

Employee Information Booklet



Sumner School District
...a great place to learn!

*1202 Wood Avenue
Sumner, WA 98390
253 891-6000*

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This Employee Information Booklet is designed to be informational in nature. The school district is not bound by these contents which may be changed at any time. Should specific questions or concerns arise, staff members are urged to contact their building principal, department administrator or the District Office for clarification.

August 2010

District Administration

Mission Statement

*We believe it is our responsibility to ensure the best education for all of our students.
We believe in success for students and staff every day.*

Board of Directors

School boards were created by the Washington State legislature to carry out educational policy according to the state constitution and state law. Each member of the Sumner Board of Directors represents one of five geographical areas in the school District. The Board is charged with formulating and interpreting educational policies that govern the school district, employing a superintendent, and making a continuous appraisal of progress toward District goals. School Board Members are elected to staggered, four-year terms. Sumner School District Board Members are: Jeff DeMarre, Greg Hanon, Richard Hendricks, Mike Pavlik and Sherm Voiles.

Meetings

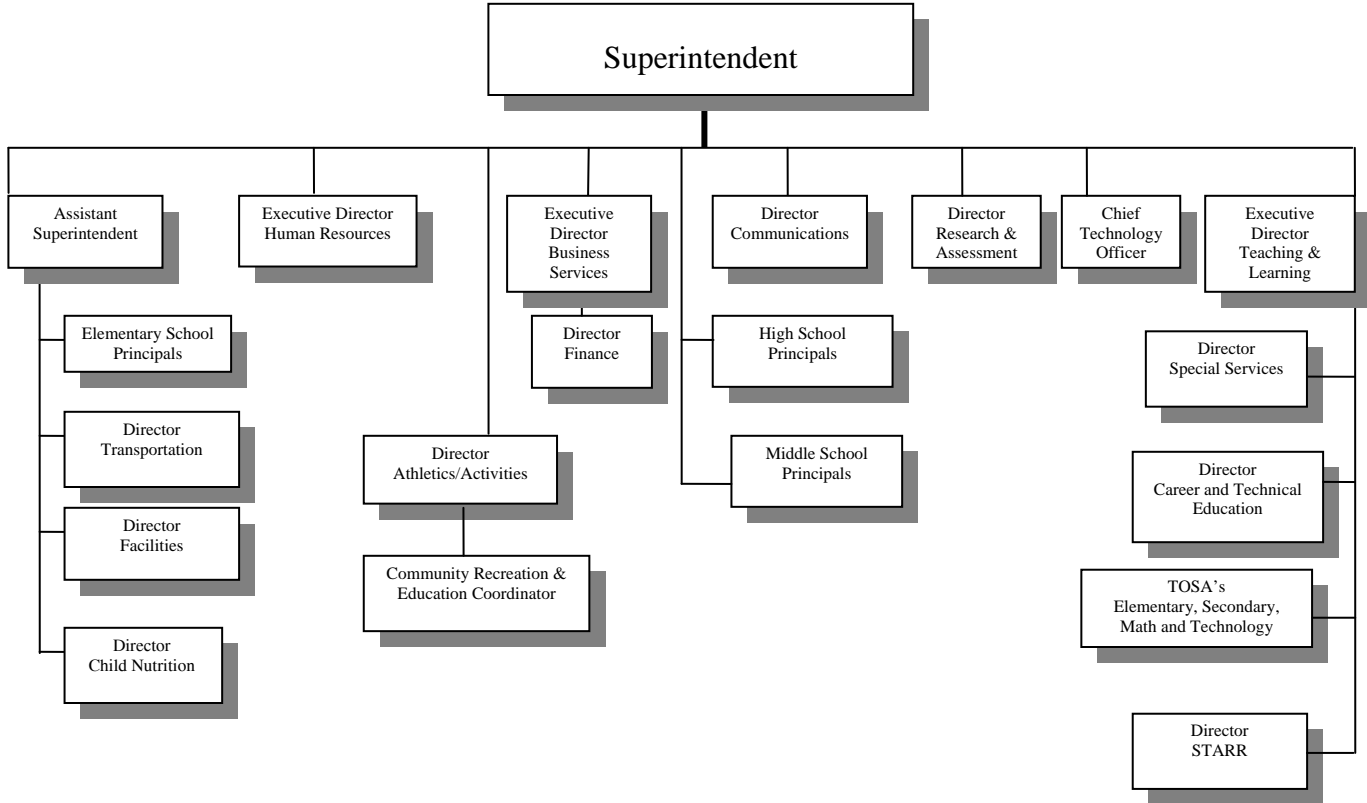
Special meetings may be held at any time during the year provided that 24-hour notice is given to the public. All employees are welcome to attend the meetings which are held at 6:00 p.m. in the Administration Office Board Room, unless otherwise announced.

September 15, 2010	Elementary #9
October 13, 2010	Lakeridge Middle School
November 17, 2010	Victor Falls Elementary
December 15, 2010	Board Room
January 12, 2011	Board Room
February 16, 2011	Board Room
March 16, 2011	Board Room
April 13, 2011	Board Room
May 11, 2011	Bonney Lake High School
May 25, 2011	Sumner High School
June 8, 2011	Board Room
July 13, 2011	Board Room
August 17, 2011	Board Room

Superintendent

Superintendent Gil Mendoza is the secretary/clerk of the Board of Directors and serves as its educational advisor and executive officer. He reports directly to the Board. Dr. Mendoza and his staff are responsible for developing policies for Board approval; interpreting and implementing policies adopted by the Board; formulating administrative procedures; developing and implementing strategic plans for District operations and providing information that will enable the Board to fulfill its legislative responsibilities.

Administrative Organizational Chart
Sumner School District #320
2010-2011 School Year



District Operations

Policies and Manuals

A school district is a complex business. To keep up to date on changes, the following resources are available to employees at the work site:

- Board Policies and Procedures available on DocuShare
- District forms available on DocuShare
- Material Safety Data Sheets (MSDS)
- Emergency Procedures Handbook
- Building/Department Handbooks
- Employee Information Booklet available on DocuShare

Board Policies and the Employee Information Booklet are available on the District web site under Staff Resources. All new employees attend a District and a site orientation to introduce them to District operations and to provide other important information.

Administration Hours

District Administration office hours are as follows: School Year: 7:00 a.m. to 4:30 p.m.
Summer: 7:00 a.m. to 3:30 p.m.

Hours at individual schools or for specific departments may vary. Contact your building or department administrator for student and/or employee hours.

School Closures and Changes in School Operations

In the event of a change in school operations or closures due to inclement weather or other emergencies, information will be posted on the District website and provided to local broadcast news agencies. Families may also receive e-mail notification through [School Messages](#). The District's Emergency Hotline will have recorded updates.

It is the employee's responsibility to monitor broadcast news information, call the District Hotline at (253) 891-6001, or check the website for changes in school operations.

AM	KVI 570 KIRO 710	KTAC 850 KOMO 1000	KCIS 630 KRPM 770	KBSG 1210 KIXI 1180	KLAY 1180 KMPS 1300
FM	KPLU 88.5 KMPS 94.0 KJR 95.7	KYCW 96.5 KPLZ 101.5 KCMS 105.3	KIRO 100.7 KLSY 92.5 KUOW 94.9	KXXO 96.1 KBSG 97.3 KMTT 103.7	KKNW 106.9
TV	KOMO 4	KING 5	KIRO 7	KCPQ 13	

Vehicle Usage

One District vehicle is available for staff use when attending approved out-of-district meetings, workshops, or conferences. Any staff member planning to drive a District vehicle must have a driver's abstract on file. This vehicle is not to be used for driving students, but staff only. It will be reserved on a first come first served basis. For information call the Transportation Department at (253) 891-6400.

Child Nutrition Catered Lunches

All staff members may purchase adult meals from a school district cafeteria. A la carte items or full meals are available for a reasonable price payable in cash, by check, or prepaid.

Made-to-order deli sandwiches and specialty salads may be ordered daily for delivery to your site. Orders must be placed prior to 8:45 a.m. Orders for lunch on Wednesday must be placed the day before. Catering services are available for committee, department, or other district-sponsored meetings. Call the Child Nutrition Department at (253) 891-6450 or visit <http://www.sumner.wednet.edu/staff/pages/Lunchorder.html> for more information.

Mail Services

Mail containers for in-district mail are located in each building. Deliveries are made every day from the central mailroom in the District Administration Office to each building, except during the summer when services are reduced. Items of personal, confidential or political nature may not be sent by District mail service. For information call (253) 891-6004.

Use of District Facilities

Facility Rental: Sumner School District encourages community use of school facilities. In accordance with Washington State regulations and District policy, a rental fee is charged to reimburse the District for the cost of operating the building for other than District sponsored functions. For rental information and reservations call the District Athletics/Facilities Scheduling Office at (253) 891-5555.

Facility Reservations: If you are scheduling a school event or PTO/Booster Club event at the school where you work, contact the building administrative secretary.

- Other building/school facility reservations contact Sherry Benedetti in the Athletics/Facilities Scheduling Department at (253) 891-5555.
- Stadium or grass field scheduling (district-wide) contact Tim Thomsen in the Athletics/Facilities Scheduling Department at (253) 891-5555.
- Performing Arts Center (PAC) reservations contact Jay Henson at (253) 891-5560.
- Central Administration Office reservations contact Joyce Bickle at (253) 891-6084.

Performing Arts Center (PAC)

The Performing Arts Center (PAC) is a first class facility with sound and lighting systems. The PAC has a seating capacity of 824. It is available for District wide school performances and as a rental facility to community organizations and professional groups. For rental information and reservations call the PAC office at (253) 891-5560.

Sumner/Bonney Lake Recreation Department

The Sumner/Bonney Lake Recreation Department is an integral part of the Sumner School District. It is a cooperative venture between the cities of Sumner, Bonney Lake and the Sumner School District to provide recreational activities for both youth and adults in our communities. The department serves well over 25,000 participants annually and, coupled with the Sumner School District's athletic programs, keeps the school buildings in use seven days a week. For more information please call (253) 891-6500 or visit the District's website at <http://www.sumner.wednet.edu/studentfamilyservices/parksrecreation/>.

Swimming Pool

The Summer School District pool will close on August 27, 2010, for annual maintenance. The pool will be available for district use only by students at the start of the school year.

The pool will not re-open for public or private use until further notice.

The district is currently considering options for future facility rentals and developing a summer youth swim lesson program for the community.

This closure is due to budget reductions.

District Policies and Procedures

Certificated Staff are expected to:

- Follow the prescribed courses of study, teach the adopted curriculum and enforce the rules and regulations of the School District, the State Superintendent of Public Instruction, and the State Board of Education. Teachers should be knowledgeable of all District policies governing the curriculum and instructional program and their respective responsibilities to the District, students and community.
- Maintain a suitable environment for learning and hold students accountable for any disorderly conduct.
- Give careful attention to the safety of students in the classroom and report any doubtful or unsafe conditions to the building administrator.
- Prepare for duties daily. Such preparation includes attendance at staff meetings and other professional work that contributes to job effectiveness as may be required by the principal, Superintendent or Board of Directors.
- Be at their respective schools for the benefit of pupils and patrons per bargained agreement before the opening of school in the morning and after the closing of school in the afternoon. Time requirements for part-time employees may vary according to assignment.
- Evaluate each student's educational growth and development and make periodic reports to parents, guardians, and the designated school administrator.
- Require excuses from the parents, guardians or custodians of minor students in all cases of absence, tardiness, or early dismissal.
- It is a recognized professional responsibility of certificated staff to properly arrange their absences and to make appropriate arrangements for their scheduled responsibilities.

Bus Drivers are expected to:

- Obey all driving regulations of the State of Washington and the School District.
- Accept full responsibility for the safety and well-being of the students while they are getting on the bus, while they are on the bus, and while they are leaving the bus and crossing the road.
- Inspect vehicles daily to ensure their safety and good operating condition.

All Employees are required to refrain from:

- Using and/or possessing alcoholic beverages and/or controlled substances on school District property or at a school-sponsored activity off the school premises, or reporting for work under the influence of any of the preceding.
- Falsifying an employment application, time sheet or report(s) required by the District.
- Abusing students, parents or other employees or intimidating any students, teachers or administrators by threat, force, or violence. Board policy prohibits employees from utilizing corporal punishment.
- Possessing a weapon on District property.

- Fighting or inciting a fight on District property.
- Direct insubordination and/or refusal to perform assigned duties.
- Unauthorized use of confidential information about any students, their parents or other employees.
- Sexually harassing co-workers and/or students.
- Unauthorized and/or illegal gambling on District property.
- The use of tobacco products on school District property.

Acceptable Use Policy

The District encourages information dissemination, collaboration, and innovation through the ethical use of technology and requires all staff and students to adhere to the District Acceptable Use Policy (Board Policy No. 2315) which applies to all telecommunications hardware and software. In order to have access to the Internet, all users must have a signed User Agreement on file.

The internet/e-mail system is the property of the Sumner School District. The information on the computer system network within the District will not be considered confidential unless specifically identified as such by state or federal law. The use of internet/e-mail should promote education and research and be consistent with the mission of the Sumner School District. To ensure that the networks operate and are being used according to the regulations stated in the Acceptable Use Policy, the Sumner School District reserves the right for authorized personnel to review system use without notice on a regular basis.

All users must abide by the District's policy and state and federal laws. Users who fail to follow the District's rules for internet/e-mail are subject to disciplinary action. Employees are encouraged to read Board Policy No. 2315, Acceptable Use Policy, in its entirety.

Use of Electronic Communication Devices

Employees may not interact with students via personal e-mail, cell phone, text messaging or social networking sites. It is not appropriate for adults to accept or initiate electronic communication on a personal level with students.

Employees set an example for students in the use of communication devices during school hours. Personal business, whether by e-mail, computer, landline, fax, copy machine, cell phone or in person, must be conducted on the employee's personal time and not during work time, and should not use school district equipment.

For instructions on the use of the telephone system in your work area, contact your building or department secretary. Personal long distance calls **must** be charged to your telephone credit card. Notify your building or department secretary to report any telephone problems. Do not call the telephone company directly.

Privacy Rights in the Workplace

The workplace is public property provided by tax dollars. Employees may be subject to searches of their work area, computer, e-mail, property or vehicle located on District property at management's discretion and will be expected to cooperate or face discipline.

Alcohol and Drug Free Workplace

Sumner School District believes that the unlawful use and possession of illicit drugs and alcohol is harmful, wrong, and negatively impacts employee conduct and performance. Board Policy No. 5134 clearly prohibits employees 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.

Within the due process and progressive discipline provisions of the applicable bargaining unit agreements, disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed on employees who violate the above standards of conduct.

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 substances testing. Drug and alcohol counseling, rehabilitation and reentry programs are available to employees through an Employee Assistance Program and other District approved counseling programs.

Tobacco Use

State law and Board Policy prohibit smoking or any other use of tobacco products on school district property, to include all District buildings, grounds and District-owned vehicles.

Child Abuse

All employees of the District are expected to obey Washington State laws regarding child abuse. Any teacher who shall abuse or mistreat any student by administering any unreasonable punishment, or who shall inflict punishment on the head of a pupil, upon conviction thereof, shall be guilty of a misdemeanor.

Reporting Suspected Child Abuse:

All school personnel are required to report suspected cases of child abuse (RCW 26.44.010, RCW 26.44.020). This report shall be made to the building principal. If a staff member has reasonable cause to suspect child abuse (i.e., physical neglect, beating, sexual abuse, etc.) has occurred, and reasonable cause to believe it was not an accident, then that person shall cause a report to be made (RCW 26.44.030). This report shall first be made to the building principal, and then verbally (telephone) to the Children's Protective Service in Tacoma, followed by a written report. It must be noted that it is not the position of the professional staff to determine if child abuse has occurred. Professional staff making such reports shall be immune from any civil liability (RCW 26.44.060). Professional staff who knowingly fail to cause such a report to be made shall be guilty of a gross misdemeanor upon conviction thereof (RCW 26.44.080).

Affirmative Action

A District Affirmative Action Program assures equal employment opportunities for all personnel as well as a commitment to increase the employment and promotional opportunities for those who have been under-represented in the work force. The District

reviews the Affirmative Action Plan annually. The Executive Director of Human Resources, Debra Barlow, is the Affirmative Action Officer, who handles concerns and complaints and also serves as the Americans with Disabilities Act Coordinator responsible for investigating any issues related to the ADA. She can be reached at (253) 891-6030.

Non-discrimination

Federal and state laws and District policy prohibit employers from discriminating against employees on the basis of religion race, creed, color, national origin, families with children, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability. This holds true for all district employment opportunities. (RCW 49.60.010)

Inquiries regarding these laws and regulations should be directed to the Executive Director of Human Resources, Debra Barlow, at (253) 891-6030, who is the Title IX RCW 28A.640 Officer, mailing address: 1202 Wood Avenue, Sumner, Washington 98390. Sumner School District is an equal opportunity employer and has implemented an affirmative action program and personnel practices that promote nondiscrimination. District policies also prohibit discrimination in educational programs and activities.

All allegations of discrimination are investigated by the Title IX Officer for the District. For information or procedures for filing a grievance, contact the Executive Director of Human Resources, Debra Barlow, who is the Equity Officer at (253) 891-6030.

Civility in the Workplace

The District expects employees to exercise reasonable, good judgment in handling interpersonal disputes and to exercise respect, courtesy, and concern for the dignity of other employees.

When employees have strong differences of opinion between and among themselves, it is expected that such differences should be approached through rational, respectful discussions held among, and limited to, only the “parties of interest,” held in a private place. All employees are expected to refrain from use of critical and invective expression in the presence of the public and in semi-public places such as faculty lounges, hallways, etc.

Procedure:

When differences exist among the District’s employees, clear, concise and courteous communication will be used with the goal of arriving at a goodwill solution. The following procedures will be observed:

- Administrators will discuss problems of the employee’s performance and verbally admonish or reprimand employees in private with only those Association representatives and other witnesses as requested or necessary to the process to be in attendance.

- An employee with a personal complaint or grievance(s) with an individual administrator's decision or action will request a problem-solving conference with the supervisor. The grievance procedure, established for dealing with that kind of unresolved problem, is another avenue to resolve differences. When used, it will also proceed in a private setting. In that case, only a representative and/or those persons that may have information of importance necessary to resolve the problem will be in attendance.
- An employee with a complaint about another employee should first try to resolve the difference between them in a private conversation. If that does not resolve the problem, any employee may request an appropriate administrator to conduct a private conference with all parties of concern. The administrator has the right to take any necessary administrative summary action to finally resolve the dispute to assure the orderly operation of the organization.

Any employee may be subject to an appropriate disciplinary action for failing to exercise reasonable, good judgment in handling interpersonal disputes and is expected to exercise respect, courtesy and concern for the dignity of other employees.

Sexual Harassment

The Board of Directors recognizes its responsibility to provide an environment that is free from all types of discrimination, including sexual harassment. Specifically, sexual harassment is defined to include (but may not be limited to) the following types of behavior:

- Unwelcome and unwanted attention of a sexual nature (degrading comments, propositions, jokes, tricks, etc.), or because of the recipient's gender.
- The threat, suggestion or innuendo that an employee's job or advancement, assignment, salary, etc., or a student's grade or access to educational opportunities depends on tolerance of or submission to sexual demands.
- Any unwelcome or unwanted sexual contact with a supervisor, co-worker, student, or District employee.
- Creation of a hostile, intimidating, or offensive work or educational environment by any word or action of a sexual nature or because of the recipient's gender.
- Unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature if:
 - Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education or employment; or
 - Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education or employment; or
 - That conduct or communication has the purpose or effect of substantially interfering with an individual's educational or work performance, or of creating an intimidating, hostile, or offensive educational or work 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.

Any staff member, student, or other person who has been found, after appropriate investigation, to have sexually harassed a District employee, volunteer, parent, or student will be subject to disciplinary action up to and including discharge (for an employee), expulsion (for a student), or other appropriate sanctions permitted under applicable state and federal laws and consistent with applicable collective bargaining agreements.

Reporting Responsibilities:

District employees, students, parents, and volunteers are required to report any incidents of behavior that they consider to be sexual harassment, whether the behavior was directed at them or was observed to have been directed to another individual. All staff are responsible for receiving informal complaints and reports of possible sexual harassment and information and informing appropriate District personnel of the complaint or report.

All staff members and students are expected to cooperate fully with the investigation of any complaints of possible sexual harassment, providing complete and truthful information to the District's investigative team. Each staff member bears part of the responsibility for ensuring a working and educational environment free of sexual harassment by promptly reporting any violation of this policy and not condoning sexual harassment in the District.

How and Where to Report:

District employees should report concerns about possible sexual harassment to their immediate supervisor, to the District's affirmative action officer, or to the Executive Director for Human Resources. Employees are encouraged to read Board Policy No. 5113, Harassment/Sexual Harassment, in its entirety.

Children in the Workplace

The District rarely allows employees' children, grandchildren or other children to accompany the employee at work. The employee is compensated for his/her expertise, including thoughtful focus on the professional tasks at hand. Supervising or caring for young children, or even older children, in the workplace is a distraction to the employee and may be a distraction to other employees, students and patrons.

There are three situations when an employee may have a child at work:

- With the supervisor's prior approval, a child may accompany the employee on the designated "Bring Your Child to Work Day" as long as the child's safety is not at risk and the employee is able to do his/her basic job.
- Teachers may bring a child to assist with set-up or packing on the SSD designated teacher workdays as long as the child is old enough to work independently and actually assist the employee.
- Teachers may bring children with them to the school site when working on non-work, non-paid days as long as the child is fully supervised by the parent and does not interfere with the work of other adults in the building.

Animals in Buildings

Employees' pets/animals may not accompany the employee to work, and animals are not allowed in the buildings under normal circumstances. These are the situations which, in rare occurrences, the administrator may give approval to have an animal in a building:

- The animal is specifically relevant for a curricular program which has been approved by the Teaching and Learning office.
- The use of a guide dog is required for students/staff/patrons with physical handicaps.
- On occasion and when identified in the student learning plan, time with an animal may be used as an incentive for student learning.
- Student "show and tell" when the animal is only at school for that specific portion of the day.

The person wishing to bring the animal into a building in a situation detailed above must receive permission from the building administrator. If the administrator determines that the request meets one of the criteria above, she/he will give written approval and will provide limits and guidelines for having the animal at school. All permissions which are granted will have a disclaimer signed by the owner of the animal indemnifying the School District from injury or harm by the animal while on a school campus or work site.

Animals will not be allowed in any building for an extended period of time and may not be near a kitchen, cafeteria or health room. Animals must be caged or otherwise secured at all times while in a school building.

Human Resources

Questions for Human Resources

- Seniority lists
- Expiration date of required certificate
- Number of substitute days in the District
- Clock hours
- FMLA and Leaves of Absence
- Monthly deductions for medical/dental
- Dependent coverage
- Unemployment compensation
- Resignation packet
- Salary schedule placement
- Life Insurance
- Available dollars for medical plans
- Medical and dental claim forms
- Retirement packet

Questions About Retirement: Contact the Washington State Department of Retirement Systems with specific questions at 1-800-547-6657.

Employee Benefits

Medical insurance programs are offered to eligible District employees. Eligibility for medical, dental, vision, life and long term disability insurance is based on a minimum .5 FTE (full time equivalency employment based on 1440 hours). Eligibility and coverage for specific plans vary according to the employee's bargaining group.

New employees may enroll in benefits within 30 days of employment. The coverage commences on the first day of the month following a full month of employment or as indicated in the work agreement. All employees may enroll, add dependents (including domestic partners and their dependents) or transfer companies during the open enrollment period to have coverage changes effective October 1st. Enrollment for current employees will not be open again until the following year, except for enrollment of new dependents (within 30 days). Information regarding medical insurance rates will be sent out prior to the open enrollment period. Employees' prior year medical, dental and vision enrollment continues unless changes are made by the employee.

There is a Benefits and Wellness Fair hosted by the District every year. Contact the HR Department at (253) 891-6025 for more information.

Online access to benefit information can be found on the District website. Log onto the Staff Resources section at <http://www.sumner.wednet.edu/staff/pages/benefits.html> and enter the below ID and password:

Enter ID: staff (*lower case*)
Password: ssdstaff (*lower case*)

Benefits Contact Information

<i>Provider</i>	<i>For</i>	<i>Group #</i>	<i>Customer Service</i>
Premera Blue Cross Medical	Eligible Employees	8000230	1-800-345-6784
Premera Vision WEA	Certificated Employees	WEA	1-800-345-6784
Group Health Options	Classified/Administrative Employees	6032300	1-888-901-4636
Group Health Cooperative	Certificated Employees	6290600	1-800-901-4636
KPS Health Plans 2, 3, or 4	Classified/Administrative Employees	Plan 2 22920 Plan 3 22922 Plan 4 22924	1-800-552-7114
Assurant/Fortis Dental	Classified/Administrative Employees	K1900232	1-866-611-2874
Washington Dental	Certificated Employees	00186	1-800-554-1907
Willamette Dental	Eligible Employees	W320	1-800-360-1909
Northwest Benefit Network – NBN (Vision)	Classified/Administrative Employees	Plan SM	1-800-732-1123
Standard Insurance (Life/LTD)	Eligible Employees	607532-C	1-800-848-5132
Additional Voluntary Life - Standard Insurance	Eligible Employees	Standard Insurance	1-800-848-5132
EAP Horizon Health	All Employees	No Group #	1-888-293-6948
UNUM	All Employees		1-800-672-1600

District-Paid Life Insurance Coverage

Eligible employees are provided a Term Life Insurance with an Accidental Death/Dismemberment benefit through Standard Insurance. Each newly eligible employee must complete a beneficiary form within 30 days of eligibility. *Beneficiary designations continue in effect from year to year unless a subsequent beneficiary form is completed. Beneficiary changes can be made at any time at the Human Resources Office.*

Long Term Disability Insurance

Eligible employees are provided a Group Long Term Disability Insurance policy through Standard Insurance. Employees who become disabled while covered on this plan can receive a disability benefit after the 30-day waiting period. Claim forms are available in the Human Resources Office.

COBRA (Consolidated Omnibus Budget Reconciliation Act)

The American Recovery and Reinvestment Act of 2009 (ARRA) provides for a 65% reduction in COBRA premiums for certain assistance eligible individuals for up to 9 months. An assistance eligible individual is a COBRA “qualified beneficiary” who meets all of the following requirements:

- Is eligible for COBRA continuation coverage at any time during the period beginning September 1, 2008 and ending December 31, 2009;
- Elects COBRA coverage (when first offered or during the additional election period), and

- Has a qualifying event for COBRA coverage that is the employee's involuntary termination during the period beginning September 1, 2008 and ending December 31, 2009.

In addition to the ARRA, Federal law (COBRA) gives employees and their qualified dependents 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 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 elect to exercise their COBRA rights, and must pay the total premiums required for coverage prior to the deadline.

It is the employee's responsibility to notify Human Resources of any change within the family unit, so that the appropriate notices may be sent in a timely manner. The District will provide a written notice to covered family members, which describes their separate rights under COBRA, (such as the rights of a divorced spouse to continue coverage by payment of applicable premiums or a child that no longer qualifies as a dependent).

FLEX Plan (Section 125)

Premium Only Plan (Automatic): Premium Only coverage allows employees to pay the employee portion of their monthly contribution towards health coverage on a pre-tax basis. Employees are automatically entered into the Section 125 agreement when they first become eligible for insurance coverage or during an open enrollment period. If you decline to participate in the premium only plan you need to complete an election form each year in November. The amount of pre-tax dollars set aside for the current plan year is irrevocable unless there is a change in family status as defined in the plan. A prior year election continues unless the employee cancels the agreement during the open enrollment period or due to a change in family status.

Health Care Flexible Spending Account (Annual Election): Employees may contribute up to \$5,000 per year into an account to pay for medical, dental & vision expenses for self and/or dependents. All dollars contributed to this account are exempt from Federal Withholding and Social Security. By law, all money contributed into this account must be used within that year or the money must be forfeited to the employer.

Dependent Care Flexible Spending Account (Annual Election): Employees may contribute up to \$5,000 per year into an account to pay for child and dependent care expenses. All dollars contributed to this account are exempt from Federal Withholding and

Social Security. By law, all money contributed into this account must be used within that year or the money must be forfeited to the employer.

Retirement Programs

Retirement programs for eligible employees are offered through the Washington Teacher Retirement Systems (TRS for certificated) and the Washington School Employee's Retirement System (SERS for classified). Employee must select within 30 days of employment. Questions on the programs may be directed to the Washington State Department of Retirement Systems, Olympia (1-800-547-6657). Information is available on-line at www.drs.wa.gov.

Attendance and Bargained Leaves

Attendance Expectations: Good employee attendance and punctuality in reporting to work are expected by the Sumner School District. A Request for Leave form must be submitted for any pre-planned absence from work e.g., personal leave, medical leave, etc. The leave request will be forwarded to the District Administration Office through an employee's immediate supervisor.

Absences and Leaves: The purpose of public school is to educate students. Therefore, employees should adhere to their assigned work schedule and should avoid commitments which would result in excessive absences. Nevertheless, there will be times when an absence is necessary. **All certificated and para-educator staff must call the automated substitute system at 1-(800)942-3767 or log onto www.aesoponline.com to record their absence and/or secure a substitute.** Refer to the User Guides for telephone/internet for Certificated Absences and Request for Sub, which is available in your school office. Please specify the length of the absence; you may use the telephone or internet to extend the absence as necessary.

All other employees who are going to be absent must call their supervisor, or the secretary in the office, to report the absence whether a substitute is obtained or not. Some categories of employees may not require a substitute. Other employees may be replaced only if they are to be absent for an extended period of time. Replacements for classified employees, when appropriate, are obtained by the Human Resources Office in cooperation with the supervisor.

Requests for a Doctor's Note: Employee absences that interfere with the consistent education of students may be subject to request for a doctor's note. Examples include but are not limited to: reported leave abuse or absences reported as sick leave that lengthen vacations, personal days, or weekends. In addition, absences of more than three days and/or any unusual pattern of absence may be subject to request for a doctor's note.

Return to Work: If you had a doctor's note to miss work, you will need a doctor's note to release you to return to work. If you are not released for full duty, a physical capacity form must be completed by your doctor and returned to your supervisor prior to returning to work. The physical capacity form is available at all worksites and is a part of the Workers

Compensation Packet if you have an on-the-job injury. No light/modified duty can be considered until a physical capacity form is submitted and your job requirements assessed.

Family and Medical Leave Act

Employees who have worked for the District at least one (1) year and have worked at least 1,250 hours in the year preceding the commencement of the requested leave are entitled to twelve (12) work weeks of **unpaid** leave in the event of the following circumstances:

- To care for a newborn child, an adopted child of the employee who is under the age of eighteen at the time of placement for adoption, or a newly placed foster child.
- To care for a spouse, parent or child of the employee who has a serious health condition.
- To care for a parent defined as a biological, adoptive, step, or foster parent, or an individual who stood *in loco parentis* to you as a child.
- To care for a child to whom you stand *in loco parentis*.
- May take leave for a ‘qualifying exigency’ arising out of a covered family member’s active duty or call to active duty in the Armed Forces in support of a contingency plan (i.e. the need to fulfill family and child care responsibilities for covered service members); and/or to care for a spouse, son, daughter, parent or next of kin who has incurred a serious injury or illness in the line of duty while on active duty in the Armed Forces provided that such injury or illness may render the family member medically unfit to perform duties of the member’s office, grade, rank or rating.
- Employee who is a victim of domestic violence, sexual assault, or stalking or an employee whose family member (child, spouse, parent, parent-in-law, grandparent, or person with whom the employee has a dating relationship) is a victim may take “reasonable leave, intermittent leave or leave on a reduced leave schedule with or without pay”.
- If the employee's own serious health condition renders the employee unable to perform his or her job. Incidental sick days are not covered by this policy unless they relate to a serious health condition (e.g., chemotherapy treatments, kidney dialysis, etc.).

Birth or Adoption of a Child:

The District shall grant leave upon the same terms to male employees as is available to female employees upon the birth or adoption of the employee's child. Leave shall be granted upon the same terms to employees who become adoptive parents as is available to employees who become biological parents. Such leave is available only when the child lives in the employee's household at the time of birth or initial placement.

Leave taken for newborn or adopted child care shall be completed within one (1) year after the date of birth or placement for adoption. If both parents of a newborn or newly-adopted child are employed by the District, they shall be entitled to a total of twelve (12) work weeks during the twelve month period following birth or placement for adoption, and leave shall be granted to only one parent at a time. There is no pooling effect for spouses if the family leave is related to a serious health condition. Family leave authorized under this policy must be taken full-time and consecutively unless intermittent or reduced leave is medically necessary.

For instructional staff, an extended unpaid leave of absence for a period up to the beginning of the next school term or school year may be approved at the discretion of the Superintendent based upon consideration of educational program needs and the desires of the staff member, together with any recommendation of professionals such as medical practitioners or counselors regarding the leave request.

Instructional staff may not take reduced or intermittent leave when it would constitute twenty percent (20%) of the number of working days in the period during which the leave would extend without the approval of the Superintendent. An instructional employee may be transferred to an alternative equivalent position that would accommodate reduced or intermittent leave, if such a position is available. Nothing in this section shall preclude the use of accumulated sick leave to care for a child under the age of eighteen (18) with a health condition that requires treatment or supervision.

Verification and Certification of Medical Condition:

Eligible employees will be required to give a copy of medical certification for their own or a family member's serious health condition. Certification must be made by the employee's or the ill family member's health care provider on a form provided by the District. An employee may not begin leave under this policy until the District receives proper medical certification.

The District may obtain the opinion of a second health care provider, at District expense, concerning any information pertinent to the employee's leave request. If the opinions of the health care providers differ in any matter determinative of the employee's eligibility for family leave, the two health care providers shall select a third provider, whose opinion, obtained at the employer's expense, shall be conclusive. A medical release allowing access to medical records by a qualified medical authority must be provided upon request by the District.

An employee returning from an authorized family/personal medical leave shall be entitled to the same position held by the employee when the leave commenced, or to a position with equivalent benefits and pay, or to any other position for which the employee is qualified within the District.

Reinstatement of an employee returning from leave need not occur if: a) the specific job is eliminated by a bona fide restructuring, or a reduction-in-force resulting from lack of funds or lack of work, b) an employee on family leave takes a position with another employer outside the home, or c) the employee fails to provide the required notice of intent to take family leave or fails to return on the established ending date of leave. Instructional staff may be required to delay their return from family leave to the beginning of the next semester under the following circumstances:

- The employee began leave five or more weeks before the end of the semester, the leave is for more than three weeks, the employee would otherwise return to work within three weeks of the end of the semester.

- The employee began (except for a personal health condition) less than five weeks before the end of the semester, the leave is for more than two weeks, and the employee would otherwise return to work within two weeks of the end of the semester.
- The employee began family leave (except for a personal health condition) three or fewer weeks before the end of the semester and the period of leave is more than five working days.

Definitions and Parameters:

- "Child" is defined as a biological, adopted or newly-placed foster child; a stepchild, a legal ward or a child of a person standing in loco parentis; includes a child eighteen (18) years of age or older who is incapable of self-care because of mental or physical disability.
- "Serious Health condition": The District intends to rely on the Family and Medical Leave Act of 1993's regulations for deciding whether an employee's condition is a serious health condition. 29 C.F.R. Part 825.100 et seq. Voluntary or cosmetic treatments that are not medically necessary are specifically not covered under this policy unless inpatient hospital care is required.
- The District may require employees to use accrued paid vacation, personal or sick leave to care for a new child, ill family member, or self.
- Health benefits provided under any group health plan will be continued for the duration of the family and/or personal medical leave at the level and under conditions coverage would have been provided if the employee had continued in employment during the leave. If the employee fails to return from leave for reasons not due to illness or circumstances beyond the employee's control, the employee must reimburse the District for all premiums paid during the leave. An employee who returns to work for at least thirty (30) calendar days is considered to have "returned" to work. *Arrangements must be made with the Human Resources Department prior to commencement of the leave for the employee to pay his or her share of the health insurance contribution while on family leave.*

Other Personnel Information

Employee Collective Bargaining Units: 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.

Employee Personnel Records: The Human Resources Office maintains a confidential, district-owned, permanent personnel file for each employee in the District. This file contains copies of all documents relating to employment in the Sumner School District, as well as a record of such information as the employee's name, address, telephone number and emergency contact. It is the responsibility of each employee to notify his/her supervisor and the Human Resources Office immediately of any changes that affect this important record. Each employee may inspect the District personnel file and can do so by

submitting a written request to the Executive Director of Human Resources. Each employee is expected to keep copies of all employment related documents provided.

Performance Evaluation: Evaluation of employee is required by law and/or District policy. The intent of the annual evaluation process is to provide feedback on job performance and assist the employee on a plan of professional growth. The focus of employee evaluation is on improvement and is based on a belief that each of us is striving for continued growth. At the completion of the evaluation, each employee will have the opportunity to review the completed evaluation form and discuss it with his/her supervisor. The employee will be asked to sign the completed form, verifying that it has been reviewed, and will have the opportunity to add comments if desired. A copy of the evaluation will be kept in the employee's personnel file and a copy will be given to the employee. For additional information or questions contact your immediate supervisor or the Human Resources Office at (253) 891-6025.

Business Services

Payroll

Access to employee payroll information can be found in Employee Access on the District website, www.sumnersd.org under Staff Resources (login's required). By clicking on the "Payroll" or "Personal Information" button, the following payroll information is available and printable:

- Check History
- Check Estimator
- Earnings (Calendar & Fiscal YTD)
- W-2 Information
- W-4 Information

Other Questions for Payroll

- Direct Deposit
- Payroll deductions
- W-2 form (year end)
- Personal leave buy back
- Sick leave buy back
- Retirement: General questions only

Questions for Retirement Contact the Washington State Department of Retirement Systems with specific questions at 1-800-547-6657.

Pay Periods

Payday for regular, contracted employees is the last business day of each month. Substitutes, casual employees and students are paid mid-month (two weeks prior to the last business day of the month.)

Printed pay stubs or warrants are delivered to department/building supervisors via District mail for distribution to employees. Employees may stop having a printed pay stub by notifying the Payroll Department. Payroll information is always available in Employee Access. An employee working in more than one location should let the Payroll Department know which work location they want to receive their pay stub. **The Sumner School District requires all employees to participate in the direct deposit of pay warrants. If you have not signed up for direct deposit you must pick up your pay warrant at the District Office.** Direct Deposit can be made to any financial institution. Direct deposit forms are available at the front office of your building and from payroll at (253) 891-6016.

Employees who leave the employment of the District will receive their final pay stub at the next regular payday. The pay warrant may be picked up in person or sent to the address on record.

Many employees work during the school year only. The District operates on a fiscal year from September 1st through August 31st. Those employees who do not work the full year

are paid over a 12-month period. This means that during the school year the monthly pay warrants will be approximately 1/12 of the school year earnings, which allows the employee to receive a pay warrant during the summer months. **Salary advances are not permitted.**

Payroll Deductions

In addition to the mandatory deductions (FICA, Medicare, federal withholding), automatic deductions are also made for retirement, if applicable. Optional deductions are available for United Way, tax-sheltered investments, professional union dues, Citizens for Education, the Sumner School District Foundation and credit union. All deduction information must be submitted to Payroll by the 12th of each month to be processed in that pay period except December when the cutoff is December 10th.

Attendance Incentive Program

Sumner School District provides the opportunity for employees to cash out some of their unused sick leave, accumulated above 60 days, on an annual basis. Unused sick leave may also be cashed out upon retirement, subject to state regulations. Further information is available on the District website within the Business Services and Payroll section - <http://www.sumner.wednet.edu/staff/pages/attendance.html> .

Purchases

All requests for purchases must receive prior approval from the appropriate administrator. Information is available from administrators or their secretaries.

Credit Union

All Sumner School District employees are eligible for a payroll deduction to the School Employees Credit Union of Washington, Seattle. If you wish to join the School Employees Credit Union of Washington you may obtain an enrollment packet from the Human Resources Office at **891-6025** or the credit union at School Employees Credit Union of Washington, Seattle **1-888-628-4010 toll free** or www.secuwa.org

GET Program

Washington's Guaranteed Education Tuition (GET) Program is available through payroll deduction. Enrollment information and the GET Payroll Deduction Form is available by visiting the staff resources section at <http://www.sumner.wednet.edu/staff/pages/get.html>.

403(b) and 457 Plan Investments

Sumner School District offers 403(b), 403(b) Roth and 457 plans for employee investment options. Detailed information is available on the District website within Staff Resources under the Investments link.

Business Services – Risk Management

Safety

Safety of the staff and students are the dual responsibility of the District and its employees. Accidents should be reported immediately (see Accidents – Employees and Students).

District staff may have the opportunity to participate on a building/department safety committee to monitor and update District safety procedures. A safety officer for the District analyzes and supports the District-wide program.

All personnel are expected to follow a few simple rules:

- Know the locations of exits, fire extinguishers and fire alarms in your building.
- Know the location of and become familiar with the **Emergency Procedures Manual**.
- Follow the safety rules for the District.

Contact the building safety committee or the District safety officer with problems, concerns or questions at **891-6015**.

Student Accidents/Incidents

In the event of a student accident or incident, a Student Incident Report will need to be completed immediately and submitted to the building supervisor/administrator. Student Incident Reports are forwarded to the Risk Manager and Health Services for review. For further information contact the Risk Manager at 253 891-6015.

Employee Accidents/Incidents

In the event an employee is injured on-the-job an Employee Incident/Accident report will need to be completed immediately and submitted to the building administrator or the supervisor of the employee reporting the accident. If medical attention is sought, completion of the Self Insurer Report (SIF2) will need to be completed along with the other documents. Detailed information is required in completing and submitting the report and more information may be requested upon investigation. All employees and volunteers are covered through our self insurer, Puget Sound Worker's Compensation Trust (PSWCT). PSWCT follows the Washington State Labor and Industries law. Medical expenses and any eligible time loss benefits for on-the-job injuries are paid through PSWCT, if claim is allowed. The Department of Labor and Industries (L&I) premium is paid jointly by the District (employer) and the employee, based on hours worked in each pay period. Claim packets are available at each work site for on-the-job injuries. If you need additional assistance, please contact the Risk Manager at 253 891-6015.

Hazardous Materials

All District employees are expected to be aware of materials in their work environment that are considered hazardous. Art supplies, duplicating fluids, white-out fluid, paint thinner and wax stripper are examples of hazardous materials commonly found in schools.

Knowledge of the proper safety procedures for using the materials is the responsibility of all staff. Proper ventilation should be of primary concern when working with hazardous chemicals. In addition, the District expects each employee to wear the protective equipment required on the labels of products or on the Material Safety Data Sheets (MSDS) of the products being used.

A Material Safety Data Sheet (MSDS) binder is located in each building office. Each employee should know the location of the MSDS binder in his/her assigned building and sign the log when referring to the binder for information. Call Maintenance and Operations for more information at **891-6300**.

Pesticide Notification, Posting and Record Keeping Annual Notification

The Washington state law requires public schools (K-12) and licensed day-care centers to provide annual notification of their pest control policies and methods, establish a system to notify parents/guardians and employees of planned pesticide use, and post signs where pesticides have been used. Notification procedures have been developed by the Sumner School District to assure compliance with the requirements of the Pesticide Application Act.

AHERA Annual Notification

All buildings owned and used by Sumner School District have been inspected and a Management Plan implemented as per the Asbestos Hazard Emergency Response Plan (AHERA). Copies of the Management Plan may be viewed at the Maintenance and Operations facility or at each individual facility upon request. Contact the Facilities Director, Sumner School District's designated person, if you have any questions or concerns regarding asbestos in Sumner School District facilities. The very little remaining suspect asbestos-containing materials are being maintained in a safe and healthful manner. There are no plans for abatement projects in the upcoming year.

Liability Coverage – Vehicle Vandalism

The District's liability insurance policy does not cover vandalism of employees' vehicles. To reduce the opportunity for vandalism, **please park your vehicle in the designated employee parking lot(s)**. The Puget Sound Risk Management Pool, the District's liability insurance, expects an employee's individual auto insurance to cover loss or damage from vandalism. Vandalism can happen anywhere - in a mall, a supermarket parking lot, a school parking lot, etc. Personal autos and other personal property brought to school/work by staff are done so at the employee's risk. The one exception to this standard is when blatant vandalism is clearly targeted by a specific student at a specific teacher's car. The District's policy does cover employees who may be injured or have their personal property damaged while engaged in the maintenance of order and discipline. This coverage applies, for example, if an employee is injured while breaking up a student fight or when one's glasses are broken while spotting a student in a sports activity. A vehicle used to go to and from work is not deemed to be "personal property used in the maintenance of order and discipline."

Communications & Community Relations

Communication between our schools, families and the community is critical to the success of staff and students. The Sumner School District Communications & Community Relations Office publishes several newsletters and reports on a regular basis for employees, families and community members. Schools also publish monthly newsletters. The Communications & Community Relations Office also manages the Web site and School Messages listserv program, organizes special events and coordinates media relations.

Staff Resources on the Web provides access to staff e-mail and other Web resources including employment opportunities, professional development tools, employee work calendars and staff lunch order forms. The **Staff Bulletin Board** provides online posting of news and information that is of general interest. All staff members may submit items for posting. Staff announcements and **Messages from the Superintendent** will be posted there, too.

The District wall calendar is produced annually. Families receive a calendar as part of a back-to-school mailing prior to the start of school. The calendar includes school schedules and key dates, in addition to important information about school academic programs. A 3Rs Handbook of student rights, responsibilities and regulations is also published annually.

The monthly newsletter of the Sumner School Board, *eHighlights!*, is an electronic communication produced following each meeting and features Board actions and discussions. This publication is available by e-mail subscription to staff, families and community.

District employees can read the *Community Newsletter* prior to publication and distribution to the community by visiting the Staff Resources section of the Web. Other publications produced periodically throughout the year, that contain news and information about students and staff around the District, construction updates and education-related news, are also available online. School Report Cards, as required by the No Child Left Behind Act, are posted to the Web site.

For more information call (253) 891-6070.

School Closures and Changes in School Operations

In the event of a change in school operations or closures due to inclement weather or other emergencies, information will be posted on the District website and provided to local broadcast news agencies. Families may also receive e-mail notification through [School Messages](#). The District's Emergency Hotline will have recorded updates.

It is the employee's responsibility to monitor broadcast news information, call the District Hotline at (253) 891-6001, or check the website for changes in school operations.

Professional Development

In the Sumner School District professional development is focused on developing the knowledge, skills, and attitudes required of teachers, administrators, and other school employees in order for students to learn and perform at high levels. For professional development to result in increased student success, individuals must focus efforts on the learning needs of the students in their schools.

Professional development occurs primarily at the building/department level. Inservice learning opportunities include trainings and classes for clock hours and late start days, curriculum development activities, beginning teacher mentor programs, book study groups, a teacher certification program, and new staff orientation. The state requires a School Improvement Plan that determines the focus of the professional development for each building.

The Professional Development Office is committed to long range planning that meets research-based criteria identified by the State of Washington:

- Uses data to determine the focus of professional development with special attention to closing the achievement gap.
- Enhances educators' content knowledge and pedagogy.
- Builds cultural competence and challenges barriers to equity for all students.
- Provides for adequate time, funds, and materials for full implementation.
- Prepares educators to work together.
- Builds broad-based support from all sectors of the organization and community.
- Includes a strong evaluation component

The Sumner School District believes in, and supports, lifelong learning for all employees. Educators have the opportunity to achieve their professional certification through our District ProTeach program. Accomplished teachers have the availability of substantial support to achieve National Board Certification.

In partnership with Puget Sound Educational Service District (PSESD), we are able to offer classes in our District to enhance the skills of our paraeducators and para/teacher teams. Our paraeducators have online access to paraeducator.com which enables them to complete the beginning requirements of their competencies.

For additional information contact the Professional Development Office at (253) 891-6054.

School Schedules
Wednesday 90-minute Student Late Start
Sumner School District #320
1202 Wood Avenue
Sumner, WA 98390 253 891-6000

Regular student late starts were initiated in 2008-2009 to provide consistent professional development time for staff during weekly scheduled student release time. This time for professional development will sustain continuous improvement that enhances student achievement for ALL students in our community.

School Schedules	Student Day	Wednesday Late Start Student Day	Teacher Day
Bonney Lake High School	7:25 a.m. - 2:20 p.m.	9:05 a.m. - 2:20 p.m.	7:05 a.m. - 2:50 p.m.
Sumner High School	7:25 a.m. - 2:20 p.m.	9:05 a.m. - 2:20 p.m.	7:05 a.m. - 2:50 p.m.
Lakeridge Middle School	7:25 a.m. - 2:20 p.m.	9:05 a.m. - 2:20 p.m.	7:05 a.m. - 2:50 p.m.
Mt. View Middle School	7:25 a.m. - 2:20 p.m.	9:05 a.m. - 2:20 p.m.	7:05 a.m. - 2:50 p.m.
Sumner Middle School	7:25 a.m. - 2:20 p.m.	9:05 a.m. - 2:20 p.m.	7:05 a.m. - 2:50 p.m.
Bonney Lake Elementary <i>10-11 School Year Only</i>	8:55 a.m. - 3:20 p.m.	10:25 a.m. - 3:10 p.m.	7:50 a.m. - 3:35 p.m.
Emerald Hills Elementary	8:45 a.m. - 3:10 p.m.	10:15 a.m. - 3:10 p.m.	7:50 a.m. - 3:35 p.m.
McAlder Elementary	8:45 a.m. - 3:10 p.m.	10:15 a.m. - 3:10 p.m.	7:50 a.m. - 3:35 p.m.
Maple Lawn Elementary	8:45 a.m. - 3:10 p.m.	10:15 a.m. - 3:10 p.m.	7:50 a.m. - 3:35 p.m.
Victor Falls Elementary	8:45 a.m. - 3:10 p.m.	10:15 a.m. - 3:10 p.m.	7:50 a.m. - 3:35 p.m.
Crestwood Elementary	9:20 a.m. - 3:45 p.m.	10:50 a.m. - 3:45 p.m.	8:25 a.m. - 4:10 p.m.
Daffodil Valley Elementary	9:20 a.m. - 3:45 p.m.	10:50 a.m. - 3:45 p.m.	8:25 a.m. - 4:10 p.m.
Liberty Ridge Elementary	9:20 a.m. - 3:45 p.m.	10:50 a.m. - 3:45 p.m.	8:25 a.m. - 4:10 p.m.

School Emergency Closures

In the event schools are closed or operational hours change because of snow or other emergencies, announcements will be broadcast on area t.v. and radio stations or on the Internet at www.psecs.wednet.edu. Employees should not call the District Administration Office to find out if they should come to work. Follow this guideline: **DO NOT REPORT** to work if school is closed. **REPORT TO WORK** at the later time if school is scheduled to start late.

Locations and Directions

<u>Location</u>	<u>Direction</u>
Central Office 1202 Wood Avenue Sumner, WA 98390 (253) 891-6000	All directions begin at Main St. and Wood Ave. in Sumner:
Bonney Lake Senior High 10920 199 th Ave. Ct. E. Bonney Lake, WA 98391 (253) 891-5700	<ul style="list-style-type: none"> ➤ Go east on Main Street to first stoplight ➤ Turn right on Valley Avenue; go south to Hwy. 410 entrance. ➤ Turn left onto Hwy. 410, go east up hill. ➤ Turn right at South Prairie Road East. ➤ Turn right on 200th Avenue Court East ➤ Turn right on 104th Street East
Sumner Senior High 1707 Main Street Sumner, WA 98390 (253) 891-5500	<ul style="list-style-type: none"> ➤ Go east on Main Street one block, on left.
Lakeridge Middle School 5909 Myers Rd. E. Bonney Lake, WA 98391 (253) 891-5100	<ul style="list-style-type: none"> ➤ Go east on Main Street to first stoplight ➤ Turn right on Valley Avenue; go south to Hwy. 410 entrance. ➤ Turn left onto Hwy. 410, go east. ➤ Turn left on 166th Street East. Continue up hill. ➤ Turn right on South Tapps Drive East. ➤ Turn right on Myers Road. ➤ Located approximately one mile on left.
Mountain View Middle School 10921 199 th Ave. Ct. E. Bonney Lake, WA 98391 (253) 891-5200	<ul style="list-style-type: none"> ➤ Go east on Main Street to first stoplight ➤ Turn right on Valley Avenue; go south to Hwy. 410 entrance. ➤ Turn left onto Hwy. 410, go east up hill. ➤ Turn right on South Prairie Road East. ➤ Turn right on 200th Avenue Court East. ➤ Located at the end of 200th Ave. Ct. E., on the left.
Sumner Middle School 1508 Willow St. Sumner, WA 98390 (253) 891-5000	<ul style="list-style-type: none"> ➤ Go south on Wood Avenue. ➤ Turn right on Willow Street. ➤ Located on left, just past Maple Lawn.
Bonney Lake Elementary For 2010-2011 SY Only 13802 Canyon Falls Blvd. Bonney Lake, WA 98391 (253) 891-4700	<ul style="list-style-type: none"> ➤ Go east on Main Street to first stoplight ➤ Turn right on Valley Avenue; go south to Hwy. 410 entrance. ➤ Turn left onto Hwy. 410, go east up hill. ➤ Continue East on Hwy 410 to South Prairie Road (just past Jack-in-the-Box) ➤ Turn Right on South Prairie Road ➤ At the next light, turn Right onto 200th Avenue E

	<ul style="list-style-type: none"> ➤ Turn Right on 104th Ave E, follow 104th (becomes 192nd Ave E) to stop sign ➤ Turn Left onto Rhodes Lake Road, follow Rhodes Lake Road (becomes 198th Ave E) ➤ Continue on 198th Ave to the round about. Take a right at first road - Cascadia Blvd. ➤ Follow Cascadia Blvd to the next round about and take a right at first road - Canyon Falls Blvd. <p>Turn left into school property at 13802 Canyon Falls Blvd.</p>
<p>Crestwood Elementary 3914 W. Tapps Dr. E. Bonney Lake, WA 98391 (253) 891-4550</p>	<ul style="list-style-type: none"> ➤ Go east on Main Street to first stoplight ➤ Turn right on Valley Avenue; go south to Hwy. 410 entrance. ➤ Turn left onto Hwy. 410, go east. ➤ Exit Hwy. 410 at 166th Street. ➤ Turn left on 166th Street East. Continue up hill. ➤ Turn right at light onto West Tapps Drive (fire station is on your right). ➤ Located on right, approximately one-half mile.
<p>Daffodil Valley Elementary 1509 Valley Ave. Sumner, WA 98390 (253) 891-4600</p>	<ul style="list-style-type: none"> ➤ Go east on Main Street. ➤ Turn left on Valley Avenue. ➤ Located on right approximately one-half mile.
<p>Emerald Hills Elementary 19515 South Tapps Dr. E. Bonney Lake, WA 98391 (253) 891-4750</p>	<ul style="list-style-type: none"> ➤ Go east on Main Street to first stoplight ➤ Turn right on Valley Avenue; go south to Hwy. 410 entrance. ➤ Turn left onto Hwy. 410, go east. ➤ Exit Hwy. 410 at 166th Street. ➤ Turn left on 166th Street East. Continue up hill. ➤ Turn right on South Tapps Drive East. ➤ Located on left, approximately 2.5 miles.
<p>Liberty Ridge Elementary 12202 209th Ave. Ct. E. Bonney Lake, WA 98391 (253) 891-4800</p>	<ul style="list-style-type: none"> ➤ Go east on Main Street to first stoplight ➤ Turn right on Valley Avenue; go south to Hwy. 410 entrance. ➤ Turn left onto Hwy. 410, go east up hill. ➤ Turn right on 214th Street East. ➤ Turn right on 120th Avenue East (fire station on right). ➤ Turn left on 209th Avenue East. ➤ Located at the end of the street.
<p>Maple Lawn Elementary 230 Wood Avenue Sumner, WA 98390 (253) 891-4400</p>	<ul style="list-style-type: none"> ➤ Go south on Wood Avenue. ➤ Located on the right, on the corner of Willow and Wood.
<p>McAlder Elementary 15502 96th St. E. Puyallup, WA 98372 (253) 891-4500</p>	<ul style="list-style-type: none"> ➤ Go east on Main Street to first stoplight ➤ Turn right on Valley Avenue, head south. Valley Avenue turns into Orting Hwy. after it crosses Hwy. 410 viaduct. ➤ Continue on Orting Hwy. to 96th Street East ➤ Turn left on 96th Street East. ➤ Located on right, approximately ¼ of a mile.

<p>Victor Falls Elementary 11401 188th Ave. Ct. E. Bonney Lake, WA 98391 (253) 891-4700</p>	<ul style="list-style-type: none"> ➤ Go east on Main Street to first stoplight ➤ Turn right on Valley Avenue; go south to Hwy. 410 entrance. ➤ Turn left onto Hwy. 410, go east up hill. ➤ Turn right on South Prairie Road. ➤ Turn right on 200th Avenue Court East. ➤ Turn right on 104th Street East. ➤ Turn right at “T” in the road. ➤ Follow Rhodes Lake Rd. down hill and to the right. ➤ Turn right on 188th Ave. Ct. E. ➤ Located at the end of 188th Ave. Ct. E.
<p>Elementary #9 13802 Canyon Falls Blvd. Bonney Lake, WA 98391</p>	<p>See Bonney Lake Elementary directions above.</p>
<p>Sunset Chev Stadium District Athletic Office 1707 Main St. Sumner, WA 98390 (253) 891-5555</p>	<ul style="list-style-type: none"> ➤ Go east on Main Street two blocks. ➤ Located on the left, just past Sumner High School.
<p>Support Services Center 19701 104th St. E. Bonney Lake, WA 98391</p> <p style="padding-left: 40px;">Transportation: (253) 891-6400</p> <p style="padding-left: 40px;">Child Nutrition: (253) 891-6450</p> <p style="padding-left: 40px;">Maint & Operations: (253) 891-6300</p>	<ul style="list-style-type: none"> ➤ Go east on Main Street to first stoplight ➤ Turn right on Valley Avenue; go south to Hwy. 410 entrance. ➤ Turn left onto Hwy. 410, go east up hill. ➤ Turn right on South Prairie Road. ➤ Turn right on 200th Avenue Court East. ➤ Turn right on 104th Street East. ➤ Located one block, on left.
<p>Recreation Department Robert Miller Gymnasium 1509 Valley Ave. Sumner, WA 98390 (253) 891-6500</p>	<ul style="list-style-type: none"> ➤ Go east on Main Street. ➤ Turn left on Valley Avenue. ➤ Located on right, approximately one-half mile, behind Daffodil Elementary.

**2010-2011 School Year
Summer School District Mileage Chart**

Mileage Chart

Summer School District

(One Way Measurements)

Location	ADM	BLHS	SHS	SMS	MMS	LMS	BLE	CWE	DVE	EHE	LRE	MLE	MCE	VFE	#9	Spt Svcs	Rec	Sun Stad
Admin/Central		6.3	0.4	0.9	6.3	5.1	4.9	5.0	0.8	6.1	7.9	0.8	3.2	7.1	10.0	6.1	0.8	0.4
BLHS	6.3		5.8	5.4	0.0	4.2	2.9	6.3	6.3	4.2	3.3	5.3	5.3	1.8	4.0	0.5	6.3	5.8
SHS	0.4	5.8		1.0	5.8	4.6	5.1	4.3	0.6	5.7	7.9	0.9	2.9	6.8	9.6	5.7	0.6	0.0
SMS	0.9	5.4	10.		5.4	5.0	4.4	5.8	1.2	6.0	7.1	0.1	2.5	6.9	9.2	5.3	1.2	1.0
MMS	6.3	0.0	5.8	5.4		4.2	2.9	6.3	6.3	4.2	3.3	5.3	5.3	1.8	4.0	0.5	6.3	5.8
LMS	5.1	2.4	4.6	5.0	4.2		2.0	3.0	5.5	1.9	8.8	4.6	6.4	5.6	7.5	4.0	5.5	4.6
BLE	4.9	2.9	5.1	4.4	2.9	2.0		4.9	5.4	1.8	4.7	4.2	5.9	3.9	7.2	2.5	5.4	5.1
CWE	5.0	6.3	4.3	5.8	6.3	3.0	4.9		4.7	2.1	8.5	5.7	6.1	8.2	10.3	6.2	4.7	4.3
DVE	0.8	6.3	0.6	1.2	6.3	5.5	5.4	4.7		5.9	8.0	1.1	3.1	7.4	10.0	6.2	0.0	0.6
EHE	6.1	4.2	5.7	6.0	4.2	1.9	1.8	2.1	5.9		6.7	6.0	7.7	8.8	9.1	3.7	5.9	5.7
LRE	7.9	3.3	7.9	7.1	3.3	8.8	4.7	8.5	8.0	6.7		7.0	5.2	2.0	3.4	2.8	8.0	7.9
MLE	0.8	5.3	0.9	0.1	5.3	4.6	4.2	5.7	1.1	6.0	7.0		2.2	6.5	9.1	5.2	1.1	0.9
MCE	3.2	5.3	2.9	2.5	5.3	6.4	5.9	6.1	3.1	7.7	5.2	2.2		3.6	6.8	4.8	3.1	2.9
VFE	7.1	1.8	6.8	6.9	1.8	5.6	3.9	8.2	7.4	8.8	2.0	6.5	3.6		4.0	1.3	7.4	6.8
Elem. #9	10.0	4.0	9.6	9.2	4.0	7.5	7.2	10.	10.0	9.1	3.4	9.1	6.8	4.0		4.1	10.0	9.6
Sup Serv	6.1	0.5	5.7	5.3	0.5	4.0	2.5	6.2	6.2	3.7	2.8	5.2	4.8	1.3	4.1		6.2	5.7
Rec	0.8	6.3	0.6	1.2	6.3	5.5	5.4	4.7	0.0	5.9	8.0	1.1	3.1	7.4	10.0	6.2		0.6
Sunset Stad	0.4	5.8	0.0	1.0	5.8	4.6	5.1	4.3	0.6	5.7	7.9	0.9	2.9	6.8	9.6	5.7	0.6	
Admin to ESD	24.2																	
SPI (Olympia)	45.0																	
Spokane	295.0																	

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