Table of Contents

MESSAGE FROM THE SUPERINTENDENT........................................................................................................4

HANDBOOK INTRODUCTION................................................................................................................................5

VISION 2020 ..................................................................................................................................................6
  OUR MISSION...........................................................................................................................................6
  FUNDAMENTALS OF VISION 2020...........................................................................................................6

ORGANIZATIONAL STRUCTURE ..................................................................................................................7

DISTRICT PHONE DIRECTORY ..................................................................................................................8

SCHOOL YEAR CALENDAR ...........................................................................................................................9

ABOUT YOUR JOB......................................................................................................................................10
  COLLECTIVE BARGAINING AGREEMENTS...............................................................................................10
  SALARY PLACEMENT...............................................................................................................................10
  PROBATION..............................................................................................................................................10
  RESPECT & CIVILITY...............................................................................................................................11
  DRESS CODE & APPEARANCE..................................................................................................................12
  DRUG FREE SCHOOLS, COMMUNITY AND WORK PLACE .......................................................................13

PROFESSIONAL GROWTH..........................................................................................................................14
  JOB OPENINGS.......................................................................................................................................14
  PROFESSIONAL DEVELOPMENT...............................................................................................................14
  JOB PERFORMANCE EVALUATIONS..........................................................................................................14

ATTENDANCE & TIME OFF........................................................................................................................15
  BREAKS AND LUNCH – CLASSIFIED HOURLY EMPLOYEES......................................................................15
  WHEN YOU CANNOT BE AT WORK ...........................................................................................................15
  LEAVE TIME...........................................................................................................................................15
  UNPAID LEAVE TIME..............................................................................................................................16
  LEAVE SHARING POLICY..........................................................................................................................16
  SUBSTITUTES.........................................................................................................................................16
  SNOW AND INCLEMENT WEATHER..........................................................................................................17

WHAT TO DO IF INJURED ON THE JOB ..................................................................................................18
  SAFETY....................................................................................................................................................18
  WORKER’S COMPENSATION....................................................................................................................18

HOW YOU ARE PAID...............................................................................................................................19
  PAY DATES..............................................................................................................................................19
  ONLINE EMPLOYEE ACCESS..................................................................................................................19
MESSAGE FROM THE SUPERINTENDENT

Whether you are a new employee to Mercer Island School District or you are returning for another school year, welcome to the 2017-2018 school year! I know as an employee in the District, you are ready to hit the ground running. I join you as the newly appointed Superintendent and together, we will be able to accomplish great things here on Mercer Island.

As your new superintendent, the most important thing to know about me is that I am a learner. I have been in the classroom as a teacher, in the school as a principal, and as Superintendent, I know where learning takes place: in the classroom. It is in the classroom, therefore, that I will turn my attention and the focus of the district as a whole.

Our greatest asset is our people. As a MISD employee whether you are behind the wheel being the first to greet our students each morning, assisting students finding their way to class or in the classroom perfecting the art of teaching and learning, you are engaged in the important work which is supporting our students as learners. I haven’t been here long, but I believe in the people who make up the Mercer Island School District. I think you are all here for our students.

And if we keep our focus on our students, and what we are here to do, we are sure to succeed at preparing our students to think, collaborate and to be creative in an interconnected world (2020 Vision). So as we start this school year, let’s stay focused on what we are here to do. Let’s ask that others help us along the way: parents, community leaders, everyone.

Working together, we can and will accomplish great things on behalf of the students in our charge. Welcome, and thank you!

Sincerely,

Donna Colosky
Superintendent
HANDBOOK INTRODUCTION

The purpose of this Employee Handbook is to bring together in a convenient place a summary of some of the policies that affect employees. Employees should read this handbook and become familiar with the content every year. Employees should be comfortable referring to the handbook. This handbook is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should refer to the referenced MISD Policy or operative collective bargaining unit. If you still have questions, please address your specific questions to the Human Resources Department or your immediate supervisor.

This handbook revokes and supersedes any prior handbooks. Each school site may have an employee handbook summary containing site specific information. Employees should review these as well.

This handbook is not an employment contract, either express or implied. Nor does it guarantee any fixed terms and conditions of your employment. Employment agreements can only be entered into if by a Human Resources Administrator with approval of the Superintendent or designee and the final approval of the Mercer Island School District Board. An agreement for employment is not enforceable unless reduced to writing and signed by an appropriate representative of the District and the employee.

Also, the procedures, practices, policies, and benefits described here may be modified or discontinued from time to time. We will try to inform you of any changes as they occur.

Finally, some of the subjects described herein are covered in detail in official policy documents. You should refer to those documents for specific information since this handbook only briefly summarizes those subjects. Please note that the terms of the written insurance policies, applicable Collective Bargaining Agreements, and state and federal laws are controlling.
VISION 2020

Our students will thrive in the cognitive, digital and global world while sustaining their passion and inspiration for learning.

OUR MISSION

Mercer Island will deliver a 21st Century education that prepares students to convert information into knowledge and create innovative solutions demanded by tomorrow’s world.

FUNDAMENTALS OF VISION 2020

- Create a more personalized learning environment where student-centered education is responsive to student’s strengths and learning styles, interests and passions.

- Maintain the highest standards in the areas of fine arts, health/fitness, literacy-reading, writing and communications, mathematics, science, social studies and world languages.

- Develop self-awareness, emotional/social intelligence, responsible decision-making and citizenship.

- Encourage and enable students to be academic entrepreneurs and risk-takers who can choose to pursue academic passions and interests beyond traditional curriculum and beyond the traditional classroom environment. Develop 21st century thinking and process skills such as critical thinking, cross-discipline thinking, creativity, innovation, collaboration, communication, problem-solving, and information and technology literacy in curriculum design.

- Cultivate global awareness and embrace diversity, with a focus on respect, acceptance, and understanding of real-world problems, issues, concerns, commonalities, differences and interdependence.
ORGANIZATIONAL STRUCTURE

Mercer Island School District is headed by a five-member Board of Directors who are elected to their positions and are responsible for policy decisions. The Superintendent reports directly to the Board.

### MISD Board of Directors

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<tr>
<th>Name</th>
<th>Position</th>
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<tr>
<td>David D’Souza</td>
<td>Board Member</td>
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<td>Dr. Adair Dingle</td>
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<td>Dr. Ralph Jorgenson</td>
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<td>Tracy Drinkwater</td>
<td>Board Member</td>
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<tr>
<td>Dr. Dave Myerson</td>
<td>Board Member</td>
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<tr>
<td>Donna Colosky</td>
<td>Superintendent</td>
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<tr>
<td>Erin Battersby</td>
<td>Senior Director, Legal Affairs, Compliance &amp; Human Resources</td>
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<tr>
<td>Fred Rundle</td>
<td>Assistant Superintendent, Learning Services</td>
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<td>Jennifer Wright</td>
<td>Executive Director, Learning Services &amp; Technology</td>
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<tr>
<td>Ty Bergstrom</td>
<td>Executive Director, Finance &amp; Operations</td>
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### Mercer Island Schools

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<tr>
<th>School</th>
<th>Address</th>
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<tr>
<td>Crest Learning Center</td>
<td>4150 86th Avenue SE</td>
<td>206-236-3390</td>
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<tr>
<td>Mercer Island High School</td>
<td>9100 SE 42nd Street</td>
<td>206-236-3350</td>
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<tr>
<td>Islander Middle School</td>
<td>7447 84th Ave. SE</td>
<td>206-236-3413</td>
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<tr>
<td>Northwood Elementary</td>
<td>4130 86th Avenue SE</td>
<td>206-275-5800</td>
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<tr>
<td>West Mercer Elementary</td>
<td>4141 81st Avenue SE</td>
<td>206-236-3430</td>
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<tr>
<td>Island Park Elementary</td>
<td>5437 Island Crest Way</td>
<td>206-236-3410</td>
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<tr>
<td>Lakeridge Elementary</td>
<td>8215 SE 78th</td>
<td>206-236-3415</td>
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### Central Offices

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<td>Maintenance, Operations &amp; Transportation</td>
<td>4140 86th Ave. SE</td>
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<tr>
<td>District Administration</td>
<td>4160 86th Ave SE</td>
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</tbody>
</table>
DISTRICT PHONE DIRECTORY

MERCEY ISLAND HIGHT SCHOOL & CREST LEARNING CENTER

Crest: 4150 56th Ave SE, FAX 236-4521

Puckett, Vicki: Principal...........3394
Carlisle, Heather: Assoc. Principal (A-D).................3206-2256
Precoret, Jamie: Assoc. Principal (S-Z).................3387
Wold, Nick: Assoc. Principal (J-R)...........3386
Athletic Director........3386

Dolby, Della: Admin. Assistant........3351
Alberecht, Sury: Sec/ Special Programs........3294
Hallgren, Barbara: Attendance........3346
Lehman, Becky: Athletic Sec..........230-6345
Peine, Valerie: ASB Office........3361
Robinson, Susan: Main Office Secretary........6052
Schweis, Alex: Athletics & Facilities Coordinator........3429
Shephard, Barb: Registrar - Transcripts & Student Records........3413
Volva, Julie: Crest Head Secretary........3390
Vrentz, Suzanne: Main Office Secretary........3349

Departments

Counseling FAX: 230-6352

Counselors

(2-D) Brown........3366
(2-S) Joiner........3365
(2-E) Suthers........230-6013
(2-J) Vaques........3364
(2-A) Walsh........3355

MYFS (Cathy Gionioso)........3390
MYFS (Chris Haird)........3390
Counseling Sec. (Eldo Lepas-Salvador)........3350
Counseling Sec. (Sheryl Erickson)........3350
Custodian........3350
Kitchen (Kelsa Vineyard)........3369
Library........3428
Nurse (Shelley Sage)........3377
Performing Arts Center (Dielgar)........230-6374

Psychologist (Mike Heff)........3347

Security........4523

Technology Specialist: Colin Anderson........3382
Technology Specialist: Peter Walsh........3381
Tech TOSA, HS (Sutton Talmadge)........3313
Tech TOSA, HS (Clay Laughary)........3313

ISLANDER MIDDLE SCHOOL

7447 84th Ave SE, FAX 236-3408

Budzis, Mary Jo: Co-Principal........230-6161
Miller, Aaron: Co-Principal........3497
Stone, Tacy: Assoc. Principal........230-6156
McCaun, Patty: Admin. Assistant........3413
Johnson, Kay: Attendance Secretary........3400
Bereka, Mary: Registrar........230-6160

Departments

Counselors

(2-L) Klein........230-6153

(2-M) Dash........230-6098

MYFS Brown........230-6154
Custodian........230-6134
Kitchen........230-6151
Library........230-6151
Nurse (Boume Barcham)........5961
Occupational Therapy........5917
Psychologist (Elaine McClellan)........6187
Speech........5910
Tech Specialist: (Keith Wildermuth)........6159
Tech Specialist: (Derek Hill)........5967
Tech TOSA, IMS (Becky Mullinax)........5967
Tech TOSA, IMS (Clay Laughary)........5967

ISLAND PARK ELEMENTARY

5437 Island Crest Way, FAX 230-6251

Hoffman, David: Principal........230-6280
Deen, Lisa: Associate Principal........230-6285
Siebert, Carol: Admin. Assistant........3410/3411

Departments

Counselor (Lisa Montague)........6284
Custodian........6223
ELL........6297
Kitchen........3412
Library........3412
Music........6254
Nurse (Gretchen Paulovich)........6284
OT (Jarvis)........6287
Physical Education........6263
Psychologist (Dawn Winters)........6279
SpEd........6286
SLP (Wornick)........6253
Technology Specialist........6277
Tech TOSA, Elem (Julie Howland)........206-941-8529
Tech TOSA, Elem (Kara Millsp)........206-941-8341

LAKERIDGE ELEMENTARY

8215 SE 78th, FAX 230-6232

Tennis, Heidi: Principal........3418
Deen, Lisa: Associate Principal........230-6210
Goldner, Kend: Admin. Assistant........3415/3416

Departments

Counselor (Julie Mattson - MYFS)........6019
Custodian........6007
Kitchen........3413
Library........6015
Nurse (Susan Messel)........6231
OT........6010
Psychologist (Dawn Winters)........6202
SLP (Price)........6011
Technology Specialist........6012
Tech TOSA, Elem (Julie Howland)........206-941-8529
Tech TOSA, Elem (Kara Millsp)........206-941-8341

NORTHWOOD ELEMENTARY

4306 80th Ave. SE, FAX: 275-3839

Baerliner-Gillette, Alane: Principal........3802
Ravenscroft, Jill: Asst. Principal........5839
Hood, Rachel: Admin. Assistant........5803/5800

Departments

Counselor (Laura Falsgraf - MYFS)........5841
Custodian........5870
ELL........5872
Kitchen........5868
Library........5878
Music........5876
Nurse (Jenae Weisbrod)........5891
OT (Richards)........5818
Physical Education........5871
Psychologist (Dr. Karen Wilke)........5840
SpEd........5838
SLP (Azarre/Lafraimose)........5834
Technology Specialist (Barry Seiler)........5834
Tech TOSA, Elem (Julie Howland)........206-941-8529
Tech TOSA, Elem (Kara Millsp)........206-941-8341

WEST MERCER ELEMENTARY

4141 81st Ave. SE, FAX: 230-5043

Best, Carol: Principal........3433
Ravenscroft, Jill: Asst. Principal........230-6059
Lawrence, Lyn: Admin. Assistant........3430/3432

Departments

Counselor (Anna Otton)........3438
Custodian........6060
Kitchen........3432
Library........3397
Music........6083
Nurse (??)........6044
OT (Friedman)........6046
PE........6047
Psychologist (Simone Carmel)........6032
SLP (Gallant-Lafraimose)........6063
Technology Specialist........6039
Tech TOSA, Elem (Julie Howland)........206-941-8529
Tech TOSA, Elem (Kara Millsp)........206-941-8341

More useful phone numbers are back

September 2017
# 2017-18 School Calendar

## August/September

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- **No School**
- **No School (Scheduled Weather Makeup Day)**

## October

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- **No School for students or staff**
- **Oct 27: First Quarter Ends**

## November

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- **Nov 10: Veterans Day**
- **Nov 13: Elementary Early Release—Report Card Prep**
- **Half Day School for K-5 students**
- **Nov 20-22: Elementary Conferences**
- **No School for Elementary Students**
- **Nov 22: First Trimester Ends**
- **Nov 22: IMS Early Release—Report Card Prep**
- **Half Day School for 6-8 students**
- **Nov 23-24 Thanksgiving Holiday**
- **No school for students or staff**

## December

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<td>18</td>
<td>Jan 1: Winter Break</td>
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<td>19</td>
<td>Martin Luther King Jr. Day</td>
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- **No school for students or staff**
- **Jan 19: First Semester Ends, 2nd Quarter Ends**
- **Jan 19: IMS Early Release—Report Card Prep**
- **Half Day School for 9-12 students**

## January

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- **Spring Break**
- **February 20: Presidents Day/Mid Winter Break**
- **Mar 9: Elementary Early Release—Report Card Prep**
- **Half Day School for K-5 students**
- **Mar 9: Second Trimester Ends**

## February

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- **Aug 22-23: New Teacher/Mentor Orientation**
- **Aug 24: District LID (K-12)**
- **Aug 25-29: Day Camp Professional Development**
- **Aug 28: Certified Tech Training**
- **Aug 29: Certified Pre-Service Day**
- **Aug 30: First Day of School for Students**
- **Sept 4: Labor Day**

- **Oct 27: First Quarter Ends**

## March

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- **Nov 10: Veterans Day**
- **Nov 13: Elementary Early Release—Report Card Prep**
- **Half Day School for K-5 students**
- **Nov 20-22: Elementary Conferences**
- **No School for Elementary Students**
- **Nov 22: First Trimester Ends**
- **Nov 22: IMS Early Release—Report Card Prep**
- **Half Day School for 6-8 students**

## April

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- **Mar 9: Elementary Early Release—Report Card Prep**
- **Half Day School for K-5 students**
- **Mar 9: Second Trimester Ends**
- **Mar 30: Third Quarter Ends**
- **April 9-13: Spring Break**
- **May 25: Scheduled Weather Makeup Day**
- **No school for students or staff**

## May

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- **May 28: Memorial Day**
- **June 8: Elementary Early Release—Report Card Prep**
- **Half Day School for K-5 students**

## June

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</tr>
</tbody>
</table>

- **Jun 14: Last Day of School for Students**
- **Jun 14: Semester Ends, 4th Quarter Ends, Third Trimester Ends**

## Weather Make-Up Days

- **2017-18 Calendar (Final)**

- **District Directed Wednesdays:**
- **Building Directed Wednesdays:**

- **First Day:** Monday, February 19
- **Second Day:** Friday, May 26
- **Third Day:** Friday, June 15
ABOUT YOUR JOB

COLLECTIVE BARGAINING AGREEMENTS
As a new employee you may be represented by a bargaining unit; as such, your work activities are subject to a collective bargaining agreement between the District and your employee organization. All collective bargaining agreements are available online via the District website. Your collective bargaining agreement is an extremely important document and it should be read carefully.

Some employees and administrators are non-represented. Their work conditions are established by Board policy. Board policies are posted on the District website.

SALARY PLACEMENT

Classified: Placement on the appropriate salary schedule is based on your position and union affiliation. Your appropriate salary schedule and information regarding compensation are located in your collective bargaining agreement or can be obtained from Human Resources.

Certificated: Staff are placed on the certificated salary schedule based on degrees, credits, and verified professional teaching experience. The District mandates that transcripts be official. We will need a list of previous employers and addresses to verify your years of professional teaching experience.

All credit and clock hours must be completed by September 30th and documentation (official transcripts and clock hour forms) received in Human Resources by October 15th in order to advance on the salary schedule for the current year. Any official transcripts received after October 15th will not be recognized until the following school year.

PROBATION

All new classified employees must successfully complete a 90-day probationary period. During the probationary period your immediate supervisor will evaluate you. If an employee’s performance is determined to be unsatisfactory, your employment may be terminated.

Certificated classroom teachers/specialists are observed within the first 90 calendar days of the commencement of their employment and are also considered as provisional employees for a period of one to three years.
EMPLOYEE CONDUCT

RESPECT & CIVILITY
The District believes a safe, civil environment of mutual respect and orderly conduct is essential to high student and staff satisfaction and achievement. The District expects the core value of respect to be manifested in the daily behavior of all constituents. Uncivil conduct on District property or at District sponsored activities is prohibited because, like other forms of disruptive behavior, it may interfere with an employee’s ability to accomplish their work and a school’s ability to educate its students.

EMPLOYEE EXPECTATIONS
In support of this policy, employees are expected to:

- Treat each other and students with dignity and respect;
- Engage in open communication that is authentic;
- Exhibit professional judgment in handling interpersonal disputes;
- Exercise respect, courtesy, and concern for the dignity and cultural background of others;
- Use appropriate language and tone in all interactions;
- Remain open-minded and share important information when problem solving;
- Model behaviors and actions that promote openness, collaboration, and respect;
- Use clear, concise, and courteous oral and written communication to arrive at goodwill solutions;
- Extend common courtesy to others such as saying please and thank you;
- Be respectful of others even when in disagreement;
- Address incivility when it is observed;
- Seek to understand others’ points of view first and assume positive intentions of all involved.

DEFINITION OF UNCIVIL CONDUCT
For the purposes of this policy, “uncivil conduct” includes but is not limited to, the following:

- Using vulgar, obscene or profane gestures or words;
- Using insulting or disrespectful nonverbal behaviors toward or in connection with another;
- Taunting jeering or inciting others to taunt or jeer an individual;
- Raising one’s voice at another individual, and/or repeatedly interrupting another individual who is speaking;
- Gesturing or behaving in a manner that puts another in fear for his/her personal safety including invading the personal space of an individual after being directed to move away, physically blocking an individual’s exit from a room or location, or remaining in a classroom or school area after a teacher or administrator in authority has directed one to leave, or other similar disruptive conduct.

"Uncivil conduct" does not include the expression of controversial or differing viewpoints that may be offensive to some persons, so long as (1) the ideas are presented in a respectful manner and at a time and place that are appropriate, and (2) such expression does not materially disrupt, and may not be reasonable anticipated to disrupt the educational process. Nor does “uncivil” conduct include regular supervisory-subordinate interactions, including but not limited to, corrective action, discipline, unsatisfactory evaluations, and plans for improvement or probation.
ADDRESSING UNCIVIL CONDUCT

Stakeholders are expected to:

- Calmly and politely caution or warn any speaker who is engaged in uncivil conduct. If the conduct does not cease, politely end the conversation;
- Employees should first attempt to resolve differences with another employee first in a private conversation. If that is not feasible or successful, request an appropriate administrator to conduct a private conference with all parties of concern;
- Resolve personal complaints or grievances with a supervisor’s decision or action by requesting a problem solving conference with the supervisors or with the administrator’s supervisor;
- Persons who observe or experience uncivil behavior have an obligation to intervene, reflect back to the offender on the impact of that behavior, or report the uncivil behavior to a supervisor;
- Supervisors have an obligation to address reports of uncivil behavior to Human Resources.

Employees who engage in uncivil behavior may be subject to corrective action. Retaliation for reporting allegations of uncivil conduct will result in discipline.

DRESS CODE & APPEARANCE

The general appearance of all District employees, especially those who interact with the public, is an important aspect of the professional image the District wishes to reflect. Unless otherwise required by department or building rule, employees may choose their work clothing consistent with the essential functions of their job and reasonable standards of professionalism, safety, cleanliness and hygiene.

Department heads and building principals may require employees to change clothing and/or discontinue practices of dress that are inconsistent with the criteria in the immediately preceding sentence, or that have a negative impact on the educational process or District operations, as authorized by law. Similarly, department heads or building principals may require staff to cover tattoos that are deemed disturbing (e.g. a corpse, naked women) or inappropriate for a school setting (e.g. a swastika, racial slurs, etc.)

Building principals and other department supervisors shall monitor employee dress according to the contents of this policy and shall have the authority to make building and department rules and regulations to implement this policy. Such rules, if developed, shall be included in the department or building handbooks or other communication to employees.
This District is committed to providing a safe, comfortable and productive work environment for its 
employees. We recognize that employees who abuse drugs or alcohol at work—or who appear at work under 
the influence of illegal drugs or alcohol—harm both themselves and the work environment. As a result, the 
District prohibits employees from doing the following:

- Reporting to work under the influence of alcohol or illegal and/or controlled substances. Controlled 
  Substances means those substances identified in 49 C.F.R. § 40.85.
- Using, possessing, or transmitting illegal and/or controlled substances on district property at any 
  time, or when involved in a school district activity as a district employee while on or off school district 
  property.
- Any employee convicted of a felony attributable to the use, possession, or sale of illegal and/or 
  controlled substances will be subject to disciplinary action, including termination.
- Using district property or the employee’s position within the district to make or traffic alcohol or 
  illegal and/or controlled substances.
- Using alcohol or possessing or transmitting unsealed containers of alcohol 
  on district property or when involved in a district-sponsored or district 
  activity as a school employee.
- Misusing otherwise legal prescription and over-the-counter drugs.

Please refer to Board Policy 5201 for more specific detail regarding our Drug-Free 
Schools, Community, and Workplace. Be on notice that employees who violate this 
policy may face disciplinary action, up to and including termination.
PROFESSIONAL GROWTH

JOB OPENINGS
Part of your professional growth may involve moving to a different role within the district. Position openings are posted to our District job posting system. During the posting period, employees interested in applying for posted positions must apply online through the District’s hiring system in order to be considered. Employees are encouraged to set up “preferences” so electronic notification of new openings are sent as they arise.

PROFESSIONAL DEVELOPMENT
Mercer Island School District believes that the most important component of any organization is its people. With this in mind, we recognize the importance of providing classes and opportunities for professional development. The District offers research based professional development classes and courses throughout the year free to District employees. Professional development opportunities are available through the Mercer Island Staff Development Portal accessible via the District’s website under the Staff Resources tab/Clock hours.

CERTIFICATED
The professional development portal is not directly linked to Human Resources so, if you would like to use your clock hours for possible salary schedule movement, you must visit the professional development portal, print the clock hour form for each completed course and submit that form to HR. You are encouraged to review this system at least once per year to determine if any clock hour forms need to be sent to HR to be recorded.

REMEMBER! 10 clock hours = 1 credit. Pursuant to WAC 181-85, all clock hours need to be granted by an "approved provider" – if you’re wondering if your course provider is an approved provider, annual lists are available from OSPI at: http://www.k12.wa.us/certification/clockhours.aspx.

It is the employee’s responsibility to keep a record of their clock hours – so keep copies of all clock hour documents submitted to HR.

CLASSIFIED
Optional Work/Training Hours: MIEA classified employees are allowed 24 hours of additional time for training or optional work, prorated, based upon employee start date. The use of these hours must be mutually agreed to by you and your supervisor by October 31st using the “Classified 24 Hour Optional Work and Training Agreement,” previously referred to as the 24 Hour Planning form. Compensation for these hours will be at the employee’s hourly rate. Any authorized additional hours worked must be recorded on a timesheet and signed by your supervisor. All additional work hours beyond your allotted optional hours must be preapproved by your supervisor.

Technology Training Hours: MIEA classified employees will also be provided 26 hours specifically related to technology training, prorated, based upon employee start date. The use of these hours will be mutually agreed to by the employee and the employee’s supervisor. Information on trainings and classes can be found on the MISD website. Staff resources > Technology Resources > Classified Tech Information.

JOB PERFORMANCE EVALUATIONS
You will be evaluated by your supervisor in accordance with the procedures and criteria in your collective bargaining agreement and the Board Personnel Policies. The purpose of the evaluation is to promote and maintain professionalism in all staff by providing feedback on job performance and to make suggestions for professional growth. Blank evaluation forms are available for your reference on the District website.
ATTENDANCE & TIME OFF

BREAKS AND LUNCH – CLASSIFIED HOURLY EMPLOYEES

Hourly employees are provided a 10-minute rest break for every four hours of work. This break is offered during the work period according to the schedule established by the supervisor and is not meant to be added to the start or end of the work day or lunch. No hourly employee may work more than three (3) hours without a rest break. Any deviation from the break established by the supervisor must be pre-approved by the supervisor.

Additionally, hourly employees who work five (5) or more hours are provided a 30-minute unpaid meal break. This meal break may not occur less than two hours nor more than five hours from the beginning of an employee’s working day. Employees may not be expected to work during their unpaid meal break.

WHEN YOU CANNOT BE AT WORK

A fundamental requirement of your job is that you be at work on time, every day. If you must be late or absent, telephone your supervisor as early as possible but no later than one hour prior to the start of your work day. In the event of an emergency, you may have someone else call your supervisor so that necessary arrangements can be made. You will record your absence via the electronic absence management system, Substitute Online.

LEAVE TIME

Many MISD employees are not scheduled to work during school breaks. Please speak with your immediate supervisor to confirm whether, in your role, you are expected to work during school breaks. Family and personal situations that arise which cannot be scheduled during non-work days may be accommodated using the limited number of personal leave days which are granted to meet these situations.

Each MISD employee is critical to fulfilling the educational needs of our students. Absences have an impact on student learning and achievement. For that reason, it is imperative that you follow the District procedures when you are absent as they are designed to reduce the student impact of your absence.

Requests for personal leave must be submitted via Substitute Online as early as possible but no less than three (3) working days in advance. If requesting to use personal leave for multiple consecutive days, such requests must be submitted in advance, to your supervisor, and in a timeframe consistent with the provisions of the governing CBA. In absence of a contract language, the expectation is that requests to use multiple personal leave days consecutively be made 20 working days in advance. Failure to submit personal leave requests within this timeframe may result in disciplinary action.

Sick leave days may only be used for illness, emergencies, and mandatory religious observance days (limit two (2) days per year). Sick leave days cannot be used for personal leave. For absences of 5 days or more, documentation from a medical professional must be provided.

The type of leave requested depends on the reason for the leave. If applicable, please refer to your collective bargaining agreement for specific available leaves and their terms.

- Personal Leave
- Sick Leave
- Bereavement
- Professional Leave
- Emergency
- Jury/Subpoena
- Vacation
- Military
The District adheres to the provisions of the Family Medical Leave Act ("FMLA") and agrees to extend these provisions to employees who meet the eligibility requirements set forth in the FMLA. Please contact the HR Department to initiate an FMLA request. For MIEA members, please see the applicable CBA available on the District website for more information regarding leaves.

**UNPAID LEAVE TIME**
Leaves that extend beyond your personal leave or sick leave allocation must be approved in advance by the School Board and, if awarded, will be without pay. Such requests are facilitated by the Human Resource department by completing a “Request for Unpaid Leave.” Failure to secure Board approval for unpaid absences may result in disciplinary action.

**LEAVE SHARING POLICY**
A district employee is eligible to receive donated leave if the staff member suffers from, or has a relative or household member suffering from, an extraordinary or severe illness, injury, impairment or physical or mental condition; is a victim of domestic violence, sexual assault, or stalking; or who has been called to service in the uniform services which has caused, or is likely to cause, the staff member to go on leave-without-pay status (all paid leave must be exhausted); or terminate employment. For more information on leave sharing, consult board policies and/or the bargained agreement.

**SUBSTITUTES**
All staff should communicate with their supervisor about the need for substitute and the supervisor will make the decision regarding substitute need. If a substitute is needed, employees (except bus drivers) must request a substitute through the Substitute Online system. Bus drivers must contact their supervisor and the dispatcher to ensure appropriate coverage. For absences of more than 3 days, please coordinate with your building administrator before securing a substitute to ensure the substitute is appropriate for an extended absence.
SNOW AND INCLEMENT WEATHER

Occasionally it is necessary to alter the District's operating schedule due to snow and/or inclement weather. The local radio stations and District website are your source of information when this occurs. Employees can sign up to get immediate updates via email and/or text by registering with the Flash Alert Network at http://www.flashalert.net. Also, there’s a free FlashAlert Messenger iOS/Android app that can be downloaded.

If you miss part (late arrival) or all of the day because of the weather, the following leave policies and provisions may be applied:

**All Certificated:** When school is closed due to inclement weather, certificated staff will not report to work. Teachers will make up the day with the students on the designated make up day(s).

**Full-Time (260-day) Classified and Administrators:** Should schools close due to inclement weather, full-time employees need to report to work as usual. If you are unable to report to work, you will need to use vacation, personal or emergency leave for the un-worked hours.

**Other classified employees** such as paraprofessionals, school office professionals, and bus drivers should not report to work. Time will be made up with the students on the designated make up day(s).
WHAT TO DO IF INJURED ON THE JOB

SAFETY
We all share the responsibility to maintain our workplace in the safest possible manner for ourselves, our students, and visitors to the District. Should you notice a dangerous situation of any kind, please notify your supervisor so it may be corrected. Safety is an area in which we can all participate to make our work environment as safe as possible.

Our responsibility as employees is to carry out the tasks assigned in our job in such a way as to ensure our own safety, as well as the safety of those around us.

WORKER’S COMPENSATION
Mercer Island School District is self-insured through our local Educational Service District (ESD) Worker’s Compensation Trust. Please document all incidents and injuries by completing an Accident/Incident Report Form and submitting it to Erin Anderson at the District Office. If you seek medical attention for your injury, please file a Worker’s Compensation claim online at www.pswct.org.
HOW YOU ARE PAID

PAY DATES
Pay day for all employees will be the last working day of each month. All employees are required to have their check direct-deposited to a financial institution of their choosing. The cutoff for timesheets is the 10th of the month, unless that day falls on a holiday or weekend. The cut off and pay dates can be found on the back of each timesheet and on the district website. All payments are made through direct deposit.

Timesheets received by payroll after the cut-off will be processed the following month.

ONLINE EMPLOYEE ACCESS
Online “Employee Access” through Skyward allows employees to view and print paycheck information, leave balances and W-2 information; this access is provided to all employees.

UNION DUES
All employees represented by the MIEA Bargaining unit shall, as a condition of employment, become a member of the association union or pay an agency fee. Dues will be deducted from your monthly payroll. Please contact your MIEA president or building representative with questions requiring dues calculations.

SOCIAL SECURITY (FICA)
All employees are required to participate in the Federal social security plan. These deductions are automatically deducted from your paycheck.

RETIREMENT
If eligible, employees are required to choose a retirement plan within the first 90 days of employment. Information about retirement plans is available at www.drs.wa.gov. If you do not choose a plan you will automatically be enrolled in Plan 3, Rate Option A at that rate of deduction.
DISTRICT INSURANCE BENEFITS

The welfare of our employees and their families is very important to us. With this in mind, Mercer Island School District is pleased to offer our employees a variety of benefits to enhance their sense of well-being and to help provide protection against the cost of catastrophic illness, injury, or disability. More detailed information regarding insurance benefits is provided on the District website.

BENEFIT PLANS AVAILABLE

- Medical
- Vision
- Dental
- Employee Assistance Program
- Short Term/Long Term Disability
- Retirement
- Optional Self Pay Plans (examples below)
  - Section 125 Plans
  - Long Term Care Insurance
  - Pet Insurance
  - Deferred Compensation Plan
  - Voluntary Life
  - LegalShield

ELIGIBILITY

Dental, vision, and short and long term disability coverage is mandatory for all employees working a .5 FTE or more. Employees working less than a .5 FTE do not qualify for dental, vision, and short and long term disability coverage.

You must work at least 17.5 hours per week to qualify for medical insurance. Medical insurance is an optional coverage based on individual needs. If you would like to elect medical coverage, you must enroll within 30 days from the date of eligibility. If you do not enroll within 30 days, you will have to wait for an open enrollment period. There may be other reasons during the school year in which you may enroll family members, if there is a “qualifying event.” (For further information regarding qualifying events, please contact Erin Anderson in Payroll).

Information on open enrollment will be sent to all District employees electronically. Again, enrollment is optional.

BENEFITS EFFECTIVE DATE

Provided that all necessary enrollment has been completed by the employee, benefits will be effective the 1st of the month following the employee’s start date, if hired between the 1st and the 15th of the month. If start date is on or after the 16th of the month, benefits will be effective on the first day of the second month of employment.

Examples:

- Employee’s start date is October 12th; benefits effective November 1st
- Employee’s start date is October 22nd; benefits effective December 1st
SECTION 125 PRE-TAX MEDICAL PREMIUM
The Section 125 IRS Premium Payment Plan Annual Election Form (pink form) allows you to reduce your federal withholding and FICA taxes by making your salary deductions for Premera Blue Cross or Kaiser Permanente tax free.

The Election Form must be returned to the Payroll office BEFORE the end of open enrollment to be eligible for the current benefit plan year. If you do not return this form, you will default to your current choice. If you do not have a current choice, you will default to the post-tax option.

COBRA
If you or your dependents become ineligible for coverage under the District’s medical, dental or vision program, you may be eligible to extend coverage under the federal COBRA program. This allows you and your dependents to continue receiving insurance coverage by self-paid premiums.
COMMONLY USED TERMS

If you are a new employee to Mercer Island School District, you may be unfamiliar with the lingo and terminology used here. We have assembled some terms below that may be helpful for you as you navigate the District.

**Certificated:** Employees required to have a professional certificate to perform their job (i.e., teachers, psychologists, counselors, etc.)

**Certificated Limited Contract:** A substitute assigned to a position longer than 55 working days for certificated employees (see collective bargaining agreement for further information).

**Classified:** Employees not required to have a professional certificate (i.e. custodians, office professionals, paraprofessionals, etc.)

**Classified Limited Letter of Assignment:** A substitute assigned to a position longer than 45 days for classified employees where applicable (see collective bargaining agreement for further information).

**Collective Bargaining Agreement (CBA):** Negotiated contract between Mercer Island School District and the Mercer Island Education Association. Currently, there are two CBAs, one for classified staff and one for certificated staff. Not all staff are members of the MIEA; please speak to your supervisor or HR if you have questions about whether you are a member of the MIEA.

**Compass:** An in-district special education placement located at West Mercer, Islander Middle and MIHS

**Continuing Contract:** Contract offered to an employee following a successful performance on a provisional (certificated) or limited (classified) contract of one to three years.

**CTE:** Career and Technical Education.

**Exempt Employee:** Executive, administrative and professional employees who meet certain criteria are exempt from the U.S. Department of Labor overtime pay requirements.

**FTE:** Full-time equivalent. For certificated staff, a 1.0 FTE is 7.5 hours per day, 180 days per year. For classified staff, a 1.0 is 8 hours per day, 260 days per year.

**IEP:** An Individualized Education Program (IEP) is a written statement of the educational program designed to meet a child's individual needs.

**504:** An individualized plan under Section 504 of the Rehabilitation Act of 1973 that describes the educational and related aids and services that a district determines a disabled student needs as part of their education.

**LAP:** Learning Assistance Program

**MIEA:** Mercer Island Education Association. The MIEA has two bargaining units, one for certificated staff and one for classified staff. There are two separate contracts and these are available on the District website.

**Paraprofessional:** Term that includes all assistants (instructional/general). Providing support to teacher in areas such as: instructional assistance to students, playground, crossing hazardous streets and intersections and library assistance. Also referred to as para-educator.

**PLP (Personalized Learning Program):** An in-district special education placement located at Northwood, Island Park, Islander Middle and MIHS

**Provisional Contract:** As defined by the Office of Superintendent of Public Instruction (OSPI), this is the first three years of a continuing contract for certificated employees. After three years, the “provisional” contract may be changed to a “continuing” contract subject to the candidate’s “provisional” years performance.

**Stipend:** Pay received by employees for additional supervisory jobs/duties that warrant additional pay (class advisor, intramurals, safety patrol, etc.)
POLICIES

Mercer Island School District must ensure all employees are informed of important policies and procedures to work effectively and in compliance with Federal, State and District Board policies.

The Board policies and procedures are important for all school staff to be aware of either as a source of reference or in some cases well known and understood. Many policies are required to be read annually or periodically by staff in order to ensure understanding and compliance with State and Federal requirements. Those policies are read by staff in the Safe Schools system.

The policies listed below are important. If the policy is not covered through Safe Schools, please use review the policy in Board Policies on the District website.

<table>
<thead>
<tr>
<th>Policy Number Series</th>
<th>Title</th>
<th>Accessed</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019 F1, F2, F3, F4, F5 2019P</td>
<td>Selection and Adoption of Instructional Materials</td>
<td>Safe Schools</td>
</tr>
<tr>
<td>2020P</td>
<td>Successfully Preparing Students for the Cognitive, Global and Digital World</td>
<td>Board Policies</td>
</tr>
<tr>
<td>2022 F4 and 2022P</td>
<td>Electronic Resources/Electronic Information Systems (Networks)</td>
<td>Safe Schools</td>
</tr>
<tr>
<td>2025A and 2025P</td>
<td>Copyright Compliance</td>
<td>Board Policies</td>
</tr>
<tr>
<td>2026 and 2026P</td>
<td>District Ownership of Staff-Created Work</td>
<td>Board Policies</td>
</tr>
<tr>
<td>2161/2161P</td>
<td>Special Education and Related Services for Eligible Students</td>
<td>Board Policies</td>
</tr>
<tr>
<td>2162/2162P</td>
<td>Education of Students with Disabilities Under Section 504 of the Rehabilitation Act of 1973</td>
<td>Board Policies</td>
</tr>
<tr>
<td>2320/2320P</td>
<td>Field Trips and Outdoor Educational Experiences – During the School Day</td>
<td>Board Policies</td>
</tr>
<tr>
<td>2321/2321P</td>
<td>Field Trips and Outdoor Educational Experiences – Overnight</td>
<td>Board Policies</td>
</tr>
<tr>
<td>2420</td>
<td>Student Evaluation</td>
<td>Board Policies</td>
</tr>
<tr>
<td>3122/3122P</td>
<td>Student Attendance</td>
<td>Board Policies</td>
</tr>
<tr>
<td>3200/3200P</td>
<td>Student Rights, Responsibilities and Limitations</td>
<td>Board Policies</td>
</tr>
<tr>
<td>3207/3207P 3207F</td>
<td>Prohibition of Harassment, Intimidation and Bullying</td>
<td>Safe Schools</td>
</tr>
<tr>
<td>3210/3210P</td>
<td>Nondiscrimination</td>
<td>Safe Schools</td>
</tr>
<tr>
<td>3211/3211P</td>
<td>Transgender Students</td>
<td>Board Policies</td>
</tr>
<tr>
<td>3231/3231P</td>
<td>Student Records</td>
<td>Board Policies</td>
</tr>
<tr>
<td>3240/3240P</td>
<td>Student Conduct</td>
<td>Board Policies</td>
</tr>
<tr>
<td>3241/3241P</td>
<td>Classroom Management, Discipline and Corrective Action</td>
<td>Safe Schools</td>
</tr>
<tr>
<td>3246/3246P/3246F</td>
<td>Restraint, Isolation and Other Uses of Reasonable Force</td>
<td>Safe Schools</td>
</tr>
<tr>
<td>3247</td>
<td>Student Use, Possession or Sale of Alcohol and Drugs</td>
<td>Board Policies</td>
</tr>
<tr>
<td>3248</td>
<td>Students At-Risk of Violence to Self and/or Others</td>
<td>Board Policies</td>
</tr>
<tr>
<td>3414/3414P</td>
<td>Infectious Diseases</td>
<td>Safe Schools</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td>Category</td>
</tr>
<tr>
<td>---------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>3418/3418P/3418F</td>
<td>Response to Student Injury or Illness</td>
<td>Board Policies</td>
</tr>
<tr>
<td>3421/34211P/34211F</td>
<td>Child Abuse, Neglect and Exploitation Prevention</td>
<td>Safe Schools</td>
</tr>
<tr>
<td>3432/3432P</td>
<td>Emergencies</td>
<td>Board Policies</td>
</tr>
<tr>
<td>4010</td>
<td>Staff Communications Responsibilities</td>
<td>Board Policies</td>
</tr>
<tr>
<td>4040/4040P</td>
<td>Public Access to School District Records</td>
<td>Board Policies</td>
</tr>
<tr>
<td>4200/4200P</td>
<td>Safe &amp; Orderly Learning Environment (Visitors)</td>
<td>Board Policies</td>
</tr>
<tr>
<td>4215</td>
<td>Use and Possession of Tobacco, Nicotine Products and Delivery Devices within the Mercer Island School District</td>
<td>Board Policies</td>
</tr>
<tr>
<td>4217/4217P</td>
<td>Effective Communication</td>
<td>Board Policies</td>
</tr>
<tr>
<td>4220</td>
<td>General Complaints</td>
<td>Board Policies</td>
</tr>
<tr>
<td>5004</td>
<td>Nondiscrimination on the Basis of Disability Reasonable Accommodations Under the Americans with Disabilities Act (ADA)</td>
<td>Safe Schools</td>
</tr>
<tr>
<td>5006</td>
<td>Harassment-Free Environment and Prohibition of Discrimination of or by Employees</td>
<td>Safe Schools</td>
</tr>
<tr>
<td>5010/5010P</td>
<td>Nondiscrimination and Affirmative Action</td>
<td>Safe Schools</td>
</tr>
<tr>
<td>5011/5011P</td>
<td>Sexual Harassment</td>
<td>Safe Schools</td>
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<tr>
<td>5201</td>
<td>Drug-Free Schools, Community and Workplace</td>
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<tr>
<td>5251</td>
<td>Conflicts of Interest</td>
<td>Safe Schools</td>
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<tr>
<td>5252</td>
<td>Staff Participation in Political Activities</td>
<td>Board Policies</td>
</tr>
<tr>
<td>5253/5253P</td>
<td>Staff/Student Boundaries</td>
<td>Safe Schools</td>
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