



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

VOLUNTEER HANDBOOK

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School and Student Hours

Arrival times for volunteers are based on building/teacher information sent out and agreed upon

			Student Hours
Cascade Elementary Trevor Summers, Principal Jennifer Robichaux, Asst. Principal 2330 N Baker, East Wenatchee, WA 98802	884-0523	Fax 886-1446	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 Elementary/Intermediate 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

Introduction

Dear Volunteer:

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

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 volunteer traveling from school to school, you will observe many situations and modes of operation.

Comparisons among the various classrooms, teachers and schools you visit should not be made; every effort should be made to carry on and enrich the existing program.

Responsibilities and Expectations

Volunteers are vital parts of our school system.

Volunteers 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 volunteers are subject.
- Any questions about the assignment should be reviewed with the teacher or Office Manager.

All volunteers 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. Volunteers 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, volunteers may not sell students items, nor borrow items from students. Volunteers 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 volunteers is a hallmark of a safe and effective school. Staff members and volunteers closely involved with students must understand the difference between appropriate and inappropriate interactions. Staff members and volunteers 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.

Volunteer/Student Relationship

Volunteers should exercise extreme caution and good judgment in verbal and physical relationships with students. Volunteers should establish a position of authority with the students; they may “be friendly” without “befriending” the students. Volunteers 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

- Do not 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

Volunteers 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 Volunteer List

All volunteers are accepted in our buildings at will. The District may deactivate a volunteer from the active volunteer list at any time, with or without cause or notice and can cancel or deny volunteer assignments. A volunteer can remove themselves from the active volunteer 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.

Annual Expectations

Volunteer Online Enrollment System

A volunteer is required to undergo the annual online enrollment process. The existing application expires every July, necessitating renewal before continuing with volunteering activities.

[Volunteer Application Link](#)

Review Board Policies and Procedures

Regularly reviewing Board Policies and Procedures on an annual basis is essential to maintain a secure learning environment for students, staff, and volunteers.

[Board Policy and Procedure Link](#)

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 while volunteering need to be reported and the forms filled out and sent to the District Office within 24 hours of the occurrence.
2. If the volunteer 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 volunteering 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](#)