EMPLOYEE
HANDBOOK 2019-2020
LEARNING TODAY FOR A BRIGHTER TOMORROW
SUCCESS THROUGH
PEOPLE

A Message from the Superintendent

Welcome staff members to the 2019-2020 school year! The start of school is always an exciting time with new grade levels, new friendships, and new memories. What remains the same is Sunnyside School District’s mission that all students will be successful. When students walk through our classroom doors, we as teachers, support staff, principals and administrators all have the same mindset: All students can learn, all students deserve a safe environment to do so, and every person in our community plays a part in the development of our students. With these guiding statements, we ensure our focus is constantly on doing what’s best for our students.

Each of the nearly 7,000 students in the Sunnyside School District has a story and this school year is a new chapter in their story. This handbook is a resource for employees to insure an understanding of expectations, policies and procedures, and the general working of our district.

In closing, I look forward to a year of learning, opportunity, and success for our District and community.

Kevin McKay, Superintendent
OUR DISTRICT
Sunnyside School District Fast Facts

- 6,910 Students
- 90.1% Graduation Rate (2018)
- 427 Certificated Staff
- 447 Classified Staff
- 12.4 Avg. Years of Teaching Experience
- 64% have a Master Degree
- 39 National Board Certified Teachers
- Supportive Community
- 2008 and 2013 School Board of the Year
- Four-time School Board of Distinction
- State Recognized Teachers and Administrators
- Innovative Programs and Partnerships

OUR BOARD OF DIRECTORS

The Sunnyside School District Board of Directors consists of five citizens of the school district. Each is elected for a four-year term from the specific director district in which he or she resides. Any adult may run for election to the board if he or she can meet certain legal qualifications.

School board members attend meetings, keep communications open with members of the community and make policy decisions that have a direct impact on what and how Sunnyside children learn. School board members are also responsible for maintaining buildings and grounds, balancing the budget, protecting the district’s legal interests, and planning for the future.

Regular meetings of the school board are held on the last Monday of each month. A schedule of all regular meetings is available on the District calendar. Meetings are held at the Denny Blaine Boardroom, 810 E. Custer Ave. Meetings begin at 7 p.m. and last about two hours.
**DISTRICT VISION**

All students will be successful.
Career, College, and Life Ready

**DISTRICT MISSION**

In order to ensure success for all students, our focus is:
• Effective Leadership
• Quality Teaching and Learning
• Continuous Improvement
• Clear and Collaborative Relationships

**BELIEF STATEMENTS**

• We believe all students can learn.
• We believe
• We believe students have the right to learn in a safe, positive learning environment.
• We believe it is the responsibility of parents, staff and the citizens of our community to ensure the development of our youth.
• We believe in high standards and expectations for both students and staff.
• We believe essential to student achievement is effective classroom instruction and the professional development of a highly qualified staff.
• We believe decisions are based upon analysis of data and focused upon student achievement.
Sunnyside School District departments are housed in four different locations across the district. Be sure to download and print the Department Directory.

**Administrative Offices**
1110 South 6th Street

**Information Technology**
810 S. Custer Ave.

**Maintenance and Facilities**
1831 E. Edison

**Transportation and Bus Garage**
321 Barnard Blvd.

**NON-DISCRIMINATION**
Sunnyside School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

<table>
<thead>
<tr>
<th>Title IX Coordinator:</th>
<th>Civil Rights Compliance Coordinator:</th>
<th>Section 504/ADA Coordinator:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kris Diddens</td>
<td>Doug Rogers</td>
<td>Cody Gardiner</td>
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<td>1110 S. 6th Street,</td>
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<td>Sunnyside, WA 98944</td>
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<tr>
<td>Phone: 509-836-8708</td>
<td>Phone: 509-836-8720</td>
<td>Phone: 509-836-8731</td>
</tr>
<tr>
<td><a href="mailto:kris.diddens@sunnysideschools.org">kris.diddens@sunnysideschools.org</a></td>
<td><a href="mailto:doug.rogers@sunnysideschools.org">doug.rogers@sunnysideschools.org</a></td>
<td><a href="mailto:cody.gardiner@sunnysideschools.org">cody.gardiner@sunnysideschools.org</a></td>
</tr>
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Sunnyside School District policy 5010 Non Discrimination and Affirmative Action has been updated to include the following: “During lunches and break time, staff members are allowed to speak in their native language if they so choose.” If you have any questions about this policy, you may contact the Human Resources Department at 509-836-2274.

**SAFETY AND SECURITY**
Become familiar with your building’s safety and security procedures. The high school, both middle schools, and Outlook Elementary have security employees throughout the school day and for events and activities. The school district also contracts with the Sunnyside Police Department for two school resource officers (SRO’s), Officer Rollinger and Officer Chiprez. If you are experiencing a life-threatening situation, do not hesitate to dial 911. The district also established a Safety Tip Site to report important information.

**REPORTING SUSPECTED CHILD ABUSE**
All professional certificated school personnel, including teachers, administrators, counselors and nurses are required to report any incidents which give the employee the reasonable cause to believe that a child has suffered physical abuse, sexual abuse, sexual exploitation or negligent treatment. At the first opportunity (but no longer than 48 hours), the employee must make a report to a building administrator in writing with a
follow-up report to the proper law enforcement agency: (Sunnyside Police: 837-2120; State Patrol: 837-3600; CPS: 839-2752).

Failure to make such a report is a gross misdemeanor and a violation of district policy and RCW 26.44.030. Anonymous reports do not satisfy the legal requirement. Although classified employees are not covered by the mandatory reporting law, it is district policy that all classified employee follow the same reporting procedure.

**LIFE-THREATENING ALLERGIES**

Life-threatening allergies and the incidence of anaphylactic shock seem to be on the rise. A food allergy involves the immune system. A person with food allergies has an immune system that is overly sensitive to a food’s protein. The protein is recognized as a foreign invader, and the body releases histamine and other chemical mediators, which could result in a severe allergic reaction or anaphylactic shock. Milk, eggs, peanuts, tree nuts, fish, shellfish, soy and wheat are foods that cause the majority of allergic reactions.

Every child is different. Some students will have gastrointestinal symptoms long before any other symptoms develop: others have rash or hives and respiratory symptoms almost immediately. Approximately 5 percent of children in the United States are affected by food allergies. Most are not life-threatening. Some highly sensitized children will develop a rash or hives from just touching a surface that has traces of their offending food protein.

The greatest risk for a life-threatening allergic reaction exists when the normal routine is broken. Examples are classroom parties, field trips, after school events and substitute teachers. Always have the Emergency Care Plan (ECP) available and think ahead to prevent possible exposures to a food allergen.

It is our responsibility to ensure that medications are accessible to staff and appropriately stored. Staff should know where all ECP’s are located. The cafeteria will label peanut and nut products and all sack meals ordered for students with known life-threatening allergies. Home-baked may not be distributed to students; they must be store-bought with all ingredients listed on the label.

**COMMUNICATIONS AND SOCIAL MEDIA GUIDELINES**

The Director of Communications is responsible for district-level communications including web, social media, and publications, community relations, and public records requests. Please read the Social Media Guidelines for employees. They are also located on page 16 of this document. If you are interested in creating a social media page for your school, classroom, club, athletic program, or activity, contact the Communications Department at 836-8703 for more information.

There are several ways to keep informed about what’s going on in the District. Follow us on Facebook, and Twitter, and be sure to read the Friday Focus, the employee newsletter that is delivered through district email every other Friday.

All media inquiries including requests during times of crisis response or requests for media coverage for activities or events, should be directed to Jessica Morgan at 836-8703 or by email at jessica.morgan@sunnysideschools.org.
SNOW DAYS/SCHOOL CLOSURE
The decision to delay or cancel school is determined through efforts by the Transportation Director and the Superintendent. Please read through the District’s INCLEMENT WEATHER message to familiarize yourself with expectations, modes of communication, and considerations.

HUMAN RESOURCES

JOB POSTINGS
The district posts all open positions at each school building for a minimum of 5 days. Job posting can also be found on the District website.

BARGAINING AGREEMENT INFORMATION
For those employees represented by a bargaining unit, work activities are subject to a collective bargaining agreement between the district and an employee organization. Administration establishes the work guidelines for those employees not represented by a bargaining unit. Employees receive a copy of the appropriate negotiated agreement or guidelines. These documents should be reviewed carefully.

CHANGE OF PERSONAL INFORMATION
Please notify your building principal and the payroll office if any of the following information changes: name, marital status, number of dependents, address or telephone number, or person to be contacted in case of emergency. You may review the contents of your personnel file by contacting the Human Resources office at 836-8708.

E-MAIL AND INTERNET USE
Electronic mail (e-mail), voice mail and Internet access are provided as business communication tools. Therefore, messages are considered public record and computer activity may be reviewed. There is no presumption of privacy. These electronic resources are not appropriate for personal/confidential material.

REPORTING WORK RELATED INJURIES
Any employee who suffers an injury at work should report the incident to his/her supervisor as soon as possible. Each school office has accident report forms that will need to be completed. If you need to go to the doctor, please complete a claim form at the Human Resources Office. For more information, please call Laura Rice at 836-8742.
Purchasing Procedures
Building principals or authorized supervisors must approve all purchasing decisions. Purchase Orders must have the proper signatures BEFORE they will be processed by the Business Office. Talk to your supervisor or call Charla Graff at 836-8702 for more information.

Travel
The district will reimburse approved travel costs based on the IRS published per diem rates. Mileage reimbursement is $0.54 per mile. The building principal or authorized supervisor must sign all “Claim for Expense” forms BEFORE they are sent to the Business Office. Please remember to complete a transportation request online through the SSD Help Desk BEFORE you travel.

Technology Help Desk
The Information Technology is responsible for all network, hardware and software equipment in the district. If you need help with your equipment you can call the Technology Help Desk at 836-8411 or fill out an Online Help Ticket. Please note that the Help Desk cannot service personally owned devices.

Tuition Reimbursement
Certificated Staff: Employees may be eligible for a maximum of $750 per year for tuition reimbursement and/or tuition loan reimbursement. Required documentation for certificated staff is a Credit Approval Form, copy of registration, proof of payment and an official transcript when course is complete. Funds are limited.

Classified Staff: Depending on what bargaining agreement you work under, you may be eligible for tuition reimbursement. Other staff are also eligible for tuition reimbursement as per their bargaining agreement. Required documentation for classified staff is a copy of the registration form, indicating enrollment, proof of payment and the official transcript after the course is completed.
Payroll

Pay Periods: The majority of employees are paid in 12 equal pay periods September through August.

Additional Pay: Extra pay is paid the following month worked. Example: Work done on Sept. 21 would be paid on Oct. 31. The exception to the rule would be: time sheets not received in the payroll office, no signatures by the employee or supervisor, time sheets not complete for payment or more hours turned in for payment than approved. All extra pay must have prior approval.

Questions regarding the following should be directed to the Payroll Office at 836-2274 or by filling out a Help Desk Ticket.

- Assistance to understand your pay stub
- W-2 form (year end)
- Retirement system (For specific questions, contact the state department of Retirement Systems at 1-800-547-6657)
- Tax Sheltered Annuity (403(b) plan)/457 Plan
- Monthly deductions
- Life insurance
- Resignation packet
- Retirement packet
- FMLA
- Shared sick leave
- Contract/Supplemental Pay
- Medical/Dental/Vision
- Participation in Section 125/Flex

Retirement Programs: Retirement is mandatory for employees working in an eligible position. Retirement is through Washington State Department of Retirement Systems. Questions about the programs may be directed to retirement systems at (1-800-547-6657). Booklets on each retirement system may be obtained online at: http://www.drs.wa.gov E-mail: recep@drs.wa.gov

Employee Benefits: Medical insurance programs are offered to eligible staff. Eligibility for medical, dental and vision is based on a FTE (full time equivalency employment based on 1440 hours). Eligibility and coverage for specific plans vary according to the employee’s bargaining group.

Medical/Dental/Vision Insurance: The medical plan year begins on November 1, 2018. Medical coverage is available through a Premera PPO plan (Plan 2,3, (5), Easy Choice Plans, Basic, QDHP and Kaiser (HMO).

The Assurant Dental or Willamette Dental provide insurance for eligible employees and their dependents, if enrolled. See booklet for explanation of benefits or SSD online benefit information. Coverage is mandatory for eligible employees.

Vision Service Plan provides insurance for eligible employees and their dependents, if enrolled. See vision booklet for explanation of benefits or SSD online benefit information. Coverage is mandatory for eligible
employees.

For more information on each of these plans, please visit the Sunnyside School District Benefits page.

Beginning 1/1/2020, all employee benefits relating to medical, dental, vision, life, and Section 125, will move to SEBB, which is the School Employees Benefits Board. For more information on SEBB, please visit www.hca.wa.gov/SEBB.

COBRA: Federal law (COBRA) gives employees and their qualified beneficiaries the opportunity to continue their existing health insurance coverage under the district’s health plan for a period of time after the occurrence of a “qualifying event” which otherwise would result in the loss of coverage. Some common qualifying events are the termination of employment (whether by resignation, layoff, discharge or even death); a substantial reduction in an employee’s hours; an extended non-FMLA leave of absence; or legal separation or divorce of the employee and his/her spouse.

When such a qualifying event occurs, the district will notify the employee of the right to continue health insurance coverage under COBRA, as well as the time limits and triggering events, which are applicable in order to continue coverage. To continue coverage, the employee (or beneficiary) must timely elect to exercise their COBRA rights and must timely pay the total premiums required for coverage (including their own share and the district’s share).

Sick/Personal Leave: Time missed for sick or personal leave is posted on pay stubs the following month. Example: If you were sick on Sept. 4, it will not be reflected on your pay stub until Oct. 31.

Teacher Validated/District Approved Days: Teacher validated and district approved days are outlined in the SEA teacher contract.
OPERATING PRINCIPLES POLICY NO. 1800

The Sunnyside School District Board of Directors recognizes that being positive and creating a positive working environment is essential for staff to work together. The Sunnyside School District will operate with honesty and integrity, encourage open communications and strive to solve all concerns quickly and constructively. The district is committed to continuing growth and success for all students, adults and the district in its entirety. In addition, the Board of Directors is committed to the process of making informed decisions.

DRESS CODE POLICY NO. 3224

Personal tastes and styles may differ, but all staff should dress professionally. The district has adopted a student dress code procedure which may be helpful when choosing their attire. Keep in mind that staff members lead students by example. Please read the district dress code policy and procedure and dress accordingly. Building administrators are aware that a staff member’s attire may vary based on his or her required duties. Administrators will set the tone of professionalism in their buildings by discussing their expectations with the staff at the beginning of each school year.

HARASSMENT AND BULLYING POLICY NO. 3207 AND NO. 5010

The District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and community members that is free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any intentionally written message or image — including those that are electronically transmitted — verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

• Physically harms a student or employee or damages the student or employee’s property; or
• Has the effect of substantially interfering with a student’s education or employee’s ability to complete their job duties; or
• Is so severe, persistent, or pervasive that it creates an intimidating or threatening environment; or
• Has the effect of substantially disrupting the orderly operation of the school.

Anyone may use informal procedures to report and resolve complaints of harassment, intimidation and bullying. Anyone may initiate formal complaints as well, and should make that complaint in writing. Complaints should be made to building supervisors and/or the district Human Resources Director.

District Policies and Procedures

The policies summarized in this section are brief explanations of selected policies and procedures related to employment with the Sunnyside School District. The policies are subject to change at any time. Any changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may confer with their supervisor or access the Sunnyside School District Policies webpage. Another good resource for employees in the Washington State Code of Professional Conduct for Education Practitioners.
NOTIFICATION OF THREATS OF VIOLENCE OR HARM POLICY NO. 4314

Students and school employees who are subjects of threats of violence or harm will be notified of the threats in a timely manner.

Individual-directed threats of violence or harm are communications that create fear of physical harm to a specific individual or individuals, communicated directly or indirectly by any means.

Building-directed threats of violence or harm are direct or indirect communications by any means of the intent to cause damage to a school building or school property (e.g., bomb threats), or to harm students, employees, volunteers, community members or visitors.

Persons found to have made threats of violence or harm against district property, students, employees or others will be subject to relevant district discipline policies and will be referred to appropriate community agencies including law enforcement and mental health services.

Staff, students, volunteers and others involved in school activities have the responsibility to report any threats of violence or harm to designated school officials. Based on the significance and credibility of the threat, it shall be reported to law enforcement. Staff will involve in-district disciplinary professionals in evaluating the threat and the needs of the person making the threat.

To promote the safety of all concerned, the principal will determine if classroom teachers, school staff, school security and others working with the student(s) involved in the threat circumstance, should be notified. Subject to the confidentiality provisions in the policy, principals will consider all available information when determining the extent of information to be shared, including prior disciplinary records, official juvenile court records and documented history of violence of the person who made the threat.

WHISTLEBLOWER PROTECTION POLICY NO. 5271

The district encourages the reporting of improper actions by any district officers or employees and will protect employees against retaliatory actions for reporting the actions when the reports are made in compliance with this policy and related procedure. District officers and employees are prohibited from taking retaliatory action against an employee because the employee has in good faith reported alleged improper action in accordance with this policy and related procedure.
This district is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities.

Sexual harassment occurs when:

1. Submitting to the harasser’s sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
2. Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or
3. Unwelcome sexual or gender-directed conduct or communication interferes with an individual’s performance or creates an intimidating, hostile or offensive environment.

Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male and female to female.

The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate school district services made reasonably available to them and adverse consequences of the harassment will be reviewed and remedied, as appropriate.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation. It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

The superintendent will develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy.

All staff are responsible for receiving informal complaints and reports of sexual harassment and informing appropriate district personnel of the complaint or report for investigation and resolution. All staff are also responsible for directing complainants to the formal complaint process.

The superintendent will develop procedures to provide age-appropriate information and education to district staff, students, 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, student and regular volunteer orientation. This policy will be posted in each district building in a place available to staff, students, parents, volunteers and visitors. The policy will be reproduced in each student, staff, volunteer and parent handbook.
**REGULATION OF DANGEROUS WEAPONS ON SCHOOL PREMISES POLICY NO. 4210**

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities. The district has a gun-free schools policy that includes one-year mandatory expulsion for firearms, mandatory notification of student violations to parents/guardians and law enforcement, and allows the expulsion to be modified by the chief school district officer or designee on a case-by-case basis. Sec 4141(b)(1) and Sec 4141(h)(1).

**DRUG FREE WORKPLACE POLICY NO. 5201**

Employees are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and alcohol on school premises or as a part of any school activity. Compliance is mandatory.

Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed on employees who violate the above standards.

As mandated by the federal government and board policy, employees required to possess a commercial driver’s license (CDL) are subject to alcohol and controlled substance testing.

**USE OF TOBACCO ON SCHOOL PROPERTY POLICY NO.4215**

Any use of tobacco products and delivery devices by staff, students, visitors and community members shall be prohibited on school district property. This shall include all district buildings, grounds and district-owned vehicles.
Maintaining Professional Staff/Student Boundaries Policy No. 5253

Staff members are required to maintain an atmosphere conducive to learning, through consistently and fairly applied discipline and established and maintained professional boundaries.

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

In a professional staff/student relationship, school employees maintain boundaries that are consistent with the legal and ethical duty of care that school personnel have for students.

A boundary invasion is an act or omission by a school employee that violates professional staff/student boundaries and has the potential to abuse the staff/student relationship.

An inappropriate boundary invasion means an act, omission, or pattern of such behavior by a school employee that does not have an educational purpose; and results in abuse of the staff/student professional relationship.

Unacceptable Conduct

Examples of inappropriate boundary invasions by staff members include but are not limited to the following:

- Any type of inappropriate physical contact with a student or any other conduct that might be considered harassment under the Board’s policy on Harassment and Sexual Harassment of Students;
- Showing pornography to a student;
- Singling out a particular student or students for personal attention and friendship beyond the professional staff-student relationship;
- Socializing where students are consuming alcohol, drugs or tobacco,
- For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a staff member or student initiates such discussions, staff members are expected to refer the student to appropriate guidance/counseling staff. In either case, staff involvement should be limited to a direct connection to the student’s school performance;
- Sending students on personal errands unrelated to any educational purpose;
- Banter, allusions, jokes or innuendos of a sexual nature with students;
- Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
- Addressing students, or permitting students to address staff members with personalized terms of endearment, pet names, or otherwise in an overly familiar manner;
- Maintaining personal contact with a student outside of school by phone, e-mail, Instant Messenger or Internet chat rooms, social networking Web sites, or letters (beyond homework or other legitimate school business) without including the parent/guardian.
- Exchanging personal gifts, cards or letters with an individual student;
- Socializing or spending time with students (including but not limited to activities such as going out for beverages, meals or movies, shopping, traveling, and recreational activities) outside of school-sponsored events, except as participants in organized community activities;
- Giving a student a ride alone in a vehicle in a non-emergency situation; and/or
- Unnecessarily invading a student’s privacy, (e.g. walking in on the student in the bathroom)

Appearances of Impropriety

Sending or soliciting email, text messages or other electronic communications to the student, even when the communication relates to school business, except where the parent or guardian and building administrator/supervisor has consented to such communications and receives a copy of the communication and receives a copy of the communication. Staff should use school email addresses and phone numbers and the parent/guardian phone numbers for communications with students, except in emergency situations.
STUDENT PRIVACY AND SEARCHES POLICY NO. 3220

School officials have authority to maintain order and discipline in the schools and to protect students from exposure to illegal drugs, weapons, and contraband. The superintendent, the principal, and other staff designated by the superintendent will have the authority to conduct reasonable searches on school property as provided by board policy. Please read Policy No. 3220 to understand what reasonable grounds are to conduct a search and what constitutes a reasonable search, and who is or isn’t allowed to conduct these searches.

All students possess the constitutional right to secure in their persons, papers, and effects against unreasonable searches and seizures. Staff will take particular care to respect students’ privacy.

ELECTRONIC RESOURCES AND INTERNET SAFETY POLICY NO. 2022

The superintendent or designee is authorized to develop procedures and acceptable use guidelines for staff and students as to use of district electronic resources, including those that access Internet and social media, and to regulate use of personal electronic resources on district property and related to district activities.

INTERNET SAFETY

To help ensure student safety and citizenship with electronic resources, all students will be educated about Internet safety. This will include appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber bullying awareness and response.

As a component of district Internet safety measures all district-owned electronic resources, including computer networks and Wi-Fi in all district facilities capable of accessing the Internet must use filtering software to prevent access to obscene, racist, hateful or violent material. However, given the ever-changing nature of the Internet, the district cannot guarantee that a student will never be able to access objectionable material.

Further, when students use the Internet from school facilities for educational purposes, district staff will make a reasonable effort to supervise student access and use of the Internet. If material is accessed that violates district policies, procedures or student guidelines for electronic resources or acceptable use, district staff may instruct the person to cease using that material and/or implement sanctions consistent with district policies, procedures, guidelines, or student codes of conduct.
Use of the District’s electronic communications system and Internet by staff of Sunnyside School District shall be in support of education, the mission of the District, or school related business and operations. Network use is limited to staff who have returned signed network contracts. Use will be in accordance with the District’s Policy and Procedure 2022 on Electronic Communication Systems and Internet Safety.

Acceptable network use by district students and staff includes:
1. Creation of files, projects, videos, web pages and podcasts using network resources in support of educational research;
2. Participation in blogs, wikis, social networking sites and groups and the creation of content for podcasts, e-mail and web pages that support educational research;
3. The online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;
4. Staff use of the network for incidental personal use in accordance with all district policies and guidelines;
5. Students are responsible for their ethical and educational use of the technology resources of the Sunnyside School District.

Unacceptable network use by district students and staff includes but is not limited to:
1. Any use of the District network for personal gain, commercial solicitation and compensation of any kind;
2. Any deliberate or intentional use of District technology that causes liability or costs incurred by the district including by not limited to: malware, ransomware or viruses that spread through the district network.
3. Downloading, installing and use of games, audio files, video files, games or other applications (including shareware or freeware) without permission or approval from the technology director or designee;Support or opposition for ballot measures, candidates and any other political activity;
4. Hacking, cracking, vandalizing, the introduction of viruses or malware and changes to hardware, software and monitoring tools or attempts to circumvent district monitoring tools;
5. Unauthorized access to other district computers, networks and information systems;
6. Cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks;
7. Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacturing);
8. Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material;
9. Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
10. Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.
11. Logging in to the system using another user’s account or password.
12. Leaving an account open or unattended.
13. Violating any local, state, or federal regulation or statute.

You will receive an electronic form from InformedK12 acknowledging your review and understanding of this handbook and your willingness to abide by the policies, procedures and guidelines outlined. The form must be received by the Human Resources Department no later than Sept. 13, 2019.
SOCIAL MEDIA GUIDELINES

The Sunnyside School District recognizes that many of our staff, students, parents, and community members are active social media users. Actively participating in these digital environments is an integral part of 21st century learning.

These guidelines are intended to provide protection for both the employee’s reputation and that of the Sunnyside School District. These guidelines complement, but do not replace, any existing policies regarding the use of technology (Link to Internet Use Agreement) including computers, email, and the Internet that are currently in place in the Sunnyside School District.

By accessing, creating or contributing to sites such as Facebook, Twitter, LinkedIn, Google+, YouTube, blogs, wikis, podcasts, or any other form of online activity, you agree to abide by these guidelines. Please read through the entire document carefully before engaging in any social media activities.
1) Employees With “District or School” Related Online Accounts

A “District or School” account refers to social media pages that pertain to Sunnyside School District schools, classes, programs, clubs and sports. These do not refer to employees personal social media pages.

- Register your “District or School” account with the Communications Department.
  - Your account will be added to the SSD’s Social Media Directory (link) and included in the District’s social media archiving system, ArchiveSocial.

- “District or School” social media accounts and the subsequent posts, comments, and direct messages are subject to the Freedom of Information Act and Washington State Public Records laws. (List RCW links).
  - It is the responsibility of the employee who operates the social media account to work with the District’s Public Records Officer should a request be made.

- Posts made to “District or School” social media accounts should always meet the highest standards in professional discretion.
  - **Appropriate content for “District or School” accounts includes:**
    - Posts directly related to the activities of the Sunnyside School District.
    - Posts directly related to the featured school, department, class, activity, sport or program.
    - Shared posts from other “District or School” accounts included in the SSD Social Media Directory (Link).

  - **Inappropriate content for “District or School” accounts includes:**
    - Provocative photographs, sexually explicit messages, content showing or promoting gang activity, the consumption of alcohol, use of drugs, or any activity students are legally prohibited from doing.
    - Posts claiming to represent or “speak for” the Sunnyside School District.
    - Posts for personal gain or personal businesses,
    - For-Profit Advertisements
2) Employees Engaging In Online Activity in a Personal Capacity

While these guidelines are in no way intended to limit or infringe upon your rights to comment upon the workplace on your personal pages, it remains good practice to refrain from posting things that could be embarrassing or call someone’s professional reputation into question.

- Before posting or sharing content, ask yourself if you would want this attributed to you on the front page of the newspaper, or read to your students or parents. If the answer is “no,” then it is probably best not to share.

- All photos and personal information should be posted under the assumption that it could end up in the public domain, no matter your privacy settings.

- Ensure your online behavior is the honest, respectable, and considerate behavior you demonstrate offline.

- Ensure that posts could not be construed as speaking for the Sunnyside School District.

- Protect your privacy and respect the privacy of students and colleagues.

- Do not use your District email account for personal social media sites.

- Refrain from derogatory statements about colleagues or students, or other comments that would reflect badly on your professional reputation. The Sunnyside School District respects the rights of its employees to exercise their rights, but asks that you thoughtfully consider your rights and responsibilities before posting.

Please review the Employee-Student Relations section on Page 4.
Employee-Student Relations

The district recognizes the roles that communication and collaboration between employees and students play in the educational process and experience. The District further recognizes that the advancements in electronic communication and social media technologies create greater opportunity for interactions between employees and students. These additional guidelines are for both employee and student protection.

Student Privacy

- Do not violate any provision of the Family Educational Rights and Privacy Act, which includes confidential student or personnel information.
- Be aware of students who have “opted-out” of District communications before posting photos and names online.

Student – Employee Boundaries: Please review Sunnyside School District Policy 5253 Maintaining Professional Staff-Student Boundaries.

Employees are never under any obligation to:

- Accept friend or follower requests from any student on their personal accounts,
- Use personal social media accounts to engage with students,
- Participate in District projects with their personal accounts.

In addition, unless a personally managed account has privacy settings correctly configured, everything posted may be publically accessible to students whether connected to them or not.

Communication with students through technology should:

- Be for educational purposes,
- Not violate the law, district policy, or other recognized professional standards.
- Be transparent, accessible as a matter of public record, and professional in nature.

Exercise great care in connecting with students on any social media channel. Even if the communication takes place from a personal account, all communication related to the educational process is considered a public record. Use discretion and carefully consider the policies of the District before accepting any permission-based friend or follower requests received from students. It is the District’s recommendation that if you choose to accept friend or follower requests, you should accept all to avoid a perceived preference for certain individuals.
Thank you for taking the time to read through this employee handbook. Any questions or concerns with the contents can be addressed to your immediate supervisor, or the Human Resources Department. This handbook is only a brief summary of the benefits and expectations for employees at the Sunnyside School District. These guidelines are designed to create a positive, safe and productive place to work and learn. If you are an employee who is represented by a union, the contents of the current bargaining contract will also apply to you. The policies and procedures referenced in the handbook have not been reproduced in their entirety. Complete policies are also available on our website: www.sunnysideschools.org