



Eastmont
School District

District Administration Office

Regular Hours: 7:30 - 4:30 on Monday-Friday

800 Eastmont Ave, East Wenatchee, WA 98802

(509) 884-7169 Fax (509) 884-4210

SUBSTITUTE HANDBOOK

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School and Student Hours

Arrival times for substitutes are based on times listed in Red Rover for the assignment.

Cascade Elementary Trevor Summers, Principal Jennifer Robichaux, Asst. Principal 2330 N Baker, East Wenatchee, WA 98802	884-0523	Fax 886-1446	Student Hours 8:25 - 3:10
Grant Elementary Kirsten Mittelstaedt, Principal Caitlin Walters, Asst. Principal 1430 SE 1 st St, East Wenatchee, WA 98802	884-0557	Fax 886-7219	8:35 - 3:20
Kenroy Elementary Kristy Daley, Principal Erin Coyle, Asst. Principal 601 N Jonathan, East Wenatchee, WA 98802	884-1443	Fax 884-0732	8:25 - 3:10
Lee Elementary Jamea Connor, Principal Kerrie Dufour, Asst. Principal 1455 N Baker, East Wenatchee, WA 98802	884-1497	Fax 886-14198	8:35 - 3:20
Rock Island Elementary John Reichman, Principal 5645 Rock Island Rd, Rock Island, WA 98850	884-5023	Fax 884-1720	8:35- 3:20
Clovis Point Intermediate School Amy Dorey, Principal Dominique Coffin, Asst. Principal 1855 SE 4 th St, East Wenatchee, WA 98802	888-1400	Fax 888-1401	8:35– 3:20
Sterling Junior High School Chris Hall, Principal David Garcia and Victoria Robins, Asst., Principals 600 N James, East Wenatchee, WA 98802	884-7115	Fax 886-7503	7:45- 2:30
Eastmont Junior High School Elia Alailima-Daley, Principal Holly Cornehl, Jared Jaeger, Assistant Principals 905 NE 8 th St, East Wenatchee, WA 98802	884-2407	Fax 884-1988	7:45- 2:30
Eastmont High School Eastside Alternative Programs Lance Noell, Principal Jim Schmutzler, Stacia Hardie, Jon Abbott, Tom McRae, Assistant Principals 955 NE 3 rd St, East Wenatchee, WA 98802	884-6665	Fax 884-8805	7:45- 2:30

Dear Substitute:

We are delighted to welcome you to the Eastmont School District, and we appreciate your commitment to being a valuable member of our community. Your role will play a crucial part in supporting both the staff and students within the district.

To assist you in navigating your new position, we have prepared this comprehensive handbook filled with essential information. Inside, you will find key names and addresses, along with valuable tips and hints that we believe will contribute to a successful and fulfilling experience.

As you embark on this journey, we extend our best wishes for an outstanding year, and we hope that your time in the Eastmont School District is both enriching and positive. Should you require further assistance, please do not hesitate to contact the Human Resources Department at 509-884-7169.

Sincerely,

Kayla Brown
Executive Director of Human Resources

Introduction

In every school district, there is a continuing need for well-qualified substitutes in offices, maintenance, buses, etc. – persons who are available on short notice and have the confidence and ability to step in and perform in a situation that is new to them. We in the Eastmont School District sincerely appreciate the valuable service of these special substitutes.

Substitutes help to bridge the gap left by the employee's absence. In order to help close the gap, this handbook has been developed to aid our substitutes. It will be available to you when you are accepted for the substitute list and can be used as a guide throughout the year. If you have questions still unanswered after reviewing this handbook, please give the Human Resources Department a call at **509-884-7169**.

Since there are changes in the duties and responsibilities of substitutes in each situation, each building will have additional materials for the substitute, which will pertain only to that building. This material will be available at the office on your first visit to the school.

General Employment Information

To be considered for substitute employment with the Eastmont School District, the following documentation is required:

- ✓ A completed online employment packet
- ✓ Complete all I-9 documentation
- ✓ Current fingerprints on file with the Washington State Patrol with a satisfactory report
 - o If your fingerprints are not current, please contact the North Central Educational Service District at 509-665-2610 for an appointment.
- ✓ Complete online Safe Schools Training
- ✓ Hold a current teaching certificate: Certificated Staff Only

An application to work as a substitute does not constitute an application for regular employment. Visit our website www.eastmont206.com for position postings.

Professional Expectations and Boundaries

Professional Ethics

All school records and reports must be handled with care. Many records are of a confidential nature and are maintained in order to provide information on child development for the professional staff. It is essential that you not divulge any confidential information, which has been received from contact with children and other people in the profession.

As a substitute traveling from school to school, you will observe many situations and modes of operation. We hope that you keep in mind that employees do not all work in the same way.

Comparisons among the various classrooms, teachers and schools you visit should not be made; every effort should be made to carry on the program of the regular staff member and to fit in with the existing schedule.

Responsibilities and Expectations

As a member of the substitute staff, substitute teachers and classified substitutes are vital parts of our school system.

Substitutes have a responsibility to conduct themselves in a professional manner at all times when carrying out their duties.

They must:

- Maintain the established routines and procedures of the assigned school and classroom.
- Follow all policies, rules and procedures to which all employees are subject.
- Any questions about the assignment should be reviewed with the teacher or Office Manager.
- Verify with the school Office Manager whether the assignment will or will not need to be filled on the following day.

All substitutes will be held to the same professional conduct codes as a regular staff member.

Appearance

Dress for success and to impress, every day! Dressing for success will allow you to gain the respect needed to set a positive example for students. It is important to remember that students are very good at modeling the behavior they observe in adults. Failure to dress appropriately may also impact the way an administrator, teacher, other staff, and/or students perceive you.

Dressing for success has three main effects in a classroom and will assist you to:

1. Maintain respect
2. Establish credibility
3. Establish yourself as an authority figure

Dress Guidelines:

- Jeans may be worn if clean and in great condition (free of holes)
- Midriff tops and tops exposing too much cleavage should not be worn
- Most buildings are “Fragrance Free” - Perfume should be used sparingly

NOTE: If participating in a field trip, supervising students on the playground or teaching physical education, casual dress is appropriate: jeans, shirt/sweater and tennis shoes. Clothing must be appropriate for conditions.

Clothing should NOT display a logo or reference any type of drug, tobacco and/or alcohol product.

Personal Boundaries

Recognizing appropriate boundaries is an integral part of your assignment. substitute teachers and classified substitutes are not to share personal information with students, which would include: individuals' life experience with drugs, alcohol, and/or any other behaviors that would be deemed inappropriate for students. Additionally, substitute teachers and classified substitutes may not sell students items nor borrow items from students. Substitutes are also discouraged from giving out personal contact information to students. Remember, you are the professional and must model appropriate behavior for our students.

Safe Student Interactions/Boundaries

Positive interaction between students and staff members, including substitutes is a hallmark of a safe and effective school. Staff members and substitutes closely involved with students must understand the difference between appropriate and inappropriate interactions. Staff members and substitutes must engage in appropriate interactions with students at all times and be aware of avoiding interactions which could appear inappropriate. Appropriate interactions are those that create a safe environment in which students may grow, learn, seek help in solving problems and conflicts, and develop social skills.

Substitute Teacher and Classified Substitutes/Student Relationship

substitute teachers and classified substitutes should exercise extreme caution and good judgment in verbal and physical relationships with students. Substitutes should establish a position of authority with the students; they may “be friendly” without “befriending” the students. substitute teachers or classified substitutes should not search students’ personal belongings. Yelling at students, calling student’s derogatory names, and using insults or other threatening verbal attacks is not acceptable practice.

Facebook, Instagram, Snap-Chat, Twitter, email, etc.

- Never “friend” students on social networking sites.
- If you choose to “friend” former students, they should be over 18 and graduated out of the school system.
- Think about what you post on your site -- would you want students to have this information?
- Same thing goes for posting a photo -- would you want it circulating around a classroom?
- Avoid giving your personal email address out to students.
- Keep email communications brief and related only to school issues. Print out copies and save for the permanent teacher’s documentation.
- Communicate with the idea that whatever you write should be able to be read by the students’ parents and the school administrator.
- Do not text students.
- If a student sends you an inappropriate text or email, notify the administrator right away.

Interacting with Students

- Touch only “safe” areas, such as shoulders, arms, and upper back.
- NEVER touch a student while disciplining or redirecting him/her.
- Touch all students, male and female, in the same manner.
- Keep touching very brief, such as a pat on the back.
- Avoid initiating hugs with students.

- Keep hugs quick, and if possible, make them a side hug.
- Be sensitive to students who react negatively to being touched.

Verbal Communications

- Be sure to talk to all students in the same manner.
- Avoid comments that might be interpreted by others as being sexist or sexual in nature.
- Avoid using sarcasm. It can be easily misinterpreted.
- Avoid “good-natured” joking that could be taken the wrong way.
- Compliment students on school-related performance rather than on physical characteristics.

In the Classroom

- Try not to be alone with a student.
- If this is unavoidable, make sure your door is open and you’re visible to others walking by.
- If you’re in a portable and have to be alone with a student, tell another staff member and ask them to drop by unannounced.
- Keep windows, especially in your door, free from obstructions so other staff members have a clear view of your classroom from outside in the hallway.
- Be aware of spending unequal amounts of time with individual students.
- Treat all students in the same manner.

Outside of School

- Never invite students to non-school sponsored events.
- If a student invites you to an event, make sure their parents will be there before you accept.
- If you run into a student outside of school, keep any conversation brief.
- Avoid having students or former students babysit for you.
- If you do private tutoring, make sure a parent or other adult is around.
- Never transport a student alone in your vehicle unless it’s an absolute emergency.
- Always make sure you have other adults with you when you’re with students outside of school.

Maintain Confidentiality

substitute teachers and classified substitutes have an ethical and legal responsibility in regard to confidentiality. Personal information about students, staff, parents, and self must be kept confidential. Do not share personal information about yourself or solicit personal information from students. Never have a student run errands of a personal nature.

Removal from the Substitute List

All substitutes are employed at will. The District may deactivate a substitute from the active sub list at any time, with or without cause or notice and can cancel or deny substitute assignments. A substitute can remove themselves from the active sub list with or without notice and can cancel or deny assignments. No assignment, employee manual, reference guide, board policy, reasonable assurance, other document or oral communication shall be deemed to create an employment contract or to modify the at will relationship. No person other than the School Board has the authority to bind the District to an employment contract or an agreement to modify the at will relationship.

Mandatory Reporting

What circumstances justify a report and when should I report?

If there is reasonable cause to believe that a child has suffered abuse or neglect or may be at risk of abuse or neglect, the report must be made at the first opportunity but in no case longer than 48 hours. “Reasonable cause” means a person witnesses or receives a credible written or oral report alleging abuse, including sexual contact or neglect of a child (RCW 26.44.030).

What is reportable?

- Physical abuse (defined in WAC 110-30-0030)
- Sexual abuse (defined in WAC 110-30-0030)
- Sexual exploitation (defined in WAC 110-30-0030)
- Negligent treatment or Maltreatment (defined in WAC 110-30-0030)
- Abandonment (defined in WAC 110-30-0030)

What information will I be asked to provide?

- Why are you making this mandated report? (What did you see? Hear?)
- What identifying information do you have for the family? (Names, address, dates of birth)
- Are you aware of any domestic violence?
- Is there any Native American or Alaska Native ancestry?
- * Please make your call if you have reason to believe child abuse or neglect has occurred, even if you can't answer every question.

How do I report suspected child abuse and neglect?

- School Administrator/Principal
- Contact DCYF Child Protective Services – 866-363-4276 Toll-free, 24/7 866-END-HARM
- Local Intake numbers and information about reporting abuse and neglect can be located at www.dcyf.wa.gov/safety/report-abuse
- Law Enforcement

Substitute Calling System: Red Rover

Link: [Substitute-Basic-Training-Video](#)

The Eastmont School District uses an automated substitute system called Red Rover.

The Red Rover Absence Management system is managed through the website link RedRoverK12.com, via text with the phone number you provided when you applied, or through the Red Rover App that can be downloaded. The Red Rover App can be found and downloaded at app.redroverk12.com. To log in to Red Rover, your district will send you a system invitation email. When you receive your invite, click the blue Setup Password button. You'll be directed to the Red Rover website, app.redroverk12.com, to create a password. For future visits to the site or mobile app, you'll log in with your email address and password you created.

Scheduling

Assignments will be scheduled via the Red Rover system.

Substitute Emergencies

In the event that you, as a substitute, become ill and cannot fulfill your assignment, it is your responsibility to notify the building office manager so that arrangements can be made for a replacement. Calls should be made as soon as possible and no later than one and one-half hours prior to the beginning of the regular workday. Advance notification is desirable and contributes to better school operation.

Change of Address or Telephone Number

Each substitute must notify the human resources department promptly of any change in address or telephone number. Also, please let us know if you are no longer available to substitute.

Arrival and Departure Times

The district asks that substitutes adhere to the schedule listed in Red Rover.

The substitutes should check in at the school office upon arrival, reporting to the principal or building Office Manager. The Office Manager will need to know your name and the name of the staff member for whom you are substituting. This is also a good time to ask any questions you may have.

START of the day procedures

1. Report immediately to the office for instructions. Ask if there is anything unusual occurring at the school that day, e.g., assemblies, visitors, field trips, testing, etc. Discuss any potential problems with the principal.
2. Check to see what daily reports are required, e.g., absences, tardiness, lunch count, etc.
3. Locate the faculty lounge, staff and student rooms and the library or media center.
4. Ask for emergency procedures to be explained to you by a member of the faculty before the day begins.

DURING the day procedures

1. Perform the same extra duties as the person for whom you are substituting; e.g., bus duty, recess, playground, hall, etc.
2. Learn what you should do if a student is ill or has an accident.

END of the day procedures

1. Report to the office before leaving school. Receive further instructions about your assignment, return the room key (if applicable) and notify the principal of any special problems you may have encountered.
2. It is a good idea to verify the hours that you work in Red Rover, the District's absence management program.

Building Processes Vary

Routines and procedures will vary from site to site, so please ask questions. Remember, you are here to serve and assist. Remember, students will report unacceptable behavior. Occasionally, it may be determined that an individual is not acceptable for our substitute program and will be removed from the substitute list.

The Board and staff of the Eastmont School District wish you every success and hope that your experience with us will be both rewarding and gratifying. Review the following Eastmont School District policies and expectations.

Certificated Staff Leave Replacements

A long-term leave replacement sub is a substitute teacher who is assigned to replace a regular teacher for at least 20 continuous work days but less than 90 workdays. If a leave replacement sub replaces a regular teacher for twenty (20) continuous days in the same assignment, the leave replacement sub will be paid in accordance with his/her placement on the salary schedule (per diem rate) beginning the 21st day for as long as the leave replacement sub continues in that exact position without a break. The per diem rate will be prorated to the 1st day of the assignment. Leave replacement subs will need to provide their official transcripts and complete a verification of prior employment form to receive their per diem rate or they will be placed on BA+Step 0 of the salary schedules.

Certificated Substitute Teacher Prep Time

Substitute teachers assignments do not include activities for which a prep time is necessary. They are expected to be available during the regular teacher's professional preparation period (prep period) and may be asked to cover other classrooms. Substitute teachers are required to complete the full assignment and remain in the building during prep times, even when the prep falls at the beginning or end of the assignment. At the discretion of the District and with approval from the administrator, when a prep time is necessary, and the substitute teacher has been asked to cover an additional class, the substitute teacher may be compensated for the loss of the prep time. Do not schedule doctor's appointments or leave the building even if the prep time is at the beginning or ending of the scheduled assignment.

Canceled Assignments

If a substitute teacher or classified substitute reports for an assignment and has not been notified of the jobs cancellation via phone contact 30 minutes prior to the assignment start time, then they can either accept another assignment for that day or opt to go home unpaid.

Check Lesson Plans or Instructional Notes from Employee

Lesson plans are usually found in the regular teacher's classroom, online in Red Rover Absence Management System or in the school office. Classified employees will also leave instructional notes regarding specific tasks, daily routines or if in Special Ed, notes about a student's individual requirements. For location of classified employees notes, check with the teacher or office. Make sure to check whether your day includes any special supervision such as lunchroom, recess, etc. Regular teachers expect substitute teachers to follow their lesson plans closely and leave detailed notes. Additional time has been added to the substitute teacher's assignment start time to allow time to review lesson plans.

If No Lesson Plans or Notes are Available

Since it can be difficult to anticipate illness, there will be times when no lesson plans or notes will be left. Every school in the Eastmont School District has a library and a staff member who oversees audio-visual materials and resources. substitute teachers can ask the secretary whom to contact in these resource areas. Additionally, sometimes the proposed material may be too difficult for a substitute teacher to cover adequately without preparation.

- Try to maintain a continuity of lessons by referring to the last completed day in the daybook, if available, and then do a reasonable follow-up to the previous lesson.
- If it is necessary to phone the regular teacher, obtain permission from the principal.
- Younger students are often upset by a departure from regular routines; let them know that some things will be done differently that day. Ask for their cooperation.
- Talk to your teacher's cohorts in the classrooms around your location.
- For classified substitutes talk to the classroom teacher regarding expectations for the day.

Leave Detailed Notes for the Teacher

Regular teachers want to know how the day went. Make a list of the work accomplished particularly about the lesson plans left by the regular teacher. Leave a brief written comment on each class or subject if you are not returning the next day. Also, note any unclear directions, noteworthy accomplishments of good behavior or discipline problems, names of students leaving the classroom at unscheduled times and reasons, and unscheduled assemblies or drills. It is also helpful if you leave a name and phone number in the event the regular teacher desires a follow-up call. Additional time has been added to the assignment end time to allow time to write notes. A form for notes is included at the end of this booklet for use as a guide for writing notes.

Cell Phone Use, Texting and watching videos on cell phones

Texting and cell phone use, including watching Netflix, YouTube, etc., is to be done on the substitute teacher or classified substitutes' own time and not during scheduled work time. Cell phones can become a distraction and should not be turned on or used during work time unless arranged by the assigned classroom teacher or building administrator.

Annual Expectations

Reasonable Assurance

Return the Reasonable Assurance form (not an employment contract). Each year the District emails all substitutes, substitute teachers and classified substitutes, a reasonable assurance form via the TalentEd system. This informs the District which substitutes will remain on the active substitute list. Failure to electronically sign the reasonable assurance by June 30th may result in a substitute being deactivated from the district's list.

Washington State Sexual Misconduct Release (SMDR) Form

The TalentEd system includes a link that allows you to print and submit the SMDR form for any district where you have been employed within the past year. A sexual misconduct disclosure (SMDR) form is required by Eastmont School District to be sent to any school district a returning substitute teacher or classified substitute has subbed or worked at in the last school year and for a new substitute the SMDR is required for all prior employment where children were present. The other district must complete and return the form to the Eastmont School District.

SafeSchools/Vector Solutions Training

Mandatory K-12 school employee training is provided via Safe Schools Training/Vector, an on-line training site.

Find the Safe Schools link on our web site under Employees, click on the link to the right of the page, or go to:

<https://eastmont206-wa.safeschools.com/login>

User Name = lastfirst (this is programmed for your last name, first name but with no spaces).

Safe Schools/Vector training is required for each substitute annually.

Payroll Information

Pay Periods

Payment for service is by direct deposit and is paid on the last banking day of each month. The pay period is from the first day to the last day of each month and will be paid a month after services are rendered. Example: hours worked in May will be paid on the last banking day in June. Substitute teachers and classified substitutes will be paid based on Red Rover Absence Management System (formerly AESOP/Frontline) records. We strongly suggest substitutes review their Red Rover account at the end of each month to verify the jobs worked. Any questions that might arise in connection with compensation should be directed to the Payroll Department at payroll@eastmont206.org.

Direct Deposit

All substitutes shall participate in a direct payroll deposit plan. It is your responsibility to notify the Payroll Office of any bank or account changes by the 5th of the month.

All employees must complete an Authorization Agreement for Automatic Deposits form and return it to the Payroll Department at the District Office. The first (1st) paycheck with the school district will be a paper check and will be mailed.

Unemployment Compensation

Certificated and Classified substitutes are ineligible for unemployment compensation provided they are given assurance of continuing employment in the same or similar position for the following school term. As a regular practice, the Eastmont School District gives such written assurance for the following year, prior to the last day of school of the current year.

Per RCW 50.44.050, “Benefits shall not be paid based on any services...” during “customary non-work periods” that “include: 1) The period between two successive academic years; 2) The period between two successive academic terms within an academic year; 3) A similar period between two regular, but not successive terms within an academic year; or 4) An established and customary vacation period or holiday recess.”

Rates of Pay: Please reach out to Payroll for information on Substitute Pay Rates

Injuries on the Job

The Eastmont School District is recognized as a self-insured employer under the Washington State Workers' Compensation Law. Our self-insured program applies to all work-related injuries/illnesses.

Incident Reporting Procedures

1. All incidents that occur on the job need to be reported and the forms filled out and sent to the District Office within 24 hours of the occurrence.
2. If the substitute needs to seek medical attention they will need to report to the District Office in person to pick-up the proper Worker's Compensation forms before going to the Physician's office. Exception: Any life threatening or critical care injuries need to seek treatment immediately and then contact the District Office within 24 hours. If you are admitted overnight, please contact Human Resources as soon as possible so the District can avoid a monetary penalty.
3. All paperwork, including the SIF-2 form and the incident report must be turned into the District office within 24 hours of the incident. This is to ensure that the Department of Labor and Industries has all the information to get the doctor visits covered and processed in a timely manner. Not getting the proper information to them quickly MAY cause a delay or denial of your claim.
4. Please make sure that all the information is complete on the incident report and that your Supervisor has signed and dated the form.
5. Before you leave the Doctors office please make sure that you have an "Activity Prescription Form" or a Doctor's Release in your hand to bring to the District Office. This form will tell us if you have been released to go back to work at full capacity or if there are any restrictions.

If you have questions, please feel free to contact Brenda Mooney at the District Office, 509-888-4693.

Student Accidents and Injuries

Should an accident occur, attend to the injury and send a staff member or a student to the office or nearest staff member for help. Particular attention must be given to preventing accidents or injuries when supervising playground areas and physical education, shop and science classes. The Eastmont School District has a standard accident form that must be filled out when an accident or injury occurs to any student. Forms are available at the principal's office.

A student who becomes sick either in the classroom or on the play field should not be sent to the office or restroom alone. Either send a reliable classmate with the ill student or get help from another staff member.

Board Policies and Procedures

Sexual Harassment Policy: Policy #3205

The Eastmont School District is committed to a positive and productive education free from discrimination, including sexual harassment. This commitment extends to all students involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation, or at a class or school training held elsewhere.

Click on link to review the complete policy:

[Sexual Harassment Policy #3205](#)

Non-Discrimination Policy #3210

The district will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, 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. The district will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. District programs will be free from sexual harassment.

Click on link to review the complete policy:

[Non-Discrimination Policy #3210](#)

Prohibition of Harassment, Intimidation, and Bullying of Students # 3207

The Board is committed to a safe and civil educational environment that is free from the harassment, intimidation, or bullying of any student. As defined in Chapter 28A.600 RCW (Students), “Harassment, intimidation, or bullying” means any intentional, electronic, written, verbal, or physical act including, but not limited to, one shown to be motivated by any characteristic in RCW 28A.640.010 and RCW 28A.642.010, or other distinguishing characteristics, when the act: A. Physically harms a student or damages the student’s property; B. Has the effect of substantially interfering with a student’s education; C. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or D. Has the effect of substantially disrupting the orderly operation of the school. Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. “Other distinguishing characteristics” can include but are not limited to physical appearance, clothing or other apparel, socioeconomic status, and weight. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s). This policy and accompanying procedure do not govern harassment, intimidation, or bullying of an employee, volunteer, parent/legal guardian, or community member.

Click on link to review the complete policy:

[Prohibition of Harassment, Intimidation, and Bullying of Students # 3207](#)

Maintaining Professional Staff/Student Boundaries: Policy #5253

This policy provides all staff, students, volunteers, and community members with information about their role in protecting children from inappropriate conduct by adults. This policy applies to all District staff and volunteers. For purposes of this policy and its procedure, the terms “District staff”, “staff

member(s)” and “staff” also include volunteers.

Click on link to review the complete policy:

[Maintaining Professional Staff/Student Boundaries Policy #5253](#)

Protection of Student Personal Information: Policy #3235

The Board of Directors recognizes that high-quality education data collected by its contracted school service providers is an important component for improving student achievement. The Board also recognizes that the District plays a role in ensuring that school service providers use the personal information of students in a responsible and ethical manner consistent with the privacy protections required under federal and state law. To this end, the District will ensure that all negotiated contracts and online “Terms of Use” agreements with school service providers align with the Student User Privacy in Education Rights (SUPER) Act codified at Chapter 28A.604, RCW and the procedure that accompanies this policy.

Click on link to review the complete policy:

[Protection of Student Personal Information Policy: #3235](#)

Electronic Resources and Internet Safety Policy #2022

The Eastmont School District Board of Directors recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The Board also believes that staff and students need to be proficient and safe users of information, media, and technology to succeed in a digital world.

Click on link to review the complete policy:

[Electronic Resources and Internet Safety Policy #2022](#)