

# WELCOME!



**The following is meant to provide informational support to staff. Please review!**

# TEACHER AUTHORITY

- **WAC 392-400-290 gives the classroom teacher the right to remove a student immediately from a class or activity being supervised by a teacher, provided that:**
  - The student is sent to a designated school authority or the principal; and
  - The student's presence poses an immediate and continuing threat to himself, others or the educational process.
- <http://apps.leg.wa.gov/WAC/default.aspx?cite=392-400-290>

# STUDENT RIGHTS- POLICY 3207

- “Harassment, intimidation, or bullying” is not allowed and not legal. The definition includes any intentional written, verbal, or physical act that:
  - Physically harms a student or damages the student’s property; or
  - Has the effect of substantially interfering with a student’s education; or
  - Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
  - Has the effect of substantially disrupting the orderly operation of the school.
- <https://bellingshamschools.org/sites/default/files/policies/P3207.pdf>

# STUDENT RIGHTS - CONFIDENTIALITY

- **The rights of students and families to confidentiality are governed by two federal statutes:**
  - Family Education Rights and Privacy Act, 1974 (FERPA) , and
  - Individuals with Disabilities Educational Act, 1997 (IDEA).
  - <https://bellingshamschools.org/sites/default/files/policies/P3231P.pdf>

# STUDENT RIGHTS – MEDIA ISSUES

- Please review the following communications and media related policies.
  - Policy 4000 – *Communications and Community Relations Program*
  - Policy 4011 – *Media Relations and School-Related Publicity*
  - Policy 4020 – *Confidential Communications*
- Staff members who are contacted directly by the media must first contact or refer the reporter to the Department of Communications and Community Relations, which will work with staff and the media outlet to respond appropriately to the inquiry.
- <https://bellingshamschools.org/sites/default/files/policies/4000Policy.pdf>
- <https://bellingshamschools.org/sites/default/files/policies/P4011.pdf>
- <https://bellingshamschools.org/sites/default/files/policies/4020Policy.pdf>

# STUDENT SAFETY

- **All school district employees who suspect the abuse or neglect of a child must make an oral report to Child Protective Services (CPS) within 48 hours after there is reasonable belief that abuse or neglect has occurred. The employee must also notify his/her supervisor orally or in writing (not by e-mail) within one working day of the report to CPS (Policy 3421).**
- **<https://bellingshamschools.org/sites/default/files/policies/P3421.pdf>**

# STUDENT SAFETY

- Holding students accountable for safe and appropriate behavior at school (Policy 3200).
- Addressing bullying behaviors (per district [guidelines](#)).
- Releasing students only to adults who are authorized contacts.
- Sharing observations of troubling/unusual signs or behaviors to your supervisor performed by trained administrators.
- Practicing emergency drills.
- Safety reporting (confidential anonymous tip line):

[www.bellinghamschools.org/safe](http://www.bellinghamschools.org/safe)

The screenshot shows the 'safeSCHOOLS ALERT' reporting interface. At the top, there are navigation links for 'Safety News', 'MSDS', 'Training', and 'LOGIN'. A central banner features a photo of three smiling students and the text 'Report an incident below!'. Below the banner is a red bar with the text 'For emergencies, please call 911!'. The interface includes four reporting options: 'Report via text' (orange button with a text icon), 'Report via web' (blue button with a web icon), 'Report via email' (green button with an email icon), and 'Report via phone' (red button with a phone icon). At the bottom left, there is a 'Track Access Code' input field and a paragraph of text: 'Bellingham Public Schools welcomes you to our SafeSchools Alert incident reporting system. To submit a tip, please click on a button.' At the bottom right, there is a video player with the title 'So How Do You Know If You Are Being Bullied?' and a play button icon.

# WORKPLACE SAFETY

- All injuries should be reported to your supervisor, even those that do not need medical treatment.
- If you are exposed to any blood-borne pathogens, follow these additional procedures:
  - Wash area thoroughly with soap and warm water or flush with large amounts of water.
  - If bleeding, apply pressure and bandage to avoid spreading blood to others.
  - REPORT the incident to your supervisor as soon as possible and have your supervisor report the incident to the assigned school nurse.
- All staff can review the district's workplace safety program located in the *Occupational Safety and Accident Prevention Program* binder at your building. Questions or issues around workplace safety can be directed to any member of the [Safety Committee](#).



# INTERNET POLICY

- <https://bellingshamschools.org/sites/default/files/policies/P2022P.pdf>

# OVERNIGHT TRIPS

- <https://bellingshamschools.org/sites/default/files/policies/P2320P.pdf>

# FOOD AND NUTRITION

- <https://bellingshamschools.org/sites/default/files/policies/P3440.pdf>

# BUILDING EMERGENCIES

Please Review

- Building evacuation and assembly point (see Happy Valley's Emergency Protocols sheet on your clipboard)
- Designated staff roles and responsibilities during emergencies (see Happy Valley's Emergency Protocols sheet on your clipboard)
- Building communication (We use all-call or e-mail. To use the all-call phone in the office see the cheat sheet on the all-call phone by Pat's desk.)
- School Messenger (update your personal contact info for alerts!)