

Make sure your students are always supervised

It's important to understand that proper supervision of students is a professional responsibility required by the state's Code of Professional Conduct. While it's not always possible to watch every single student in your class 100% of the time, teachers and other school employees are expected to exercise good judgment in ensuring that students are never left unsupervised.

Here are some tips to make sure your students are safe, as well as helping to prevent you from being disciplined, sued, or possibly having your certificate revoked:

- Be in visual contact with your class at all times, especially when you step out of the room to meet with an individual student or other staff member.
- If you need to leave the room to run to the office or use the restroom, make sure you've arranged for another staff member to watch your class in your absence. Never leave students unattended in your classroom.
- If you teach subjects such as lab sciences, tech/ industrial arts, physical education or any other class in which student safety is of greater concern than in a regular classroom, the standards of supervision are higher for you.
- If you send students out of the classroom to work on projects, make sure they are clear as to what your expectations are for their behavior. Only send students who have demonstrated to you that they will behave responsibly. Be aware of equipment or other situations that might tempt students to get into trouble or cause them physical harm. Check on your students frequently.
- If the physical environment of your classroom or existence of other factors causes you to feel you're unable to adequately supervise your students, it's important to meet with your building principal to resolve these concerns as soon as possible. Document your concerns in writing to your building administrator and keep a copy for yourself. If you need help getting your concerns resolved, please contact the LWEA office.

Continued on page 2

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*Kevin Teeley,
President*

In this issue

- Open Enrollment (2)
- Change your name or address (2)
- Explain the days (2)
- Membership cards (3)
- How do I get my Update? (4)

Students are always supervised, continued from page 1

Almost 45% of staffs report that they do not know what to do if they observe a group of students that are not supervised after school. If you see a group of unsupervised students after school hours, you should:

- Approach the group of students and ask them about why they are on campus.
- If students are there for an event, direct them to the location of the event.
- If the students are just hanging out at school, let them know the school is closed and that it is time to go home.
- After informing the students of their need to leave the school, it would be best to inform the afternoon/evening campus security monitor who can do a visual sweep through the area.
- If you notice the same student(s) on school property without a purpose on multiple locations, you should let a building administrator know.

Following these guidelines will likely prevent any problems from happening. If, however, you find yourself faced with an accusation that you've failed to properly supervise your class, especially if the injury of a student is involved, contact the LWEA office immediately (425-822-3388).

Planning to retire this year?

The District is holding informational meetings where payroll staff will go over sick leave cash-out, VEBA, Cobra, medical and optional benefits, etc. The meetings will be held at the Resource Center on the following dates:

- Wednesday, May 2, 4-5 PM (Board Room)
- Wednesday, June 6, 4-5 PM (Morton Johnson room)

To register, contact [Carmen Simpson](#). Don't miss this opportunity to ask questions about your retirement.

Honoring retirees

The annual Retirement Reception to honor retiring district staff has been scheduled for Wednesday, June 13, at 4 PM in the Resource Center Boardroom. The reception is hosted by the LWSD and the Beta Iota Chapter of Alpha Delta Kappa. Plan to attend and support those being honored.

In an effort to honor each retiring employee this year, the group has requested that individuals or schools use the contacts below to report the names of retirees to be sure that everyone is included in the program:

- [Peggy Solum](#) (Kamiakin, 425-936-2400) for certificated employees.
- [Collin Sullivan](#) (Resource Center, 425-936-1300) for classified employees.



LWEA Office

10604 NE 38th Place, Suite 212

Kirkland, WA

425-822-3388

UniServ Rep: [Jennifer Silves](#)

Office Manager: [Sheila Hagerman](#)

Admin Assistant: [Terri Neely](#)

LWEA Officers and Executive Committee

President:

[Kevin Teeley](#)

LWEA Office / 425-822-3388

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RHS / 425-936-1800

Primary Rep:

[Heidi Wilson](#)

Parks / 425-425-936-2650

Intermediate Rep:

[Gerry Wilson](#)

Muir / 425-936-2640

Middle School Rep:

[Peggy Solum](#)

Kamiakin / 425-936-2400

High School Rep:

[Katie Badger](#)

RHS / 425-936-1800

Specialists Rep:

[Marilyn Hargraves](#)

LWHS / 425-936-1700

Special Services Rep:

[Sarah Cooper](#)

Juanita Elementary Preschool /
425-936-2570

Ethnic Minority Rep:

[Maryziel Galarpe](#)

Blackwell / 425-936-2520

LWEA Office:

425-822-3388

Master's degree in teacher leadership from SPU

You are invited to attend an Informational meeting to learn more about Seattle Pacific University's Master of Education in Teacher Leadership program. This event will take place at 4:40 PM on May 3, 2018, at the the LWSD Resource Center (Waverly meeting room).

The MEd in Teacher Leadership Program at SPU offers teachers current educational theory, research and professional practices to enhance not only their knowledge and skills as they serve their students, but also provides a foundation of leadership skills to enhance teacher capabilities in many school-based roles, from department chair, to instructional coach. The unique aspect of this program is that it is cohort-based, offering a combination of online classes as well as face-to-face courses offered in your own district, with instructors who are both from the university, but also your own district teachers and leaders. The cohort-based program also offers a tuition discount. In addition, you can use some of the elective credits as Pro Teach or National Board credits if this is something you are interested in.

To learn more about this program and/or if you have any questions, please attend this Information Meeting, please contact [Robin Henrikson](#), chair of the Master in Teacher Leadership Program or [Karen Ripley](#), your district coordinator

Deadline extended

The Beta Iota Chapter of Alpha Delta Kappa, the international honorary organization for women educators, is pleased to announce a \$500, non-renewable scholarship for a certificated female staff currently employed in LWSD.

The scholarship must be used for courses that are required for professional employment or advancement with either a Bachelor's degree in the field of education that is different from any previous area of study for previously earned degrees, a certification program (CTE), ProTeach, National Board), or a Master's degree in education.

The deadline to submit applications for the 2018 scholarship has been extended to 4 PM on April 27, 2018. The winner of the scholarship will be awarded at the annual Retirement Tea on June 13 at the LWSD Resource Center.

Scholarship applications are available by contacting [Sheila Hagerman](#) in the LWEA office.

Sick leave needed

Elizabeth Miles, librarian at Redmond Elementary, is still in need of sick leave. She is in recovery mode after 2 surgeries and needs the additional time to cover the amount days she will need to be out. Please complete a Shared Leave Donation Form and send it to HR.

FOR SALE

2008 **VW Jetta**, well maintained w/ all maintenance records. Heated front seats & side mirrors, push button traction control, truck bike rack, snow chains, + all weather floor mats. Current tabs, passed emissions in 12/17. New spark plugs & ignition coils in 11/17. Car fax available. 123K miles, 1 owner, good condition. \$5,750. Jennifer Bendix (JHS) 425-244-0055 or jenniferannstevens79@gmail.com.

Singer Sewing Machine, model 4832c, good shape, \$80. **Longaberger Baskets** (7), good shape - pictures available, \$150. **Softride HD Bike Rack**, has held 6 bikes on it, \$150. **Neck Traction**, Posture Pump 1100-SX, disc hydrator, \$75. Terri Neely (LWEA) 425-443-2619.

Saunders Lumbar STx Traction Device System: This system has the same features as the Saunders Lumbar HomeTrac in a larger version. The STx can be placed on a treatment table for clinical use or sent home w/ patient. Great shape, originally sold for over \$1,000 – selling for \$300. Terri Neely (LWEA) 425-443-2619.



Looking for something in the contract?

The LWSD/LWEA contract can sometimes be a confusing place when you are looking for information. If you are looking for specific information on a certain subject, there are a couple of places you can look to make the search much easier:

- Index – the last page of the contract has a very comprehensive index of items that you may need and the specific page number(s) of where to find them.
- Search – if you are looking at the contract on the LWEA website or the LWSD Portal, you can search for a phrase or set of words. From the edit toolbar – pull down to “Find” and fill in the specific item you need to find.

You can access the LWSD/LWEA contract on the LWEA [website](#) or on the LWSD Staff Portal.

Marketplace

Ads are run in the Update on a first come, first served basis. All ads need to be in written form. Send directly to Sheila Hagerman at shhagerman@lwsd.org.

Ads are subject to approval of the LWEA Executive Committee and may be edited for length.

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LWEA Website

Lakewashingtonea.org

[Facebook](#)

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Calendar

April 19-21
WEA RA in Spokane

April 24
Rep Assembly

April 25
Administrative Professionals Day

April 27-28
Retirement Seminar

