

<b>Administration Responsibilities</b>		
<b>Bill Dunbar Principal</b>	<b>Carmela Dellino Assistant Principal</b>	<b>Elaine Swanson Assistant Principal</b>
<p><u>Staff Leadership:</u>            ~Vision, Instruction, Accountability            ~Building Decision-making            ~Communications &amp; Community Relations            ~Staff Meetings            ~Department Heads            ~Site Council            ~Accreditation            ~Ed. Specs</p> <p><u>Student Services:</u>            Grades 9 and 12 A-H (to be adjusted for #'s)            Waivers &amp; Appeals            Event Supervision</p> <p><u>Administration:</u>            ~Budgets            ~Calendar &amp; Logistics            ~Culminating Exhibition            ~Graduation888888888888</p> <p><u>Supervision:</u>            ~Staffing and Evaluation            ~Department Chairs (Contributing Eval), New Teachers (Drop In Obs)            ~Vocational Programs            ~Career Center &amp; Culminating Exhibition            ~Special Education            ~Office Staff: Holm, White, Nolan, Front Desk Asst            ~Math            ~Dean of Students, Assistant Principals</p> <p><u>Liaison to:</u> PTSA, Boosters, Rotary, Chamber of Commerce, Shoreline Foundation, Unions, Superintendent's Council, Einstein, Shorecrest, Universities</p>	<p><u>Supervision and Cert Staff Leadership:</u>            ~Art            ~AVID            ~ELL            ~English            ~Music            ~PE            ~Security            ~Library            ~Office Staff: Swanson, C Erickson, Roma, D/A Counselor, Marsh</p> <p><u>Student Services:</u>            Grades 11 and 12 I- P (to be adjusted for #'s)</p> <p>Event Supervision</p> <p><u>Administration:</u>            ~Registrar            ~Master Schedule            ~Classification Reports            ~Safety &amp; Security            ~Emergency Drills (oversight)            ~Field Trips            ~ASB Budget Oversight (Coordinate with Principal)            ~High Impact Inclusion Budget Oversight (Coordinate with Principal)</p> <p><u>Liaison to:</u> PTSA CC, District Committees TBA, City Social Services</p>	<p><u>Supervision and Cert Staff Leadership:</u>            ~Alt Ed            ~Counseling            ~Science            ~Social Studies            ~World Languages            ~ Custodians            ~ Student Leadership            ~ Office Staff: Nurse, Athletic Director and, Mautz, Larsen</p> <p><u>Student Services:</u>            Grades 10 and 12 Q-Z (to be adjusted for #'s)</p> <p>Event Supervision</p> <p><u>Administration:</u>            ~Activities and Athletics            ~WASL/CAA            ~Technology            ~Room Assignment            ~Building Operations            ~Food Services</p> <p><u>Liaison to:</u> WIAA, Boosters, District Committees TBA, House Committee</p>

<i>Ann Torres Dean of Students, Principal Intern</i>	<i>Vicki Gorman Athletic Director</i>	<i>Paul Villanueva Student Leadership</i>
Discipline, All Students w/ Principal or AP Student Attendance Policies and Procedures Fines and Fees Collection Event Supervision State and Federal Reports w/Principals <u>Intern Duties:</u> ~ Laptop Roll-Out/Roll-in ~ School-wide discipline plan and procedures ~New Teacher Orientation Evals, Round 1 Contributing Informal Observation ~ Classified Evaluations As Directed ~ Emergency Drills Implementation ~ WASL Assistant ~ Data-coach ~ ASB/ HI/Inc Budget Support	Dances Assembly Support Athletics Building Use Open House New Parent Orientation Activity Stipends w/ Principal Athletic Coverage Coaches' Evaluations with Elaine Swanson	ASB Leadership Class Assemblies Lockers and Photos

### **Counseling Department**

A – Bow. . . . .Gina Engle  
 Boy – Coh. . . . . Mary Nygard  
 Col – Hi. . . . . Billy Sugden

Hj – Mas. . . . . Jaime Hoener  
 Mat – Sam. . . . . Pam Richards  
 San – Z. . . . . Dave Harrington

Drug/Alcohol Specialist . . . . Larissa Pendergraft  
 Nurses. . . . . Paula Williams  
 Office Manager . . . . . Terry Holm  
 Psychologist . . . . . Roger Nelson  
 Registration. . . . . J'Nell Swanson

### **Class Advisors**

Class of 08. . . . . Ann Torres  
 Class of 09. . . . . Barb Miller  
 Class of 10. . . . . Tammy Ceesay  
 Class of 11. . . . . TBD

## Activities & Clubs

Note: Due to state law on the use of time during the student day, scheduled times for clubs and activities must be approved by administration. Clubs and activities will normally meet at lunch and outside of scheduled closed STAR Periods.

Alt Ed Club. . . . .	Chris Allen
Amnesty International. . . . .	Dan Sato
APAC. . . . .	Un Chong Kim, Trey Messner
Art Attack. . . . .	Lori Chase
Band. . . . .	Paul Harshman
Black Student Union. . . . .	Rich Stuart
Cheerleaders. . . . .	Vicki Gorman
Choir. . . . .	John Hendrix
Creating a World of Difference. . . . .	Ann Torres
Culinary Arts. . . . .	Diana Dillard
DECA. . . . .	Damon Oliveto
Drill Team. . . . .	Kathy Ross
ELL Math Tutoring. . . . .	Sherry Boroumand
FBLA. . . . .	TBD
Flags. . . . .	Kimberly Parker
French Club. . . . .	Marie-Anne Hagen
Gamers. . . . .	Chris Allen
Gay/Straight Alliance. . . . .	Kristianna Jumonville
Hip Hop. . . . .	Veronica Cook
History Day. . . . .	David Guthrie
Honor Society. . . . .	Ann Torres
Horizon (Annual). . . . .	Barb Miller
Imprints (Literary Magazine). . . . .	Becky Echert
Interact. . . . .	Tim Murray
Japanese Club. . . . .	Etsuko Kimura
Jazz Band. . . . .	Paul Harshman
Jewish Student Association. . . . .	Barb Lachman
Knowledge Bowl. . . . .	Eric Scaia
Kolus (Newspaper). . . . .	Kelly Gade
Latino Club. . . . .	Amanda Stoker
Link Crew. . . . .	Lisa Faidley, Maggie Matthews
Math Club. . . . .	Kristianna Jumonville
Mock Trial. . . . .	Susan Bonner
Muslim Student Association. . . . .	Dave Harrington
Native Club. . . . .	TBD
Operation Awareness. . . . .	Larissa Pendergraft
Orchestra. . . . .	Dan Wing
PALS. . . . .	Nancy Trenbeth
SAFE. . . . .	Alisan Giesy
Science Olympiad. . . . .	Andrew Bagley
Senior Prom. . . . .	Tammy Ceesay

SERVE Club. . . . .	Dona Eddy
SHAPE. . . . .	Veronica Cook
Shutterbugs. . . . .	Sally Tonkin
Steel Drums. . . . .	Bob Phillips
Step. . . . .	Amber Jenkins
Tech Club. . . . .	Chris Allen
Thespians & Drama. . . . .	Barb Lachman
Video Production. . . . .	Marty Ballew

### Coaching Assignments

Baseball. . . . .	Wyatt Tonkin
Basketball, Boys. . . . .	Shawn Hall
Basketball, Girls. . . . .	Nina Lowe
Cross Country, Boys. . . . .	Howie Wood
Cross Country, Girls. . . . .	Brock Hogle
Diving, Boys/Girls. . . . .	Shauna Kopischka
Fastpitch Softball. . . . .	Tom Rizzuto
Football. . . . .	Andrew Hershey
Golf, Boys. . . . .	TBD
Golf, Girls. . . . .	Maggie Matthews
Gymnastics. . . . .	Susan Riley
Soccer, Boys. . . . .	Mark Wisdom
Soccer, Girls. . . . .	Teddy Mitalis
Swimming, Boys. . . . .	Scott Kelley
Swimming, Girls. . . . .	Susan McDowell
Volleyball. . . . .	Anne Whipple
Wrestling. . . . .	Arnie Moreno

**KEY SCHOOL CALENDAR DATES** - Tentative key dates are below. Dates are based on a tentative calendar and are subject to change.

### **September**

September 4. . . . .	Freshmen Orientation
September 5. . . . .	First Day All Students
September 5-7, 10. . . . .	State Enrollment Count Day
<b>September 10.</b> . . . . .	Last Day to Drop Class on Counselor Signature
<b>September 26.</b> . . . . .	Last Day to Drop Class on Principal Signature
September 27. . . . .	Back to School/Open House

**October**

October 1. . . . . Progress Reports  
October 12. . . . . Staff Workday  
October 15. . . . . Staff Workday  
October 15-20 . . . . . Homecoming Week

**November**

November 9. . . . . End of 1st Quarter  
November 12. . . . . Veteran's Day; no school  
November 13. . . . . Staff Workday  
November 22 & 23. . . . . Thanksgiving Holiday

**December**

December 3. . . . . Staff Workday  
December 13. . . . . Progress Reports  
December 22-Jan 2 . . . . . Winter Break

**January**

January 1-2. . . . . Winter Break  
January 21. . . . . M.L.K. Jr. Day; no school  
January 24 & 24. . . . . Semester exams

**February**

February 1. . . . . End of semester  
February 4. . . . . Staff Workday  
February 18. . . . . President's Day; no school  
February 15 – 19. . . . . Mid-Winter Break

**March**

March 6. . . . . Progress Reports  
March 14. . . . . Staff Workday

**April**

April 11. . . . . End of 3rd Quarter  
March 31-April 4. . . . . Spring Break

**May**

May 14. . . . . Progress Reports  
 May 26. . . . . Memorial Day; no school

**June**

June 9. . . . . Staff Workday  
 June 11, 12 & 13 . . . . . Semester exams  
 June 17. . . . . Last day of classes

***SHOREWOOD STAFF MEETINGS- Meeting times/dates are tentative, pending shared decision-making with Department Chairs. Administration reserves the right to call additional meetings as needs arise.***

Monday, September 10 – 2:40 pm ***Department Chairs***  
 Monday, September 17 – 2:40 pm ***All Staff***  
 Monday, October 1 – 2:40 pm ***Department Chairs***  
 Monday, October 8 – 2:40 pm ***All Staff***  
 Monday, October 22 – 2:40 pm ***Department Chairs***  
 Monday, October 29 – 2:40 pm ***All Staff***  
 Wednesday, November 14 – 2:40 pm ***Department Chairs***  
 Monday, November 26 – 2:40 pm ***All Staff***  
 Monday, December 3 – 2:40 pm ***Department Chairs***  
 Monday, December 17 – 2:40 pm ***All Staff***  
 Monday, January 7 – 2:40 pm ***Department Chairs***  
 Monday, January 14 – 2:40 pm ***All Staff***  
 Tuesday, January 22 – 1:45 pm ***All Staff***  
 Monday, January 28 – 2:40 pm ***Department Chairs***  
 Monday, February 11 – 2:40 pm ***All Staff***  
 Monday, February 25 – 2:40 pm ***Department Chairs***  
 Monday, March 3 – 2:40 pm ***All Staff***  
 Monday, March 17 – 2:40 pm ***Department Chairs***  
 Monday, March 24 – 2:40 pm ***All Staff***  
 Monday, April 7 – 2:40 pm ***Department Chairs***  
 Monday, April 14 – 2:40 pm ***All Staff***  
 Monday, April 28 – 2:40 pm ***Department Chairs***  
 Monday, May 5 – 2:40 pm ***All Staff***  
 Monday, May 19 – 2:40 pm ***Department Chairs***  
 Tuesday, May 27 – 2:40 pm ***All Staff***  
 Monday, June 2 – 2:40 pm ***Department Chairs***  
 Monday, June 9 – 2:40 pm ***All Staff***

***Site Council***

***3<sup>rd</sup> Tuesday of the Month, 5:00PM***

***PTSA Board 3<sup>rd</sup> Tuesday of the Month 7:00PM******BELL SCHEDULES******A & B SCHEDULE (usually Tue. – Fri.)***

1 <sup>st</sup> /2 <sup>nd</sup>	7:50 – 9:40
STAR	9:40 – 10:05
Break	10:05 – 10:10
3 <sup>rd</sup> /4 <sup>th</sup>	10:10 – 11:55
Lunch	11:55 – 12:35
5 <sup>th</sup> /6 <sup>th</sup>	12:40 – 2:25

***C DAYS (usually Mondays)***

1 <sup>st</sup>	7:50 – 8:40
2 <sup>nd</sup>	8:47 – 9:37
STAR	9:37 – 9:55
Break	9:55 – 10:00
3 <sup>rd</sup>	10:00 – 10:50
4 <sup>th</sup>	10:58 – 11:48
Lunch	11:48 – 12:33
5 <sup>th</sup>	12:38 - 1:28
6 <sup>th</sup>	1:35 – 2:25

**Note: Due to state law on the use of time during the student day, scheduled times for clubs and activities must be approved by administration.**

***STUDENT ADD/DROP FROM CLASS***

The last day to drop a class with counselor signature is September 10<sup>th</sup>. The last day to drop a class with Principal signature is September 26<sup>th</sup>.

***ATTENDANCE POLICY***

Consistent, accurate attendance practices contribute to student learning success. In order to create an accountable learning environment, we as a staff have agreed to the following

- be clear, consistent, and immediate with consequences
- not release students from class after they have arrived
- take attendance at the beginning of the period
- give no out-of-class breaks

***Philosophy***

Students and their parents have the responsibility for maintaining prompt and regular attendance as prescribed in the Compulsory Attendance Law RCW 28A.27.225.

**Procedure**

Students are expected to attend all classes on time. It is the student's responsibility to document each absence by submitting a written note (signed by parent/guardian) to the attendance office or by having the legal guardian call the Attendance Office within three days of the absence. Accurate information is a critical part of this process.

Documentation must include:

1. Student name
  2. Exact date and periods absent
  3. Reason for absence
  4. Parent/guardian signature
- State Truancy Legislations

According to Washington State truancy laws (RCW28.A.225) after seven (7) unexcused absences in one month, or ten (10) in one year, school districts must file a "truancy petition" alleging a violation of the law by the student, by the parent, or by both.

According to the State of Washington, an unexcused absence is student nonattendance for more than 50% of the student's school day. This nonattendance has not been approved by a parent/guardian through the attendance office within three (3) school days.

We strongly encourage the parent/guardian to contact the attendance office to schedule a conference with an administrator to develop strategies to eliminate student absences when a student has reached two (2) unexcused absences in a one month period.

**Absence**

According to district policy #3122 the following are valid excuses for absences and tardies:

1. Illness, health condition, family emergency, or religious purposes
2. Parental approved activities
3. Absence resulting from disciplinary actions or short-term suspension
4. Extended illness or health condition.

School related activities which require a student to miss class time will not be counted as part of the absence total for the quarter/semester. The student shall be permitted to make up missed assignments under reasonable conditions and timelines set forth by the teacher in the course expectations. A student's grade may be affected because of the student's inability to make up the specific activities conducted during a class period (see individual course expectations). District policy 3122 allows a student a minimum of one make-up day for each day of absence.

**Tardies**

Shorewood does not have a school-wide policy, however, the expectation is that there will be logical consequences for tardies in your classroom. Several departments have a uniform policy. Using STAR and before and after school are the recommended appropriate times for students to make up time and work lost due to tardies. It is important that your policy be included in your course syllabus that is distributed to all students at the beginning of the course. You are welcome to confer with an Administrator/Dean of Students if one or more of your interventions do not successfully correct the behavior.

### ***CONSEQUENCES OF ABSENCE***

1st Absence: Automated Phone Call

When a student is marked absent from any class an automated phone call will be made to the student's home.

2nd Absence: Automated Phone Call

3rd Absence: Automated Phone Call

4th Absence: Parent/Guardian Letter

Following the fourth absence in any class a letter will be sent to the parent/guardian.

5th Absence: Automated Phone Call

Student notification via classroom teacher if not already completed.

6th Absence: Automated Phone Call

7th Absence: Letter and Personal Contact from teacher

At the 7th absence in any class a second letter will be sent to the parent/guardian. We strongly recommend the parent to call the attendance office to schedule a conference with an administrator to develop strategies to prevent loss of credit in individual classes.

8th Absence: Automated Phone Call

9th Absence: Loss of Credit

At the 9th absence in any class a third letter will be sent to the parent/guardian informing them of the student's loss of credit. Questions regarding loss of credit are referred to an Assistant Principal. Students may apply for credit restoration if they have

no more than one unexcused absence and are passing in the affected class. Scoring criteria for credit restoration is available in the attendance office.

## ***INSTRUCTION RESPONSIBILITIES AND EXPECTATIONS***

### **Class Descriptions**

By the end of the first week of each scheduled course (semester, year, etc.) teachers will provide the building principal a copy of the your Course Description for each course. The Course description should be provided to each student and reviewed with parents at the back-to school night. The following information should be included:

- I. Title of the Course
- II. Textbook/Material Used in Class
- III. Course Expectations
  - A. Brief Summary — Description of the Course
  - B. Assessment Plan/Strategies
  - C. Procedures and Expectations Related to Homework
  - D. Criteria Used to Determine Grades; Any guidelines that impact the course grade should be included.
    1. Quarter
    2. Semester
- IV. Class Expectations
  - A. Attendance, Tardy, and Discipline Policies, and other Requirements; Please remember that attendance and tardy policies should reflect the building and any agreed department standards.
  - B. Behavioral expectations if necessary (lab courses, shops, etc)

### ***TEACHER WEBSITES***

Shorewood certificated staff are expected to maintain a basic website including: Your name, position, hours, teaching assignment, summary of academic background, course descriptions, assignments and on-line grades updated at least monthly. The site must follow the basic template of the school website and be recognizable as part of the school/district website. Swift is the basic web-authoring tool used by most teachers. Others may be used if the above guidelines are honored. Please see a tech specialist or administrator for support and training.

### ***CULMINATING EXHIBITION GROUPS***

When possible each certificated staff member at Shorewood will supervise a group of seniors as they complete the culminating exhibition. Supervision will take place during scheduled STAR periods. Guidelines for supervision will come from Donna Eddy.

## **STAR PERIOD**

This period is designed for you to meet with your students. Some of the purposes are: individual conferences, tutoring, make up testing, tardy makeup, CE mentorship, meetings of clubs and organizations, and occasional ASB assemblies. Because it is important that students use and benefit from this time, you are expected to be in your classrooms and available to your students during STAR.

### **STAR Periods**

The base Schedule for STAR periods will be as follows:

**Monday** - CLOSED STAR, School programming and announcements, extra help.  
Release when the program is ended.

**Tuesday** - Open STAR

**Wednesday** - STAR Study time, /extra help. Students should not be out in the public areas. No Extracurricular Activities, Fully CLOSED STARS may be scheduled.

**Thursday** - STAR Study time, /extra help. Students should not be out in the public areas. Fully CLOSED STARS may be scheduled.

**Friday**- Open STAR

STAR Period is designed to be a “Student and Teacher Academic Resource Period” The STAR period is a key resource for ‘personalization” at Shorewood. In order to meet the spirit and letter of this time in the context of the schedule audit from '06-07, teachers MUST professionally hold themselves and students to the use of the time for academic purposes. Teachers can require STAR activities of students any on any day STAR is offered, not just on “closed” STAR Days. Ideal uses of the STAR period are: study hall, providing extra help, assigning make-up work appointments, conducting study groups prior to assessment, providing sessions for students to re-do tests for failing grades, writing workshop sessions for students with work in progress, seat-time for tardies, absences, or classroom discipline, 1:1 conferences with students and parents, etc.

A separate attendance is NOT taken for STAR. Your 1st or second class is your base STAR group.

Students SHOULD be allowed to go to the cafeteria for nutrition break if they want to when the food service opens, five minutes before the end of STAR.

**IMPORTANT NOTE:** In order to meet the letter of the state law regarding student contact time, STAR time (closed or open) may not be used for “extracurricular activity.” Staff who wish to have regular meetings with student groups other than classes must submit in writing to do so and may only do so on Tuesdays and Fridays. No meetings may take place without the principal’s signature.

## SHOREWOOD CALENDARS

To subscribe to Shorewood's iCals, follow these steps:

1. Open iCal
2. Click Calendar>Subscribe
3. Paste in these addresses and click Subscribe:

Shorewood's "public" calendar:

<webcal://cal.shorelineschools.org/iCals/Shorewood/Building/Sw.ics>

Shorewood's "staff" calendar:

<Webcal://cal.shorelineschools.org/iCals/Shorewood/Building/SWbuilding.ics>

To view available calendars, go to:

<http://cal.shorelineschools.org/default.php?school=Shorewood>

## GENERAL RESPONSIBILITIES OF STAFF

### 1. Communication

It is essential that close communication be maintained between teachers and parents regarding grades, behavior, and attendance.

### 2. Hours

Certificated staff are contracted to work in the school building for an eight-hour teaching day. The standard work day is 7:30-3:30PM unless otherwise agreed with the supervising administrator. Teachers should be in the building at 7:30 AM ( in the classroom ten minutes prior to class) and then remain in the building until 3:30 PM. Flexibility in these hours is allowed, in accordance with the negotiated agreement, except for the times when teachers should be in the classroom to meet students. Teachers are not to leave students unattended during class time. Certificated staff are expected to participate in an equitable number of meetings and professional activities which may fall outside the standard hours in accordance with the provisions of the contract. Part-time staff must post their hours on the door to their work-space, as part of voice-mail and on the website to be available to students parents and colleagues. Part time staff are expected to participate in professional activities and meetings outside scheduled hours in proportion to the FTE of their contract.

All faculty are expected to be in attendance at all staff meetings held during work hours, open houses, conference periods, and other meetings scheduled as part of the regular school program.

### 3. Absences

In the event of illness or personal/professional leave

- call the Subfinder system (206) 367-9604.

- Substitutes must come for either 4 or 8 hours. Consider the day's schedule before you call. If your absence is for just part of a day, please consult with Terry Holm, Office Manager.
- on the morning of absence call the main office (206-361-4371) by 7:00 AM

If leaving the building to conduct school business during your conference period, please check out in the main office. Absences beyond your conference period during the contract day will require you to fill out a PS 102 form, even if no substitute is required.

Keep your substitute folder updated with emergency lesson plans and other helpful information for those unexpected absences. Your substitute (and colleagues) will appreciate it! Also keep Health Alert forms in this binder; these are forms for any of your students with special medical circumstances. It is vital that substitutes have quick access to this information.

#### 4. Routines

It is important that daily routines be followed conscientiously --routines such as test schedules, lunch schedules, and procedures for attendance and tardiness. Keep students bell to bell (during exam periods as well).

#### 5. Use of Phones, FAX and E-mail

- Classroom phones are for staff use; encourage students to use the pay phones or office phones during STAR/lunch to avoid a phone system "bottleneck."
- FAX is for staff use only. Fill out cover sheet and leave in rack next to fax machine. Please be sure to log any long distance FAX.
- E-mail is subject to the Internet Access Policy.
- Remember that electronic mail is not confidential and is subject to subpoena and public records requests.

#### 6. Students as Teacher Assistants

If you have a TA, that student is your responsibility during that class period. (S)he should remain in your class the whole period unless on a specific mission for you.

7. Students Leaving Campus Students who think they need to leave school during class periods are instructed to report to the attendance office or, if ill, to the health office. Teachers who have need for students to leave the school grounds during class time must receive written parental permission before allowing students to leave school to tend to school related business.

#### 8. Students After School

Students on campus during non-school hours must be under the supervision of a staff member.

Teachers who have arranged activities for students outside of school hours must also arrange to have a staff member present.

#### 9. School Visitors

Shorewood does not allow guests of students on campus except in extenuating circumstances. Administrators must approve any student visitors 24 hours in advance. Visitors of staff members are asked to sign in at the main office and to wear a visitor's badge. Anyone wishing to observe a class should prearrange it with the teacher and the principal in advance.

#### 10. Student Health Alerts

Each semester health alerts will be made available to you for your students with special medical circumstances.

#### 11. Statement of Responsibilities and Rights

This document includes the district requirements regarding student rights and is sent home to all families in the fall and posted to the student computers. All teachers must be thoroughly familiar with its contents.

#### 12. Guest Speakers

If you invite an outside speaker to your class, complete an "Enrichment Speaker" form and give to your department head for signature. It will then be forwarded to the principal for approval.

#### 13. Injuries

Any injuries on the job must be reported to the health office.

14. Child Abuse Reporting RCW 26.44.030 requires that all school personnel report to the Dept. of Social & Health Services (DSHS), Child Protective Services (CPS), or local law enforcement agency when they have reason to believe a child or adult dependent person has suffered abuse or neglect. Such report must be made at the first opportunity to do so, but in no case longer than 48 hours after the suspected abuse or neglect has come to the attention of the staff member.

A written report, district Form E (available in the counseling office), must be submitted to the agency contacted as soon as possible after the phone report is made. It is the staff's legal responsibility to make a report whenever there is reason to believe abuse or neglect has occurred. In doing so, staff are immune from potential liability. Protection of children is the paramount concern; any doubt about the child's condition shall be resolved in favor of making the report. It is CPS responsibility to determine if the abuse/neglect actually occurred.

Counselors are glad to take all information from you to make the call to CPS. However, it is up to you to make sure they are involved promptly.

#### Reminders

Secure your room (lock doors and close windows) whenever you leave your room unattended.

Please check your mailbox in the main office each morning and before leaving the building each day!  
Do not loan your keys!

## ***ETHICS & HONESTY POLICY HONESTY***

Honesty is...

- doing your own work.
- crediting others• words, pictures, facts, and ideas.
- keeping your eyes on your own paper.
- helping, not copying.
- using electronic sources with integrity.

Shorewood and the Shoreline School District have established a clear philosophical foundation for the expectation of integrity and authenticity for all student work.

Please see the most recent edition of the Student's rights and Responsibilities handbook for definitions and consequences.

1st Offense: Student referred to an administrator; student's performance on the assignment/activity shall receive a zero; parents shall be notified.

2nd Offense: Student long-term suspended from the class for the remainder of semester, not to exceed 90 days. This may be the same or a different class from the 1st offense. Established suspension procedures will be followed with due process notification.

3rd Offense: Student long-term suspended from all classes for the remainder of semester, not to exceed 90 days; parents shall be contacted and due process rights shall be given.

Per Shoreline School District Policy and Procedures #3302/3302P

## ***PROCEDURE FOR EARTHQUAKE & FIRE DRILLS***

### Fire Drill Procedure

If a continuous fire alarm horn sounds in your area:

1. Exit from the classroom.
2. Close and lock door to classroom.
3. Move quickly to the outside according to map.

#### 4. Await all-clear signal

#### Earthquake Procedure

..... **Insert**

#### Security System – Use of Building After Hours

The building is open between the hours of 6:00 a.m. and 11:00 p.m. on weekdays. Any use of the building during closed hours (11:00 p.m. – 6:00 a.m. on weekdays and anytime during the weekend or on holidays) will require you to follow the procedures outlined below.

Shorewood High School is split in two for security monitoring. One zone is the gym and 800's wing. The second zone encompasses the rest of the building. Disarming or arming one part of the system does not affect the other. You need to enter the gym and 800's wing by the door on the loading dock (south side) of the gym. To enter the rest of the building, you must enter through the door into the staff workroom. (by main office entrance) All staff members should receive a security-monitoring card (laminated with all of the information) – please see Elaine Swanson if you don't have one.

When you need to enter the building after hours:

1. Check the security key box (outside entryway) to see whether the alarm system is on or whether the system has been disarmed.
2. If it is red, use your key to disarm the system by inserting your key and turning downward to the green light. If the light is green - the system has been turned off.

If system is alarmed (red):

1. Enter the staff work room or the custodial area (gym) and immediately call the security monitoring number indicated on your security card (1-877-294-0165). When calling, you must give:
  - The system number: 18930096
  - Your Individual Pass Card # and name.
2. Sign-in on the staff list – on the wall by the phone booth in the staff workroom or on the wall of the loading dock. List your name, where you'll be working, phone number to reach you, and an approximate time that you plan to leave. This lets anyone in the building know exactly who is also there.
3. Work in your area. When you leave your area please be sure the area is secure, windows are closed, and lights are off.
4. Return to the workroom or the custodial, cross your name off the list.
5. If you are the last person to cross your name off the list, call the security company once again to say you are the last to leave the building and will reset the alarm. Reset the alarm system (security box in the outside entryway) by using your key to turn to the bottom button, which will turn red. Don't expect the button to turn red immediately – it takes the system a few minutes to arm the building.

If the system is disarmed (green):

1. Enter the workroom or the custodial area and sign in as noted above so other people know you are there. List your name, where you'll be working, phone number to reach you, and an approximate time that you plan to leave. This lets anyone in the building know exactly who is also there.
2. Work in your area. When you leave your area please be sure the area is secure, windows are closed, and lights are off.
3. Return to the workroom or the custodial area, cross your name off the list and note the time you are leaving.
4. If you are the last person to cross your name off the list, call the security company once again to say you are the last to leave the building and will reset the alarm. Reset the alarm system (security box in the outside entryway) by using your key to turn to the bottom button, which will turn red. Don't expect the button to turn red immediately – it takes the system a few minutes to arm the building.

You must obtain prior approval from the principal before you remove any school equipment from the building. Forms for staff check-out are available in the main office.

### ***PURCHASING PROCEDURES & CASH HANDLING***

Making a Purchase:

After you have received budget approval from your department head or the Business Office, call the vendor to determine whether they will accept a purchase order from the Shoreline School District, and verify amounts (including tax and shipping).

Purchase orders must be secured for all items ordered. To do this, fill out a Purchase Order Request (Requisition) form and submit to Terry Holm for General Fund purchases, or to Kelly Nolan for ASB purchases. Do not order merchandise without requesting a requisition first, as Shoreline will not pay invoices without purchase order numbers on them!

Purchase order requests will be processed through the Business Services Department at the Shoreline Center.

This could take up to 10 business days, so PLEASE PLAN AHEAD.

Receipt of Goods:

When a delivery is received, initial the packing slip and turn the slip or invoice in to Terry Holm or Kelly Nolan immediately so that payment may be processed. If the packing slip is not with the shipment, furnish a written note to Terry/Kelly verifying receipt of the shipment. If you don't confirm receipt of your order, the vendor will not be paid in a timely way and other staff purchases may be affected.

On blanket purchase orders, let Terry/Kelly know each time you receive an order, and submit all packing slips or invoices for payment.

#### Reimbursements:

Obtain budget approval from your department head or the Business Office and Terry Holm/Kelly Nolan before making any purchase for which you expect to be reimbursed. Purchases must be \$100 or less to be reimbursed (\$200 for ASB). (Purchases over \$100 should go through the purchase order process.) After making your purchase, immediately turn in a completed Material Expense Reimbursement form with your ORIGINAL store receipt (not a credit card receipt). Form must be submitted within 30 days of purchase. Payment will be processed through the Business Services Department. **Important!** Any shipped orders **MUST** be shipped to a district site; any other location, the reimbursement will be denied.

Please purchase personal items on a separate receipt; ask the store clerk to run a separate sale for Shoreline items. No stamped signatures will be allowed. Original signatures are required in ink

Questions? Ask your department head, Terry Holm or Kelly Nolan.

#### Parent/Student Reimbursements

- These are not allowed. We appreciate the extra volunteer work of the parents, however reimbursing parents is not allowed.
  - Parents are not district employees nor are they established companies or vendors with documentation, 1099 tax forms, etc.
- To replace this task use purchase orders as many local stores accept purchase orders on a one time or blanket type. We will comprise a list of vendors and send out separately.
- The teacher or other district employee purchases the products.
- Many times the needed items can be pre-planned and purchased with other items for many requirements on one PO.
- If from a grantor, ask them to purchase the actual items and donate those as opposed to providing money which we then use to purchase those items.

#### Contractual Services Agreements

- Only the following people are authorized to approve CSA's:
  - Student Services – Amy Vujovich
    - Psychologists, Physical Therapists, interpreters, nursing, mobility, etc.
  - H.E.E. – Ron Jones
  - Capital – Rena Jackson
  - Other – Darryl Reed
    - School assemblies; Security & DJ's grad/prom/dances; athletic security; piano tuner, bagpipe teachers, etc.

- Approved CSA's are required before the requisition is processed.
- Approved CSA's and Purchase Orders are required prior to the service.

### Food

- A list of all attendees is needed for any meal out at a restaurant. This is true for both PO's and reimbursements.
- Food (breakfast items, lunch items, dinner items or snack items, beverages, etc) is only allowed for purchase or reimbursement if the food is used during a mandatory meeting and the attendees are held over through a normal meal time.
- "Good Morning", "Happy Birthday", "Welcome Back", "Thanks for the hard work", "staff recognition/appreciation", etc. type uses are not allowed. These are supplied as simply a nice gesture.

### Cash Handling

Cash handling projects must be approved in advance. To insure the safe keeping of cash and the proper audit controls, it is REQUIRED that receipts be written for any cash received for any school activities or purposes. All General Fund money must be collected by the Business Office. Coaches and ASB Advisors collect and receipt all monies for their sport/activity. The receipt should include date, name, amount, purpose, and whether it was check or cash. You then count the total, and deposit it in the school safe that day. You will receive a receipt for this amount. No cash should be kept in classrooms or staff possession overnight.

Questions? Ask Kelly Nolan.

### FIELD TRIP PROCEDURE

The following procedure will be required for all field trip requests:

Timeline: Before selecting a date for a field trip, refer to the Field Trip Checklist and to the Field Trip Calendar posted in the main office. Local field trip requests (with PS102) must be in the district office seven days prior to the scheduled trip; to give enough time for SW administrative signatures, you should have your forms to the Assistant Principal two weeks ahead. Extended or out of state requests require Board approval and must be submitted well in advance of the Board meeting. Incomplete or late requests will affect the approval of your field trip.

#### 1. Field Trip Request Form

(available in main office file cabinet)

A. Local: for weekdays and trips within the area of Western Washington, or

B. Extended: for overnight, Saturday, Sunday, or area outside of Western Washington.

See an administrator before initiating any plans.

C. Trips involving fundraising: Fundraisers must be approved by the district office before field trip is approved. This requires separate fundraiser forms. Submit request several months in advance.

## 2. Health Information

For Local Trips: Please give the nurse a list of students two weeks beforehand in order to check possible medications and/or health conditions.

For Extended Trips: In your initial planning, please consult with the nurse about necessary procedures and forms. Medications, health conditions, and insurance are critical concerns and are a teacher responsibility.

## 3. PS 102 Form

All field trip requests MUST be accompanied by PS 102 forms for all chaperones. Substitute coverage/ payment must be indicated and included in the budget.

## 4. Travel Authorization Form

If your trip is not a field trip and involves an overnight stay or international travel, you must complete this form for approval by the Superintendent's office.

5. Student Field Trip Form This form requires signatures from parents and teachers and also contains pertinent medical information. Teachers should keep these in their own files.

Also...please give the Attendance Office a list of students attending your field trip, and the periods they will miss. Do this TWO times: once before the trip and once afterwards (indicating those students who did not attend after all).

## 6. Transportation

A. School District Bus Transportation — Please obtain the budget numbers for the account being used for the trip. Department Heads or Terry can answer questions regarding appropriate budgets for bus transportation.

B. Private Transportation — Before the field trip ALL private transportation drivers must have a "Volunteer Driver Information Form" on file. Students are not allowed to drive other students. Any staff member driving students must have a staff form on file.

A complete copy of district field trip policies is available on the district server.

**SCHOOL MAP**

# Shorewood High School

