A.400.301. If you have questions please call 360-853-4000 and ask to speak to the Superintendent.

COLLECTIVE BARGAINING GROUPS

Most employees of the Concrete School District fall within three collective bargaining groups or are considered non-represented, exempt employees:

Upper Skagit Valley Education Association (USVEA), (part of Washington Education Association)

This association represents all non-supervisory certificated employees such as teachers, counselors, psychologists, and other certificated specialists. The USVEA representatives bargain with respect to wages, hours, and terms and conditions of employment with the District Superintendent and the School Board. The group representative will contact all new non-supervisory certificated employees for membership. If the employee chooses to enroll there will be a monthly payroll deduction for union dues.

Public School Employees of Concrete School District (PSE), (part of Public School Employees of Washington State)

This bargaining unit consists of all classified employees in the general job classifications: grounds/custodial/maintenance, food services, transportation, para-educators, secretarial, and support services. If the employee chooses to enroll there will be a monthly payroll deduction for union dues.

Upper Skagit Coaches Association (USCA)

This bargaining unit consists of all persons employed as coaches.

Non-Represented Employees

This group of employees consists of all district administrative office personnel as well as other district employees who do not fall within the PSE bargaining group such as the Administrative Assistant, and the Fiscal Assistant. This group does not collectively bargain with respect to wages, hours, and terms and conditions of employment.

Administrative Team

This group of administrative staff consists of the Transportation Supervisor, Food Service Supervisor, Facilities Supervisor, Technology Supervisor, Business Manager, Director of Special Programs, Director of State and Federal Programs, Elementary School Principal, Secondary School Principal, and Superintendent. The administrative team meets on a regular basis once a week.

COPYRIGHT COMPLIANCE

Federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for

unauthorized copying or using of audiovisual or printed materials and computer software, unless the copying or using conforms to the “fair use” doctrine.

While the district encourages its staff to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of district staff to abide by the district’s copying procedures and obey the requirements of the law. Refer to district policy for additional compliance regulations.

DOCUMENTATION OF EDUCATION AND EXPERIENCE FOR CERTIFICATED AND CLASSIFIED EMPLOYEES

It is the responsibility of the employee to ensure all applicable official documents pertaining to education and previous work experience are on file in the district office. This information determines appropriate placement on the respective salary schedule for the employee and provides the necessary documentation for state reporting of personnel. It is each employee’s responsibility to review his/her placement on the salary schedule and to ensure that it is accurate.

EMERGENCY CLOSURE

In the event of inclement weather, the Transportation Supervisor and Superintendent may order the closure or delays in the school day. The school superintendent and the transportation supervisor will monitor all road conditions early in the morning and generally make a determination regarding school closure or a school delay at approximately 6:00 am. The Transportation Supervisor will notify the Flash Alert network which then contacts the radio and television stations of the district’s plans.

The Transportation Supervisor will immediately activate the automated School Messenger system. The system calls all employees. Activities scheduled on days when school is closed will be canceled and rescheduled and the Athletic Director will be responsible for contacting all affected parties. Pending express approval of the Superintendent, no team or individual will compete on this day. Practices will be held only after consultation with the Athletic Director or the Building Principal.

If the start of the school day is delayed, a decision regarding all after school activities will be made prior to noon by the Superintendent after consultation with the Athletic Director, Principals and Transportation Supervisor. Whether school is canceled or delayed, transportation will not be provided for the Head Start programs.

There may be cause to release students from school early due to severe adverse weather conditions. The superintendent will make this decision based upon available input and evidence. Because parent’s work and transportation from many bus stops is difficult when an early release takes place, students will be kept at school unless weather conditions have deteriorated. If school is closed early, each building principal will implement emergency closure plans and the Flash Alert network will be notified.

Changes in the school day can be monitored by tuning into a favorite radio or television station that broadcasts in the general area.

HAZARDOUS COMMUNICATION (HAZCOM)

Chemicals pose a wide range of health hazards (such as irritation, sensitization, and carcinogenicity) and physical hazards (such as flammability, corrosion, and reactivity). OSHA's Hazard Communication Standard (HCS) is designed to ensure that information about these hazards and associated protective measures is disseminated to workers and employers. This is accomplished by requiring chemical manufacturers and importers to evaluate the hazards of the chemicals they produce or import, and to provide information about them through labels on shipped containers and more detailed information sheets called safety data sheets (SDSs). The district offers annual training for all potentially exposed employees.

KEYS AND SECURITY CODES

The district has a standardized system of key control and security code control. Serious consequences could arise out of the loss, duplication of, or misuses of keys, as well as the inappropriate use of security codes. Losses to property, jeopardy of the safety of students and staff, vandalism, theft, or acts of violence are examples of serious consequences when access to facilities is not strictly controlled.

Employees will be assigned keys and codes based on their need to have access. Any employee assigned a key and/or a security code will be held responsible for appropriate use of keys and codes. No students will be assigned or given keys or codes, either temporarily or on an ongoing basis. Employees will be trained in the use of the security system. Loss of keys will result in a financial cost to the individual assigned the keys.

Any employee who is assigned a key fob to the Weight Room and is found giving it to anyone will have the fob taken away.

APPROVAL OF CREDIT PROCESS

Credits earned after September 1, 1995 must meet criteria established by the 1995 Legislature before the credits can be used for placement on LEAP salary allocation documents. At the time credits are recognized by the school district the content of the course must meet at least one of the six criteria identified on this form.

1. It is consistent with the school district's strategic plan for improving student learning.
2. It is consistent with a school-based plan for improving student learning developed under student learning improvement grants for the school in which the individual is assigned.
3. It pertains to the individual's current assignment or expected assignment within the district for the following school year.

4. It is necessary for obtaining endorsement as prescribed by the State Board of Education.
5. It is specifically required for obtaining advanced levels of certification.
6. It is included in a college or university degree program that pertains to the individual's current assignment or potential assignment as a certificated instructional staff of the school district where the potential of the future assignment is agreed upon by the school district and the individual.

Please consult with your building principal prior to enrolling in a class for credit/clock hours.

SCHOOL TELEPHONE USE

Personal calls should be made only in an emergency, kept to a minimum, and during non-peak times. No personal long distance calls may be charged to the district. Collect calls will not be accepted by the district. **Cell phones are not to be used for personal business during class or on the job including texting.**

Notice and Training

The superintendent will develop procedures to provide information and education to district staff, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum, sexual harassment recognition and prevention and the elements of this policy will be included in staff and regular volunteer orientation. This policy and the procedure, which includes the complaint process, will be posted in each district building in a place available to staff, parents, volunteers and visitors. Information about the policy and procedure will be easily understood and conspicuously posted throughout each school building, provided to each employee and reproduced in each staff, volunteer and parent handbook. Such notices will identify the District's Title IX coordinator and provide contact information, including the coordinator's email address.

Policy Review

The superintendent will make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, will be included in the report. The superintendent is encouraged to involve staff, volunteers and parents in the review process.

Cross References: 3205 – Sexual Harassment of Students Prohibited
3207 - Prohibition of Harassment, Intimidation and Bullying
3210 –Nondiscrimination
3211 – Transgender Students
3240 - Student Conduct
3421 - Child Abuse, Neglect and Exploitation Prevention
5010 - Nondiscrimination and Affirmative Action

Legal References: RCW 28A.640.020 Regulations, guidelines to eliminate discrimination

Scope — Sexual harassment policies
WAC 392-190-058 Sexual harassment
20 U.S.C. §§ 1681-1688

Management 2015 – July Policy Alert
Resources:

TIMELINES FOR SUBMITTING AND FOR PROCESSING PAYROLL AND ACCOUNTS PAYABLE INFORMATION

Final cut-off dates for submitting invoices and payroll information to the District Office for current month processing is the fifth (5th) of each month. If you have invoices, packing slips, and/or receiving information available prior to the 5th of the month, please forward immediately upon receipt instead of waiting as this will provide an earlier start on the monthly accounts payable process. Timesheets will need to be submitted to the building/department administrator for their signature of approval and their submission by the 5th of the month to the district office for payroll processing. Exceptions to the filing timeline are during the months of November, December, and April for reasons of the shorter period of time to complete the monthly fiscal processing due to the school breaks scheduled within the respective month. During these months, please attend to accounts payable and payroll information intended for payment during the respective current month no later than the 2nd of the month. **Failure to submit timesheets could be a delay in your monthly pay.**

USE OF DISTRICT VEHICLES

District motor pool vehicles shall be used only on official business and the purchase of fuel, oil, and other such items for the vehicle will be on a district gas or district credit card. Since the intent of a district vehicle is to travel in the most cost-efficient manner, the vehicle must be considered first over any other mode of transportation. In most cases, bus transportation must be used when transporting more than 12 students. All items applicable to the travel are to be completed on an Advanced Travel/Field Trip form that can be obtained in the main office of each building. If the Advanced Travel/Field Trip form is denied the employee may then take their personal vehicle, then the employee will be reimbursed after submitting a Travel Expense Claim to the District Office. Submit the completed forms to your building/department administrator/supervisor for approval and processing.

EMPLOYEE ENTRANCE INTERVIEW (ORIENTATION)

Each new employee to the district is to schedule a meeting with the District's Fiscal Assistant within 10 days of their first work day to become aware of salary information, mandatory and fringe benefit programs, leave information, union membership, full-time equivalency, and payroll

processing timelines. This time will prove to be quite beneficial for each new employee in terms of understanding the processes and in their selection of benefits. This orientation will also provide a barometer with respect to the status of the employee background check and applicable certification requirements.

EMPLOYEE EXIT INTERVIEW

Each departing employee is to schedule a meeting with the District's Fiscal Assistant within the 10 days prior to their departure date to ensure: all necessary paperwork has been completed; awareness of termination dates for benefit coverage; awareness and selection of programs available for continued benefit coverage after employment has ceased; to ensure all keys and other district property has been returned; and an opportunity to share comments regarding the district.

EVERY STUDENT SUCCEEDS ACT (ESSA)

Federal law states that all paraprofessionals performing instructional duties who are funded with Title I funds, including all paraprofessionals performing instructional duties working in a Title I school wide building, must meet the following specific requirements:

- 1) Must earn a secondary school diploma or its recognized equivalent and have a) completed at least two years of study at an institution of higher education (or 72 quarter credits); or b) obtained an associate's (or higher) degree; or c) met a rigorous standard of quality and can demonstrate this through a formal state or local academic assessment that measures: (1) knowledge of, and the ability to assist in instructing, reading, writing, and mathematics; or (2) knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate.
- 2) Paraprofessionals who are hired primarily as translators or solely to conduct family involvement activities do not need to meet the new requirements, except they must have earned a secondary school diploma or its recognized equivalent.

FINGERPRINTING

In June of 1992 a Washington State law was passed that requires any person hired by a school district who has regularly scheduled unsupervised access to children to be fingerprinted for a State and National background check. Since all school district employees have the potential to have access to children at the Concrete School District, all new employees must be fingerprinted. This includes all employees who have transferred to our school district from another district. They must be fingerprinted if it's been over two years since their last clearance.

The Fingerprint Process

The background check will go through the WSP and will be forwarded to the Federal Bureau of Investigation. Employees will go through the ESD 189 electronic fingerprinting and it takes 72 hours for clearance. This fee is the sole responsibility of the individual. Instructions for the fingerprint process will be made available at the time an employee is hired. Failure to be

fingerprinted will result in dismissal. Results from fingerprint background checks will be kept confidential. Action taken against the employment of an individual who has had a fingerprint background check, which shows reason for dismissal, will be kept within the guidelines of the law. If you have questions please call 360-853-4000.

REFERENCE:

RCW 28A.400, RCW 28A.410.090

RCW 43.43.830 through 43.43.838, 10.97.030, 10.97.050

RCW 28A.400.320, RCW 28A.400.340

RCW 28A.645, RCW 28A.405

NEED FOR CURRENT ADDRESS AND TELEPHONE NUMBER TO BE ON FILE

At times, the district mails information to an employee at their residence. This could be in the form of training bulletins during the summer months, payroll information, W-2 information, and the like. During times of inclement weather, it becomes necessary to implement the telephone tree so staff are aware of daily plans. For these reasons, it is important that each employee maintain current address and telephone number on file with the district office and within their respective building.

PAYDATE

Payday is the last working day of the month with the exceptions of November and December. They are the last day of the month.

RETIRE/REHIRE GUIDELINES

On July 1, 2001, Engrossed Substitute Senate Bill 5001 took effect. This is commonly known as the "Retire-Rehire" Bill that prescribes the number of hours that public school retirees can work in Washington State school districts without a reduction in their retirement benefits. For the most current information regarding retire/rehire guidelines, consult the Department of Retirement Systems. For general questions please consult the district's fiscal assistant.

ACCIDENT REPORTING

Worker's compensation is an insurance program through the Department of Labor and Industries that covers job related injuries and occupational diseases. Medical costs resulting from qualifying job injuries are paid and qualifying injured employees are paid a partial wage while off work because of the job injury or illness due to on-the-job-causes. Employees are to immediately report all injuries to their Supervisor and contact Shirley Moody at 360-853-4000 to fill out an "Employee report of Accident." Employees must fill out an Accident report within 48 hours of an accident or illness.

When a staff member is injured on the job with a time loss, Concrete School District will grant full sick leave provided the staff member has accumulated said sick leave. For each day covered by workers' compensation, the employee may use accumulated sick leave to make up the difference between the workers' compensation payments and the employee's regular salary. In such instances, total pay shall not exceed the staff members' regular pay.

COBRA (Consolidated Omnibus Budget Reconciliation Act)

On April 7, 1986 a new federal law was enacted (Public Law 99-272, title X) which requires most state and local governments, who sponsor group health plans, to offer employees and families the opportunity for a temporary extension of health coverage (called "continuation coverage") at group rates in certain instances where coverage under the plan would otherwise end. If you are an employee of Concrete School District, you are covered by a group medical, dental, and/or vision plan and have the right to choose this continuation coverage if you lose your group health coverage because of a reduction in your hours of employment or the termination of your employment (for reasons other than gross misconduct on your part). Under certain circumstances, COBRA benefits may be available for the spouse and/or dependent child of an employee. Contact the payroll department for more detailed information regarding this benefit.

EMPLOYEE HEALTH BENEFITS

General Information

Medical – Dental – Vision – Life – Long Term Disability – Section 125 Plans – Retirement

Employees must sign up for benefit coverage on the HCA SEBB Website within 30 days of employment or during the annual open enrollment period of each school year. After the open enrollment period, additions of family members to insurance policies may take place when there is a family status change (i.e., marriage, birth, legal adoption, divorce, death, etc). Deletions of coverage may be made at any time by going onto the HCA SEBB Website and submitting it for approval. On rare occasions additions of coverage may be made outside the open enrollment period when a spouse becomes unemployed and loses their medical coverage.

WA PAID FAMILY AND MEDICAL LEAVE PROGRAM

Starting January 1, 2019, Washington employees and employers will begin investing in a statewide program that will provide paid leave to give or receive care.

When the benefits begin in 2020, Paid Family and Medical Leave will support Washingtonians, whether they are recovering from a serious illness or injury, caring for a new child or helping an aging parent. It means workers won't have to choose between a paycheck and caring for their health and their family.

Nearly every Washington employee who works at least 820 hours (approximately 16 hours weekly) qualifies for the program. All paid work counts toward the 820 hours, including part-time, seasonal and temporary work. To learn more, visit paidleave.wa.gov/workers.

WASHINGTON STATE LONG-TERM CARE PROGRAM

The Washington State Long-Term Care Program is a law that mandates long-term care benefits for Washington residents, funded by premiums collected from employee's wages. Premiums will start being collected July 1, 2023.

FAMILY AND MEDICAL LEAVE

Concrete School District recognizes that employees may, on occasion, need extended leave in order to care for himself or herself or for an immediate family member. The District shall provide for family medical leave for all eligible employees in accordance with the provisions of the Family and Medical Leave Act of 1993, as it and the implementing regulations currently exist and as they are hereafter amended, and related state law. Refer to district policy 5404 on file in the district office, in the payroll department, and in each school building and the Concrete School District website.

MILITARY LEAVE

Concrete School District shall grant each staff member who is a member or spouse of a member of a United States Military Reserve Unit or a member of the Washington National Guard. The District shall provide for military leave for all eligible employees in accordance with the provisions of the Military Leave Act, as it and the implementing regulations currently exist and as they are hereafter amended, and related state law. Refer to district policy 5407 on file in the district office, in the payroll department, and in each school building and the Concrete School District website.

LEAVES AND ABSENCES

When an employee becomes ill or injured while at work, the immediate supervisor shall dismiss the employee to go home or to a doctor.

In the case of a critical illness or injury, emergency treatment or first aid may be required. It is the responsibility of the staff to see that immediate attention is given to the victim, 911 is called, and a call is made to the victim's emergency contact. The principal, supervisor, or person in charge shall be notified and proper arrangements for medical treatment shall take place. Following any accident a written report shall immediately be completed and submitted to the immediate supervisor.

With any absence from work, the employee is expected to complete a Leave Request for all dates of absence. All absences must be entered in Skyward prior to the absence. Extended absences require the prior approval of the Superintendent.

Information regarding absences from work applicable to the Family Medical Leave Act (FMLA) or for Leave Sharing, refer to policies 5404 and 5401 respectively. For general information regarding these leaves, contact the district's fiscal assistant.

Consult appropriate negotiated agreement or School Board Policies, Series 5400, for more information regarding approved leaves.

SHARED LEAVE

Shared leave is a leave sharing plan in which eligible employees and employees of other districts or state agencies may donate excess leave for use by a staff member who is suffering from, or has a relative or household member suffering from, an extraordinary or severe illness, injury, impairment or physical or mental condition. Refer to district policy 5406 on file in the district office, in the payroll department, and in each school building and the Concrete School District web site.

STAFF IMMUNIZATION

Vaccine Requirements:

In order to safeguard the school community from the spread of certain vaccine-preventable diseases and in recognition that prevention is a means of combating the spread of disease, the Board strongly urges that susceptible school staff members (including volunteers) provide evidence of immunity against tetanus-diphtheria and measles, mumps, and rubella. The District follows state guidance of required vaccines for public employees. In the event of an outbreak of a vaccine-preventable disease in school, the local health officer has the authority to exclude a susceptible staff member. A staff member granted an exemption for religious, philosophical or medical reasons or without an acceptable immunization record on file may be excluded, as he/she is considered to be susceptible. If excluded he/she is not eligible to receive leave benefits because of the exclusion itself. To qualify for benefits, he/she must be ill or temporarily physically-disabled.

Infectious Disease Reporting:

Employees who knowingly have contracted a medically-diagnosed reportable disease that could be transmitted in the school setting are expected to notify the superintendent immediately. A reportable disease must be reported to the local health officer. In such situations, the employee may be excluded from school by written order of the local health officer. Decisions to exclude employees from the workplace shall be made only after the written concurrence of the health officer and the employee's private physician that the staff member's admittance poses significant risk to the staff member, other staff members or students.

Infection Control Program:

The hepatitis B vaccine shall be provided at the district's expense to all employees identified as having risk of directly contacting blood or other potentially infectious material at work.

The district provides annual training to all employees with reasonably anticipated exposure to blood or other potentially infectious material. All employees shall receive district provided training on HIV/AIDS at the beginning of each year and within six months of initial employment.

For vaccine requirements, infectious disease reporting, and infection control program refer to district policy 6512 on file in the district office and in each school building and the Concrete School District website.

PURCHASING PROCEDURES

The delivery of supplies and services on a timely basis requires that the staff person intending to use the item/service make their needs known far enough in advance to ensure that the least expensive method of ordering is utilized and that the order is initiated far enough in advance to allow the district office to ascertain if the account to be charged has unencumbered balances sufficient to cover the proposed expenditure. Ordering by telephone or fax with paperwork to follow will not be an option.

Budgetary control implies that the approved budget establishes an amount of resources to be devoted to a particular task and that these resources are to be used for only that purpose. Budgetary control also requires that spending be monitored sufficiently such that no more than the budgeted amount be spent. If circumstances suggest that more resources than budgeted are needed, then additional unencumbered funds must be found and reassigned. It is not likely that many additional funds will be available.

It is the interest of the district office to process purchase orders as expeditiously as possible. Under normal circumstances, approved purchase orders will be processed within a one-to-three-day time frame. To ensure staff are available to receive the purchased items/service the district office will set a deadline before the end of the school year stating the last date to make a purchase for the school year. Only purchases approved by the Superintendent will be approved after this time.

All purchasing of supplies and services shall be done via a purchase order. Failure to fill out a purchase order could result in the employee covering the cost of items.

Use appropriate codes from the chart of accounts. Show percentage or dollar amount to be charged to each account. Be sure to apply at the current rate for Washington State sales tax. Sales tax is paid even for purchases made outside the State of Washington. Also allow for sufficient shipping and handling charges.

More complete guidelines regarding purchasing may be obtained from each administrator or school secretary.

[Electronic Resources - Policy 2022](#)

[Prohibition of Harassment, Intimidation, and Bullying - Policy 3207](#)

[Nondiscrimination and Affirmative Action - Policy 5010](#)

[Drug - Free School, Community and Workplace - Policy 5201](#)

[Maintaining Professional Staff/Student Boundaries - Policy 5253](#)

[Resolution of Staff Complaints - Policy 5270](#)

[Reporting Improper Governmental Action - Policy 5271](#)

[Reimbursement for Travel Expenses - Policy 6213](#)

[Sexual Harassment - Policy 6590](#)

[Sexual Harassment - Procedure 6590](#)

[Sexual Harassment - Form 6590](#)

[Video Cameras on School Buses - Policy 6608](#)

[Pesticide Notification - Policy 6895](#)

[Pesticide Notification - Procedure 6895](#)