



Staff Handbook

2022-23

We Are Easton

[2022.23 Easton Staff Handbook Link](#)

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Purpose of the Staff Handbook

The job of each employee is an important one and integral to the functioning of the school system. Each staff member is an integral part of student success. The intent of the handbook is to provide assistance to the staff of Easton School District.

Easton School District Details

Physical Address	1893 Railroad Street
Mailing Address	PO BOX 8, Easton, Washington 98925
Phone Number	(509) 656-2317
Fax Number	(509) 656-2585
District ID Number	28
Mascot	Jaguars
School Colors	Purple/Gold
Grade Configuration	PK - 12
Enrollment (2021.22)	79 K-12, 15 Pre-K

Easton School District is located in Upper Kittitas County, in the foothills of the Cascade Mountains. Our boundaries extend from the top of Snoqualmie Pass Summit to West Nelson Siding Road, near Exit 74 along I-90.

Easton School consists of approximately 100 students located on one campus consisting of preschool through twelfth grade. The hallmark of Easton School is student personalization. Easton's class sizes allow for personalized learning and attention. We are also proud to offer extra support for early learners with full-day Kindergarten. Every student is known at the school and is surrounded by caring adults that want them to maximize their own unique abilities and strengths.

Our students experience the advantages of a mountainous, outdoor setting. Many students and their families are involved in life-long experiences including fishing, biking, hiking, cross country and downhill skiing, and rock climbing all in our local area.

The District is governed by a five-member School Board elected by the public. The Board is the policy-making body and is responsible for the education of District students. The Board select the Superintendent, who reports to the Board and is responsible for all administrative and day to day operational functions. It is the duty of the Superintendent to implement the policies, procedures, and plans of the District as approved by the Board.

Vision

Inspiring students every day, in every way, to reach goals as lofty as the mountains around us.

We Are Easton.

Class/Bell Schedules

Monday - Thursday

1st Period	8:25 - 9:15 am
2nd Period	9:18 - 10:08 am
3rd Period	10:13 - 11:03 am
4th Period	11:06 - 11:56 am
Elem. Lunch	11:00 - 11:30 am (recess 11:30-11:40 am)
MS/HS Lunch	11:56 - 12:26 pm
5th Period	12:29 - 1:19 pm
6th Period	1:22 - 2:12 pm
7th Period	2:15 - 3:05 pm

Purple Friday(A) (1:00 pm Dismissal)

1st Period	8:25 - 9:24 am
2nd Period	9:27 - 10:26 am
3rd Period	10:29 - 11:28 am
4th Period	11:31 - 12:30 pm
Elem Lunch	11:45 - 12:15 pm
MS/HS Lunch	12:30 - 1:00 pm

Gold Friday(B) (1:00 pm Dismissal)

5th Period	8:25 - 9:24 am
Jag Time (Advisory)	9:27 - 10:26 am
6th Period	10:29 - 11:28 am
7th Period	11:31 - 12:30 pm
Elem Lunch	11:45 - 12:15 pm
MS/HS Lunch	12:30 - 1:00 pm

2 Hour Delay Start (no Breakfast)

1st Period	10:25 - 11:00 am
2nd Period	11:03 - 11:36 am
Elem Lunch	11:15 - 11:45 pm
3rd Period	11:39 - 12:12 pm
MS/HS Lunch	12:12 - 12:42 pm
4th Period	12:45 - 1:18 pm
5th Period	1:21 - 1:54 pm
6th Period	1:57 - 2:30 pm
7th Period	2:33 - 3:05 pm

12:00 pm Dismissal

1st Period	8:25 - 8:49 am
2nd Period	8:56 - 9:14 am
3rd Period	9:17 - 9:41 am
4th Period	9:44 - 10:08 am
5th Period	10:11 - 10:35 am
6th Period	10:38 - 11:02 am
7th Period	11:05 - 11:30 pm
Elem Lunch	10:45 - 11:15 pm
MS/HS Lunch	11:30 - 12:00 pm

10:30 am Dismissal

1st Period	8:25 - 8:41 am
2nd Period	8:43 - 8:59 am
3rd Period	9:01 - 9:17 am
4th Period	9:19 - 9:35 am
5th Period	9:37 - 9:53 am
6th Period	9:55 - 10:11 am
7th Period	10:13 - 10:30 am

School Procedures

Accident Reports

- Call 911 in an emergency situation
- If the accident is not an emergency call or contact the office for assistance
- Call the office or report to the office immediately following the accident
- An accident report should be completed within 24 hours of the incident
- Accident Reports are in this handbook and are available in the office
- Easton School District is self-insured for Workers Compensation. You must obtain claim forms from the office if you need to see a doctor for an accident/injury. The L&I forms that doctors or hospitals have available will **not** provide you with workers compensation benefits.

Air Pollution & School Activities

Washington Air Quality Guide for School & Child Care Activities

Vehicle exhaust, woodstove emissions, industrial emissions, wildfire smoke, windblown dust, and other sources contain fine particle pollution (PM2.5) that can seriously affect children's health. The following public health recommendations to protect children from PM2.5 are designed for school activities and can be applied to child care, before/after school programs, camp, and sports programs for children (18 years and younger) by considering the duration of outdoor activities.

Outside Air Quality Index: PM2.5					
Check current and forecast air quality at enviwa.ecology.wa.gov					
	Good (0-50)	Moderate (51-100)	Unhealthy for Sensitive Groups (101-150)	Unhealthy (151-200)	Very Unhealthy/ Hazardous (>200)
Recess (15 minutes)	No restrictions.	Allow children with health conditions (see below*) to stay indoors.	Keep children with health conditions indoors. Keep activity levels light for these children unless indoor PM2.5 levels are below 35.5 µg/m ³ (see following page).	Keep all children indoors. Keep activity levels light unless indoor PM2.5 levels are below 35.5 µg/m ³ .	Keep all children indoors. Keep activity levels light unless indoor air is filtered, and indoor PM2.5 levels are below 35.5 µg/m ³ .
P.E. (1 hour)	No restrictions.	Allow children with health conditions to stay indoors and monitor symptoms for those who participate. Increase rest periods for these children as needed.	Keep children with health conditions indoors. Keep activities light for these children unless indoor PM2.5 levels are below 35.5 µg/m ³ . For others, limit to light outdoor activities. Allow any children to stay indoors if they do not want to go	Keep all children indoors. Keep activity levels light unless indoor PM2.5 levels are below 35.5 µg/m ³ .	Keep all children indoors. Keep activity levels light unless indoor air is filtered, and indoor PM2.5 levels are below 35.5 µg/m ³ .
Athletic Events and Practices (Vigorous activity 2-3 hours)	No restrictions.	Allow children with health conditions to opt out and monitor symptoms for those who join. Increase rest periods for these children.	Cancel children's outdoor athletic events and practices or move them to an area with safer air quality, either indoors or to a different location.	Cancel children's outdoor athletic events and practices or move them to an area with safer air quality, either indoors or to a different location. Consider time spent in poor air quality during transit before relocating.	Cancel children's outdoor athletic events and practices or move them to an area with safer air quality, either indoors with filtered air or to a different location. Consider time spent in poor air quality during transit before relocating.

**Health conditions include asthma and other lung disease, respiratory infection, heart disease, and diabetes. See the following page for more details about children's health, improving indoor air quality, and steps to reduce exposure.*

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email civil.rights@doh.wa.gov.



Annual Required “Safe Schools” Training

At the start of each new school year, all employees are required to complete a variety of online training mandated by the State of Washington or as required by the Easton School Board. Staff members will be provided time during their regular work day to complete these training sessions.

ASB Procedures

1. All donations and other forms of revenue will be submitted to the school secretary promptly when they are received. No monies are to be held by the club advisor or staff member overnight.

2. All donations will clearly identify the donor and the amount donated. If the donation is earmarked for a specific purpose or item of purchase, that must be identified as well. The school secretary will receipt the donation and place a copy of the receipt in the advisor's mailbox. Upon receiving a copy of the receipt, the advisor will mail or deliver a copy of the receipt to the donor.
3. All expenditures and fundraisers need prior approval on appropriate district forms by the Associated Student Body and administration.
4. Reimbursement requests require itemized receipts. Any reimbursement requests with itemized receipts must be provided to the accounts payable specialist upon return to the district. A completed reimbursement request form will be submitted along with the receipt when submitted to accounts payable. The reimbursement request form is located on the wall of the copy room and on the [Easton Staff "Shared Google Drive"](#) link.
5. Skyward reporting access to all revenues and expenditures associated with the advisor's program will be provided by the Business Manager.
6. To foster good community relations, all donors will be provided with a thank you letter for their donation.

Classroom Supplies & Equipment

If you need specific classroom supplies or equipment please check with Easton staff first before starting a purchase order. Many times the item(s) you need are already purchased and in storage.

For Classroom Supply needs:	Contact Julie Miller, School Secretary
For Equipment/Furniture needs:	Contact Melissa Sandby & Jenny Jensen

Computer Lab

The computer lab is a shared area used by staff and students for assessments, online classes, student work, and classroom work. If there is space in the lab for another class please check with the scheduled teacher to determine if the learning environment will work for all students.

Maintaining the Lab

The adult supervisor's responsibility to maintain the computer lab and leave the lab in good condition for the next group. The following guidelines should be followed in order to insure supervision:

1. Students should be assigned seats. Documentation of a seating chart will be requested for discipline related issues.
2. No food or drinks are allowed in the lab. The staff member in charge should collect these items and store them away from computers as they enter the room.
3. For computers not working, a [Technology Request Link](#) should be completed so that the IT Tech can address the issue. Please place an "Out of Order" sign on computers that are not working.
4. When leaving the lab the staff member in charge should check the following items:

All students have logged off	Screen savers are appropriate
Chairs are pushed in	Equipment not working has been properly reported
white board has been erased	All headphones are returned to the proper storage area
Garbage is picked up	Door is secured and locked

COVID K12 Flowchart/Decision Tree

As the guidelines for dealing with COVID in the K12 setting continue to evolve and be adapted, please check the link below for the latest [COVID K12 Dept of Health Flowchart](#) from the Department of Health

CPS Reporting Form

All of us are mandatory child abuse reporters. The form below was developed to ensure that the proper authorities are contacted and that Easton has documentation of the event. Please see the [CPS Reporting Form](#)

Driver Training and Responsibility

Van Driver Requirements: District employees who will be driving the District van will need to comply with the following requirements and turn in documentation of fulfillment to the Transportation Supervisor:

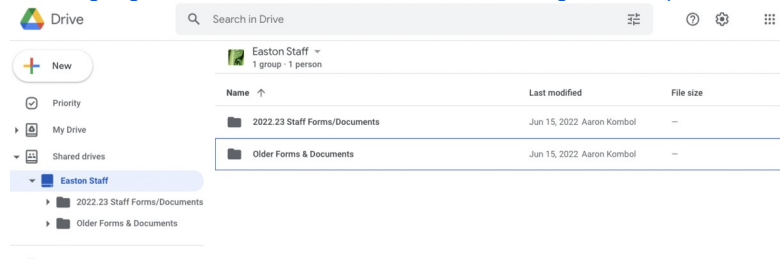
1. SafeSchools "Van Safety Training" (print certificate of completion).
 - a. Go to <http://easton.wa.safeschools.com>
 - b. Use your school email address to sign in.
 - c. Select the class course labeled "Van Safety Training" (Scroll to bottom of screen).
 - d. Complete course "Van Safety" and print certificate.
2. Driver's Abstract through the Department of Licensing.

Requesting Use of the Van: Use of the van should be noted on the “**Field Trip Request Form**”. Jenny Jensen will also request the van for sporting events & practice. The Transportation Supervisor will work with the employee’s request to determine the best transportation plan. If transportation is not available on the date needed the district will suggest a new date for the trip, or deny the field trip. Checking the District calendar prior to requesting a trip will help an employee find an appropriate date.

Easton Staff “Shared Google Drive”

Important and often used forms and information will be stored in the Easton Staff Shared Google drive. You are able to access the drive several ways.

1. Click on this [Easton Staff Shared Google Drive](#) link.
2. Copy/paste link into browser <https://drive.google.com/drive/folders/19cbruF7cFhcaSHgWfIXaiJqOm5X-24Si>



3. Navigate to the shared drive
4. It is recommended that you bookmark the shared drive for ease of access in the future.

Email

Email is an important part of our communication system. Email should be checked daily so that you receive information in a timely manner. Easton School district email is connected to two other applications that the District uses to communicate; Google Docs and Google Calendar.

Your email address is your **last name and first initial @easton.wednet.edu**

To Access your Easton email

1. Go to gmail.com
2. Enter your Google Account username and password.
 1. If a username is already filled in and you need to sign in to a different account, click **Sign in with a different account**.
 2. If you see a page describing Gmail instead of the sign-in page, click **Sign in** at the top-right corner of the page.

Emergency Procedures

Our Easton Emergency Procedures can be found at this [EMERGENCY PROCEDURES LINK](#)

Hard copy of Emergency Procedures will also be posted in every classroom and Office

Field Trip Requests

Field trips require advanced planning and preparation. Fill out a **Field Trip Request form** no less than 4 weeks prior to your desired field trip. There are details that must be followed to ensure student safety and limit your personal liability. you may pick up a Field Trip Request Form form in the Office or [Easton Staff "Shared Google Drive" Link](#)

Google Calendar

The Easton School District Calendar is the official calendar of the district and is connected to your Google Calendar through your Google Account. This calendar is updated by the office staff. If you would like an event or activity added to the calendar you can email Julie Miller at millerj@easton.wednet.edu You are able to schedule events in your calendar so others know that you are busy. You must invite individuals to see your calendar. Items you might schedule are parent meetings, tutoring of students, committee meetings, etc. The calendar has already been shared with all staff, but here is the link for the [Easton School District Calendar](#)

Jag Time (Advisory)

Every other Friday, the secondary students will meet with their Jag Time (Advisory) teacher to work on a variety of different tasks. Some of the items in Jag Time include: working on the High School and Beyond plan, performing school wide community service, and extra tutorial or study help. The schedule and topics for it are found at: [Jag Time Schedule/Topics 2022.23](#)

Late Start/School Cancellation

Easton School District opens school based on the safe transportation of district staff and students. This means that there are times when Easton School District will remain open even when I-90 is closed. Staff driving to work on I-90 will need to show their District ID badge at any manned road closure or know their way to school on “the back roads”. In addition, icy conditions, extreme/unsafe amounts of snow on the roadways, electrical/mechanical failures, etc., may necessitate a delayed opening, early closure or cancellation of the school day.

Late Start or Cancellation Procedure:

1. Maint./Transport Supervisor will review road conditions & report to the Superintendent.
2. Julie Miller will initiate a **School Messenger** to staff by 5:30 am.
3. A **School Messenger** will be sent out to students and families by 6:30 am.
4. Jenny Jensen will call local radio stations to report closure or late start.
5. Jenny Jensen will post the information on the District Facebook Page.
6. Office Staff will notify our website manager of the delay or closure, and will post it on the reader board.

Legal Phone Calls

If attorneys, CPS workers, family members, non-custodial parents, etc., contact you desiring information about our students, please respond by writing down the questions that they have of you.

- Do not discuss students or families with the caller. (Do not even verify they attend Easton!)
- Inform Aaron ASAP

Maintenance Work Order Requests

To make a request for a work order for your classroom, office, or on the campus overall; please follow the steps below:

1. Please use the Maintenance Work order forms found in the copy room and place completed form in Steve Jensen’s box
2. If the problem persists after a solution was identified please turn in a new request.

“Mojo” Messages

If you would like to recognize a colleague or a student with a note of appreciation, you may print out a “[Mojo Messagej](#)” form using the link or pick one up in the copy room **Share the Mojo!**

Monday Mojo Award

At Easton, we love to catch our students doing things well. If you have a class that deserves recognition for doing something praiseworthy, email Aaron to nominate the class for a **Monday Mojo Award**. The Principal will deliver treats or swag with a certificate, and recognize the accomplishments of the class.

Parent Phone Calls

1. Take messages unless it’s an emergency
2. Depending on the nature of the emergency, personal visit to the teacher’s classroom with a written note from the office
3. General messages delivered via written note during recess/teacher break times
4. If parents come to pick up kids, parents should:
 - a. **Sign the student out in the office**

Phone System Procedures

To call another Easton SD telephone

Dial the extension

To make a call outside of ESD

Dial 9

To Call Local
To Call Long Distance

Dial 9 - 1 - and complete 10 digit number
Dial 9 - the number you wish to dial, tone, then enter the
the code **1358** **(Do Not Share This # with Students)**

In case of Emergency

Dial 911 and **NOTIFY** the office

Voicemail Instructions

Creating a Personal Greeting

- Press the speaker button and dial 700
- Default security code is your extension number (this is optional)
- Press 0
- Press 4
- Choose the # of the greeting you wish to create
- Press 7 to record your greeting
- Press #
- Press 5 to Listen to the message

To Record Your Mailbox Name

- Press the speaker button and dial 700
- Enter your extension number
- Press 0
- Press 76
- Press 7
- Press #
- Press 5 to listen to your name

To Check Voicemail

- Dial 700
- Enter extension
- Press 0
- Press 5

Purchase Order Forms (ordering supplies)

1. Complete a Purchase Order Form, found on the [Easton Staff "Shared Google Drive" Link](#)
2. Be sure to Include a quote or pricing information along with the PO.
3. Email the completed Purchase Order Form to Katherine Renton. (Keep a copy)
 - a. If the Purchase Order Form is ASB related, email it to Jenny Jensen for prior approval
 - i. Please remember that the ASB meets bi-weekly
4. Purchase Order Forms are generally reviewed weekly
5. Approved requisitions will be ordered within one week.
 - a. If the requisition is not approved, or additional information is needed, the requisition request will be emailed back to the employee with an explanation or request for additional information.
6. A confirmation email will be forwarded to the employee.
7. All orders received will be checked by the front office and the employee will be notified that the order has arrived.
8. Upon notification by the front office employees will collect their items.

Request for Posting of Flyers/Posters

All flyers and posters should be submitted to the office 3 days prior to the expected date for posting. Approved flyers will be returned to the employee with an approval, a denial, or a request for more information. Flyers not approved by the office will be removed from the walls. It is the staff member's responsibility to remove flyers after the event takes place.

Request for Translation & Interpretation

The Easton School District values communication with all families; therefore, translation of classroom, school, and district documents is imperative. Classroom documents requiring translation must be turned into the office three(3) business days prior to the needed deadline. Documents can be sent via email to superintendent@easton.wednet.edu Items needing translation will be assigned to a translator. A follow-up email will be sent with the name of the translator. If a school translator is unavailable, Joe and/or Aaron will work with a translation company to complete the needed translation. Vital written communications that require translation may include, but are not limited to; program information and applications, discipline notices, consent forms, complaint forms, notices of rights, and letters or notices that require a response. Interpretation is vital to communication with parents as well. Vital oral communications that require an adult interpreter may include, but are not limited to, parent-teacher conferences, special education meetings, and meetings regarding student discipline. Translation or interpretation of vital information must be done by

a qualified adult and **never a student**. If an interpreter is not available, the staff member should contact the Superintendent. If you need an interpreter please work with the qualified personnel below:

Ofelia Todd, toddo@easton.wednet.edu

Julie Miller, millerj@easton.wednet.edu

Safe Schools Training

Each year all Easton staff are required to complete various trainings provided by Safe Schools (Vector Solutions). These trainings are either required by the State of Washington or as directed by our district school insurance carrier. For the 2022.23 school year, the required staff trainings include:

Boundary Invasions

Bullying

Child Abuse Reporting

Sexual Misconduct

Cultural Competence

Making Schools safe for LGBTQ students

Sexual Harassment

The Easton School District is committed to a positive and productive educational and working environment free from discrimination, including sexual harassment, intimidation and bullying. The district prohibits sexual harassment of or by students and employees of the district. School Board Policy and Procedure 5011 identifies the steps to take to report any cases of sexual harassment.

Staff Attendance Procedures

Certified staff is expected to be on campus from **8:00 am to 3:30 pm** each contracted workday in which students are in attendance.

Staff members leaving campus during their duty free lunch should notify the office.

Classified staff is expected to be on campus for their scheduled hours determined by their supervisor.

Staff members leaving campus during their duty free lunch should notify the office.

Late to work:

1. Contact your direct supervisor via text, phone, or email and include the reason for tardiness and the time you can be expected.
2. If you are unable to reach your direct supervisor contact the office.
3. Report your lateness in [Skyward](#).

Request to leave work early

1. Contact your direct supervisor.
2. Report your absence in [Skyward](#).

Requesting a Substitute for Classified Staff

If you need to request a Substitute and it is last minute::

1. **Text** Julie Miller, School Secretary, **509.304.8233**, **no matter the time of day** to request a sub.
 - a. Indicate how many hours you will be away, what time the absence starts, which code to use (**Sick, Vacation, Personal, Bereavement**), and who your preferred substitute is.
 - b. If you are able to plan ahead, please send Julie Miller an email with the above information
2. Enter the Time Off Request into [Skyward](#) and select Aaron when asked who to notify.
 - a. Note: This is regardless of whether or not you will have a sub.
 - i. If you need assistance please see Julie Miller

Requesting a Substitute for Certificated Staff

If you need to request a Substitute and it is last minute::

3. **Text** Julie Miller, School Secretary at **509.304.8233**, **no matter the time of day**, to request a sub.
 - a. Indicate how many hours you will be away, what time the absence starts, which code to use (**Sick, Vacation, Personal, Bereavement**), and who your preferred substitute is.
 - b. If you are able to plan ahead, please send Julie Miller an email with the above information
4. Enter the Time Off Request into [Skyward](#) and select Aaron when asked who to notify.
 - b. Note: This is regardless of whether or not you will have a sub
 - i. If you need assistance please see Julie Miller
 - c. In order to insure that the substitute is prepared, Email your lesson plans to ALL of the following::

Staff Meals

Both breakfast and lunch are available for staff to purchase in the awesome Easton Cafeteria.

1. Teachers, please select 1 on the survey question that asks if you are eating, when you take your first period attendance
 - a. Other staff should notify Jackie via email of their intent to eat lunch no later than 9 a.m.
 - b. Staff breakfast is \$3.00 & Lunch is \$5.00
 - i. Your meal plan should be paid in full at the start of each month.

Student Attendance & Lunch Count

Attendance should be taken within the first 5 minutes of class each period in grades 7-12. Attendance should be taken 15 minutes after the start of the school day in grades PK-6.

Skyward Attendance Tracking

1. Log into [Skyward](#)
2. Go to Teacher Access
3. Select "My Classes"
4. Select "Class Options"
5. Select "Attendance"
6. Take attendance & save
7. If this is the first period of the day be sure to answer the survey questions about lunch count

Student Lunch Count

ALL STUDENTS continue to eat free Breakfast and lunch for 2022.23

- **Grades 7-12:** Lunch count is taken with attendance during 1st period (4th period on every other Friday)
- **Grades K-6:** Lunch count is taken with attendance during the first 15 minutes of the school day
 - Lunch count should be entered electronically via [Skyward](#) when reporting student attendance. Answer the survey questions shown above the attendance list to report your lunch counts.

Student Check Out Process

1. **Direct parents to the office to sign their child out.**
 - a. When students are checked out for the day and/or detained anywhere for any purpose, notify the teacher and kitchen ASAP via "voice call" or other means as appropriate.

Technology Related Requests

Technology requests need to be completed at [Technology Request Link](#) .
No documentation? then it didn't happen!

Visitors

Easton School District welcomes and encourages parent visit, and other adult residents of the community and interested educators. Visitors must be under the supervision of a school employee at all times and must follow current COVID guidelines. The procedures for obtaining visitation is as follows:

1. Contact the school office 24 hours prior to visit & receive permission from the Superintendent
2. Sign in at the office
3. Wear visitor badge at all times
4. Stay within area of school for which your visitation is designated
5. Sign out and turn in badge prior to leaving school
 - a. Visitors are expected to comply with the rules and regulations set forth by the Easton School Board, staff of Easton School, county and state health officials.
 - b. The office will not allow anyone to visit a classroom without first notifying the employee prior to the visit to ensure that the visit will not disrupt the learning environment.

Volunteers & Chaperones

Volunteers are an integral part of the success of Easton School District. Easton encourages and appreciates the involvement of parents and community members who volunteer in our school. Since the safety and welfare of our

students is of primary importance, Easton School District conducts criminal history checks with Washington State Patrol on all Volunteers and Chaperones.

All potential Volunteers and Chaperones must complete the [Easton Volunteer Application Packet](#). Once volunteers/chaperones are “cleared” they are approved to volunteer for two years. Approval of the [Easton Volunteer Application Packet](#) **can take up to two weeks** due to the fingerprinting requirement, so be sure to inform interested parents or community members well before the activity for which you wish them to volunteer. Several Easton School District policies are important for volunteers and are covered in the materials in the [Easton Volunteer Application Packet](#). District volunteers are expected to follow the guidelines and expectations of the school district including regulations pertaining to Easton School Board Policy. Volunteers will abide by the expectations of the overseeing district employee.

Mandatory Notices

Acceptable Use of Electronic Resources

Easton School Board recognizes the importance of developing 21st century skills in order to prepare our students for the future. In order to support this work the district makes available technology to enhance teacher’s efficiency and job performance. Each teacher is required to abide by the district’s acceptable use policy, the professional code of conduct for educators, and the federal and state laws. Each employee who checks out or uses district technological equipment must sign an “Electronic Equipment Checkout Agreement” in which the employee agrees to the following:

1. Equipment is the property of the Easton School District and upon termination of employment with the district or replacement of the equipment, the employee will return the electronic device to the district.
2. A signature on the “**Electronic Equipment Checkout Agreement**” will be required before the employee is allowed to check out the equipment.
3. Employees are responsible for maintaining the equipment in a safe manner and returning it to the school in accordance with the terms of the agreement.
 - a. Employees will properly care for and maintain the electronic equipment. Some common sense actions to protect the electronic equipment, software and confidential data include, but are not limited to the following examples:
 1. Do not leave the electronic equipment unattended in a car, unlocked home, or in a public place such as Starbucks.
 2. Store the electronic equipment in a safe place away from moisture, heat, excessive dust, etc.
 3. Keep information password-protected.
4. The employee understands that they are the only person allowed to use this electronic device. Employee’s children or other family members are not allowed to work with the equipment, unless they are under the employee’s supervision.
5. The employee understands the electronic device will be used in the classroom for teaching and learning. Personal information might be accessible on the device; therefore, the employee agrees to fully comply with high standards of data protection, and supervision of students.
6. The employee agrees that they are personally responsible for loss or damage to the equipment occurring as a result of negligence or failure to abide by the terms of the agreement.
7. The employee understands that in the event of theft, misuse or carelessness, there is no provision for replacement. If a loss or damage occurs while the electronic equipment is in an employees’ car, at their home, or anywhere outside the district building, the employee is responsible for the damage and in the event of theft, the employee must file a police report and notify school administration immediately.

This agreement should be updated yearly.

Asbestos and Pesticide Notification

In the past, asbestos was used extensively in building materials because of its insulating, sound-absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems such as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos-containing building materials. Suspected asbestos-containing building materials were located, sampled and rated

according to condition and potential hazard. Every three years, Meridian School District has conducted a re-inspection to determine whether the condition of the known or assumed asbestos-containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last reinspection, all materials listed in the Management Plan as asbestos-containing were inspected and found to be in good condition.

The law further requires an asbestos management plan to be in place by July 1989. Easton School District developed a plan, as required, which has been continually updated. The plan has several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train employees about asbestos and how to deal with it; notify short term or temporary workers on the locations of the asbestos-containing materials; post warning labels in routine maintenance areas where asbestos was previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos-containing building materials; and survey the condition of these materials every six

months to assure that they remain in good condition. The district conducts annual inspections. Asbestos-containing materials were identified at Easton School buildings. No removal of asbestos-containing materials is planned at this time.

It is the intention of the Easton School District to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan in our school district administrative office or the individual school administrative office during regular business hours. Mr. Steve Jensen, Director of Maintenance and Operations, is our designated asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to him at (509)674-9228.

Pesticide Notification

Easton School District regularly applies the following pesticides in the locations designated:

Pesticide:	Round-Up (herbicide)
Location:	Fence lines, along walkways and driveways
Pesticide:	Casoron (weed control)
Location:	Shrub beds and planting areas

Generally, specially qualified employees of the Easton School District apply the necessary pesticides rather than commercial contractors. The District shall comply with all legal requirements for record-keeping regarding the application of pesticides to school grounds or school facilities. This includes the creation of an annual summary report of pesticide usage and compliance with the state department of agriculture rules regarding record keeping. Such records will be available on request by interested persons under the state Public Records Act and other laws. This notice shall be printed and distributed annually in employee handbooks and student handbooks to employees, students, and parents at the start of the school year or when an employee begins work or a student enrolls.

At least 48 hours before the application of a pesticide to school facilities or school grounds, the District shall notify parents and staff of the planned application in writing, including the heading, "Notice: Pesticide Application." This notice shall be posted in a prominent place in the building office in addition to being provided to parents and staff. This pre-notification is not required if the school grounds or facilities will not be occupied by students for two days following the application of the pesticide. If the application is not made within 48 hours of the notification, another notification shall be made prior to the application. This pre-notification is not required in the case of any emergency application of pesticides to a school facility, such as an application to control stinging pests, but full notification shall be made as soon as possible after the application.

Following the application of a pesticide to school facilities (structures and vehicles), a sign shall be posted at the location of the application. The notice shall be at least 8.5 x 11 inches in size, shall include the heading, "Notice: Pesticide Application," and shall state the product name; date, time, and specific location of the application; the pest for which the application was made; and a contact name and telephone number. The notice shall remain posted for 24 hours, or longer if required by the label of the pesticide.

Following the application of a pesticide to school grounds notice shall be posted at the location of the application and at each primary point of entry to the grounds. The notice shall be at least 4 x 5 inches in size and state that the landscape recently has been treated with a pesticide and provide a contact name and telephone number. The notice shall remain posted for 24 hours, or longer if required by the label of the pesticide. These notices are not required for the application of antimicrobial pesticides (substances used to sanitize or disinfect for microbial pests: viruses, bacteria, algae, and protozoa). These notices are not required for the placement of insect or rodent bait that are not accessible to children. Should you have questions about either of these notices, please contact the school district office

CODE OF PROFESSIONAL CONDUCT for EDUCATION PRACTITIONERS

Teachers, Educational Staff Associates, Administrators
STATE OF WASHINGTON

Chapter 181-87 WAC Professional Educator Standards Board Administrative Rules

OFFICE OF PROFESSIONAL PRACTICES

The Office of Professional Practices, a division under the auspices of the Superintendent of Public Instruction, is charged with enforcement, including discipline of educational practitioners for violation of the Professional Code of Conduct. The office receives, investigates, and makes legal findings regarding complaints. A nine member professional advisory committee reviews appeals from proposed disciplinary actions. Educators who violate the code may be reprimanded or their license to practice may be suspended or revoked.

The Office of Professional Practices also reviews charges that an applicant for or the holder of professional certification lacks good moral character or personal fitness. These standards are set forth in WAC 181-86-013 and address commission of criminal acts and other behavior which endanger children. Commission of criminal acts may not be directly related to professional conduct but they do reflect upon the trustworthiness of serving as a professional educator.

Requests for additional information may be addressed to:

Office of Professional Practices
OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION OLD CAPITOL BUILDING
PO BOX 47200, OLYMPIA WA 98504-7200

CODE OF PROFESSIONAL CONDUCT CHAPTER 181-87 WAC

WAC 181-87-005 PURPOSE

The sole purpose of this chapter is to set forth policies and procedures related to reprimand, suspension, and revocation actions respecting certification of education practitioners in the state of Washington for acts of unprofessional conduct. It is recognized that grounds for the discharge, nonrenewal of contracts, or other adverse change in contract status affecting the employment contracts of education practitioners are broader than stated herein. The grounds set forth as unprofessional conduct in this chapter shall not limit discharge, nonrenewal of contracts, or other employment action by employers of education practitioners.

WAC 181-87-010 PUBLIC POLICY GOALS OF CHAPTER

The public policy goals of this chapter are as follows:

- (1) To protect the health, safety, and general welfare of students within the state of Washington.
- (2) To assure the citizens of the state of Washington that education practitioners are accountable for acts of unprofessional conduct.
- (3) To define and provide notice to education practitioners within the state of Washington of the acts of unprofessional conduct for which they are accountable pursuant to the provisions of chapter 181-86 WAC.

PROFESSIONAL ACCOUNTABILITY

WAC 181-87-015 ACCOUNTABILITY FOR ACTS OF UNPROFESSIONAL CONDUCT

Any educational practitioner who commits an act of unprofessional conduct proscribed within this chapter may be held accountable for such conduct pursuant to the provisions of chapter 181-86 WAC.

ADMINISTRATIVE PROVISIONS

WAC 181-87-020 APPLICABILITY OF CHAPTER TO PRIVATE CONDUCT

As a general rule, the provisions of this chapter shall not be applicable to the private conduct of an education practitioner except where the education practitioner's role as a private person is not clearly distinguishable from the role as an education practitioner and the fulfillment of professional obligations.

WAC 181-87-025 EXCLUSIVITY OF CHAPTER: No act, for the purpose of this chapter, shall be defined as an act of unprofessional conduct unless it is included in this chapter.

WAC 181-87-030 PROSPECTIVE APPLICATION OF CHAPTER AND AMENDMENTS

The provisions of this chapter shall take effect ninety calendar days after adoption and shall apply prospectively to acts of unprofessional conduct committed after such effective date. Unless provided to the contrary, any revision shall take effect six months after adoption and shall apply prospectively from such effective date.

WAC 181-87-035 EDUCATION PRACTITIONER DEFINITION: As used in this chapter, the term "education practitioner" means any certificate holder licensed under rules of the Professional Educator Standards Board to serve as a certified employee.

WAC 181-87-040 STUDENT-DEFINITION: As used in this chapter, the term "student" means the following:

1. Any student who is under the supervision, direction, or control of the education practitioner.
2. Any student enrolled in any school or school district served by the education practitioner.
3. Any student enrolled in any school or school district while attending a school related activity at which the education practitioner is performing professional duties.
4. Any former student who is under eighteen years of age and who has been under the supervision, direction, or control of the education practitioner. Former student, for the purpose of this section, includes but is not limited to drop outs, graduates, and students who transfer to other districts or schools.

WAC 181-87-045 COLLEAGUE-DEFINITION: As used in this chapter, the term "colleague" means any person with whom the education practitioner has established a professional relationship and includes fellow workers and employees regardless of their status as education practitioners.

ACTS OF UNPROFESSIONAL CONDUCT

WAC 181-87-050 MISREPRESENTATION OR FALSIFICATION IN THE COURSE OF PROFESSIONAL PRACTICE: Any falsification or deliberate misrepresentation, including omission, of a material fact by an education practitioner concerning any of the following is an act of unprofessional conduct:

1. Statement of professional qualifications.
2. Application or recommendation for professional employment, promotion, certification, or an endorsement.
3. Application or recommendation for college or university admission, scholarship, grant, academic award, or similar benefit.
4. Representation of completion of in-service or continuing education credit hours.
5. Evaluations or grading of students and/or personnel.
6. Financial or program compliance reports submitted to state, federal, or other governmental agencies.
7. Information submitted in the course of an official inquiry by the superintendent of public instruction related to the following:
 - (a) Good moral character or personal fitness.
 - (b) Acts of unprofessional conduct.
8. Information submitted in the course of an investigation by a law enforcement agency or by child protective services regarding school related criminal activity.
9. Assessments leading to certification.
10. An education practitioner who aids, encourages, and/or abets another educator in any falsification or deliberate misrepresentation, including omission, of a material fact in conjunction with the acts listed above commits misrepresentation in the course of professional practice.

WAC 181-87-055 ALCOHOL OR CONTROLLED SUBSTANCE ABUSE

Unprofessional conduct includes:

1. Being under the influence of alcohol, marijuana or of a controlled substance, as defined in chapter 69.50 RCW, on school premises or at a school-sponsored activity involving students, following: (a) Notification to the education practitioner by his or her employer of concern regarding alcohol or substance abuse affecting job performance; (b) A recommendation by the employer that the education practitioner seek counseling or other appropriate and available assistance; and (c) The education practitioner has had a reasonable opportunity to obtain such assistance.
2. The possession, use, or consumption on school premises or at a school sponsored activity of a Schedule 1 controlled substance, as defined by the state pharmacy quality assurance commission, or a Schedule 2 controlled substance, as defined by the state pharmacy quality assurance commission, without a prescription authorizing such use.
3. The consumption of an alcoholic beverage on school premises or at a school sponsored activity involving students if such consumption is contrary to written policy of the school district or school building.
4. The possession of marijuana or marijuana-infused product on school premises or at a school sponsored activity involving students if such possession violates Washington law or is contrary to written policy of the school district or school building.
5. The use or consumption of marijuana or marijuana-infused product on school premises or at a school sponsored activity.

WAC 181-87-060 DISREGARD/ABANDONMENT OF GENERALLY RECOGNIZED PROFESSIONAL STANDARDS: Any performance of professional practice in flagrant disregard or clear abandonment of generally recognized professional standards in the course of any of the following professional practices is an act of unprofessional conduct:

- (1) Assessment, treatment, instruction, or supervision of students.
- (2) Employment or evaluation of personnel.
- (3) Management of moneys or property.

WAC 181-87-065 ABANDONMENT OF CONTRACT FOR PROFESSIONAL SERVICES

Any permanent abandonment, constituting a substantial violation without good cause, of one of the following written contracts

to perform professional services for a private school or a school or an educational service district is an act of unprofessional conduct:

1. An employment contract, excluding any extracurricular or other specific activity within such contract or any supplementary contract.
2. Professional service contract.

WAC 181-87-070 UNAUTHORIZED PROFESSIONAL PRACTICE

Any act performed without good cause that materially contributes to one of the following unauthorized professional practices is an act of unprofessional practice.

1. The intentional employment of a person to serve as an employee in a position for which certification is required by rules of the Professional Educator Standards Board when such person does not possess, at the time of commencement of such responsibility, a valid certificate to hold the position for which such person is employed.
2. The assignment or delegation in a school setting of any responsibility within the scope of the authorized practice of nursing, physical therapy, or occupational therapy to a person not licensed to practice such profession unless such assignment or delegation is otherwise authorized by law, including the rules of the appropriate licensing board.
3. The practice of education by a certificate holder during any period in which such certificate has been suspended.
4. The failure of a certificate holder to abide by the conditions within an agreement, executed pursuant to WAC 181-86-160, to not continue or to accept education employment.
5. The failure of a certificate holder to comply with any condition, limitation, or other order or decision entered pursuant to chapter 181-86 WAC.
6. Provided, That for the purpose of this section, good cause includes, but is not limited to, exigent circumstances where immediate action is necessary to protect the health, safety, or general welfare of a student, colleague, or other affected person.

WAC 181-87-080 SEXUAL MISCONDUCT WITH STUDENTS: Unprofessional conduct includes the commission by an education practitioner of any sexually exploitive act with or to a student including, but not limited to, the following:

1. Any sexual advance, verbal or physical;
2. Sexual intercourse as defined in RCW 9A.44.010;
3. Indecent exposure as defined in RCW 9A.88.010;
4. Sexual contact, i.e., the intentional touching of the sexual or other intimate parts of a student except to the extent necessary and appropriate to attend to the hygienic or health needs of the student;
5. Provided, That the provisions of this section shall not apply if at the time of the sexual conduct the participants are married to each other.

WAC 181-87-085 FURNISHING ALCOHOL OR CONTROLLED SUBSTANCE TO STUDENTS

Unprofessional conduct includes the illegal furnishing of alcohol or a controlled substance, as defined in chapter 69.50 RCW, to any student by an education practitioner.

WAC 181-87-090 IMPROPER REMUNERATIVE CONDUCT: Any deliberate act in the course of professional practice which requires or pressures students to purchase equipment, supplies, or services from the education practitioner in a private remunerative capacity is an act of unprofessional conduct.

WAC 181-87-093 FAILURE TO ASSURE THE TRANSFER OF STUDENT RECORD INFORMATION OR STUDENT RECORDS

The failure of a principal or other certificated chief administrator of a public school building to make a good faith effort to assure compliance with RCW 28A.225.330 by establishing, distributing, and monitoring compliance with written procedures that are reasonably designed to implement the statute shall constitute an act of unprofessional conduct.

WAC 181-87-095 FAILURE TO FILE A COMPLAINT: The intentional or knowing failure of an educational service district superintendent, a district superintendent, or a chief administrator of a private school to file a complaint pursuant to WAC 181-86-110 regarding the lack of good moral character or personal fitness of an education practitioner or the commission of an act of unprofessional conduct by an education practitioner is an act of unprofessional conduct.

WAC 181-86-013 GOOD MORAL CHARACTER AND PERSONAL FITNESS-DEFINITION

As used in this chapter, the terms "good moral character and personal fitness" means character and personal fitness necessary to serve as a certificated employee in schools in the state of Washington, including character and personal fitness to have contact with, to teach, and to perform supervision of children. Good moral character and personal fitness includes, but is not limited to, the following:

GOOD MORAL CHARACTER AND PERSONAL FITNESS

1. No conviction of any felony crime involving:
 - (a) The physical neglect a child under chapter 9A.42 RCW;
 - (b) The physical injury or death of a child under chapter 9A.32 or 9A.36 RCW, excepting motor vehicle violations under chapter 46.61 RCW;
 - (c) The sexual exploitation of a child under chapter 9.68A RCW;

- (d) Sexual offenses where a child is the victim under chapter 9A.44 RCW;
- (e) The promotion of prostitution of a child under chapter 9A.88 RCW;
- (f) The sale or purchase of a child under RCW 9A.64.030;
- (g) Provided, That the general classes of felony crimes referenced within this subsection shall include equivalent federal and crimes in other states committed against a child;
- (h) Provided further, That for the purpose of this subsection "child" means a minor as defined by the applicable state or federal law;
- (i) Provided further, That for the purpose of this subsection "conviction" shall include a guilty plea.

2. No conviction of any crime within the last ten years, including motor vehicle violations, which would materially and substantially impair the individual's worthiness and ability to serve as a professional within the public and private schools of the state. In determining whether a particular conviction would materially and substantially impair the individual's worthiness and ability to practice, the following and any other relevant considerations shall be weighed:

- (a) Age and maturity at the time the criminal act was committed;
- (b) The degree of culpability required for conviction of the crime and any mitigating factors, including motive for commission of the crime;
- (c) The classification of the criminal act and the seriousness of the actual and potential harm to persons or property;
- (d) Criminal history and the likelihood that criminal conduct will be repeated;
- (e) The permissibility of service as a professional educator within the terms of any parole or probation;
- (f) Proximity or remoteness in time of the criminal conviction;
- (g) Any evidence offered which would support good moral character and personal fitness;
- (h) If this subsection is applied to a person certified under the laws of the state of Washington in a suspension or revocation action, the effect on the education profession, including any chilling effect, shall be weighed; and
- (i) In order to establish good moral character and personal fitness despite the criminal conviction, the applicant or certificate holder has the duty to provide available evidence relative to the above considerations. The superintendent of public instruction has the right to gather and present additional evidence which may corroborate or negate that provided by the applicant or certificate holder.

- 3. No behavioral problem which endangers the educational welfare or personal safety of students, teachers, or other colleagues within the educational setting.
- 4. No practice within the state of Washington within the previous five school years with an expired, lapsed, suspended, surrendered, or revoked certificate in a professional position for which certification is required under the rules of the professional educator standards board.

WAC 181-86-014 GOOD MORAL CHARACTER AND PERSONAL FITNESS-CONTINUING REQUIREMENT

The good moral character and personal fitness requirement of applicants for certification under the laws of the state of Washington is a continuing requirement for holding a professional educational certificate under regulations of the professional educator standards board.

DISCIPLINARY ACTIONS - APPEAL PROCESS - PUBLIC NOTICE

WAC 181-86 ACTIONS BY THE OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION FOR ACTS OF UNPROFESSIONAL CONDUCT AND/OR LACK OF GOOD MORAL CHARACTER AND PERSONAL FITNESS

- Order of Dismissal: The Office of Superintendent of Public Instruction will take no disciplinary actions; the case is dismissed without prejudice.
- Order of Reprimand: Orders the certificate holder not to continue or repeat the conduct or lack good moral character or personal fitness. The certificate remains valid unless it expires/lapses.
- Order of Suspension: Suspends the education practitioner from practicing for a stated period of time. Such an order may contain a requirement that the certificate holder fulfill certain conditions precedent to resuming professional practice and certain conditions subsequent to resuming professional practice.
- Order of Revocation: An order revoking the certificate(s) of the education practitioner.
- Voluntary Surrender: A holder of a certificate who has not received a final order for revocation may voluntarily surrender their certificate to the Office of Superintendent of Public Instruction if the certificate holder believes they might be ineligible to hold a certificate for any reason which is or might constitute grounds for a revocation of the certificate other than a conviction of a felony crime states within WAC 181-86-013(1).
- Denial Order: A conclusion of law that the applicant does not qualify for the certificate, including renewal and reinstatement, or endorsement request.

WAC 181-86-170 BURDEN AND STANDARD OF PROOF: The following burden and standard of proof shall be applicable:

1. If an application for certification or reinstatement has been denied for lack of good moral character or personal fitness, the evidence submitted by the applicant must prove by clear and convincing evidence that he or she is of good moral character and personal fitness or the application will be denied.
2. In a suspension or revocation proceeding, the superintendent of public instruction must prove by clear and convincing evidence that the certificate holder is not of good moral character or personal fitness or has committed an act of unprofessional conduct.
3. In all other proceedings, including reprimand, the standard of proof shall be a preponderance of evidence.

WAC 181-86-145 APPEAL PROCEDURE: Any person may appeal any of the above orders by filing written notice with the superintendent of public instruction within thirty calendar days following the date of receipt of such order.

WAC 181-86-185 PUBLIC NOTICE AND REPORT: The superintendent of public instruction shall notify all other states whenever an applicant has been denied a certificate for failure to possess good moral character or personal fitness or whenever a certificate has been suspended, surrendered, or revoked and shall provide the full name and certificate number, if applicable, to the agency responsible for certification in each state. The superintendent of public instruction shall notify appropriate public or private school officials within the state the name and certification number of all certificate holders whose certificates have been suspended, surrendered, or revoked.

HOW TO FILE A COMPLAINT

HOW TO FILE A COMPLAINT AGAINST A SCHOOL EMPLOYEE

A written complaint must first be filed with the school district superintendent, educational service district superintendent, or the private school administrator, stating the grounds and factual basis for the complaint.

The Office of Superintendent of Public Instruction has authority to investigate certificated school district employees for acts of unprofessional conduct or lack of good moral character or personal fitness. When an educational service district superintendent, school district superintendent, or the chief administrator of an approved private school possess sufficient reliable information to believe a certificated employee within such educational service district, school district or private school is not of good moral character or personally fit or has committed an act of unprofessional conduct (WAC 181-87), such superintendent or chief administrator, within a reasonable period of time after making such determination, shall file a written complaint with the Office of Superintendent of Public Instruction.

COMPLAINTS ALLEGING PHYSICAL ABUSE OR SEXUAL MISCONDUCT RCW 28A.410.090 (2)

A parent or another person may file a written complaint with the superintendent of public instruction alleging physical abuse or sexual misconduct by a certificated school employee if:

1. The parent or other person has already filed a written complaint with the educational service district superintendent concerning that employee;
2. The educational service district superintendent has not caused an investigation of the allegations and has not forwarded the complaint to the superintendent of public instruction for investigation; and
3. The written complaint states the grounds and factual basis upon which the parent or other person believes an investigation should be conducted.

WAC 181-86-110 DUTY OF ESD SUPERINTENDENT, DISTRICT SUPERINTENDENT AND PRIVATE SCHOOL

ADMINISTRATOR TO FILE COMPLAINTS: When an educational service district superintendent, a district superintendent, or the chief administrative officer of an approved private school possesses sufficient reliable information to believe that a certificated employee within such district or approved private school is not of good moral character or personally fit or has committed an act of unprofessional conduct, such superintendent or chief administrative officer, within a reasonable period of time of making such determination, shall file a written complaint with the superintendent of public instruction: Provided, That if an educational service district or school district is considering action to discharge an employee of such district, the educational service district or school district superintendent need not file such complaint until ten calendar days after making the final decision to serve or not serve formal notice of discharge.

MANDATORY REPORTING

MANDATORY REPORTING (RCW 26.44.030): When any professional school personnel has reasonable cause to believe that a child has suffered abuse or neglect, he or she SHALL report such incident or cause a report to be made to the proper law enforcement agency or to the Department of Social and Health Services within 48 hours.

DUTY TO REPORT PHYSICAL ABUSE OR SEXUAL MISCONDUCT BY SCHOOL EMPLOYEES (RCW28A.400.317) A certificated or classified school employee who has knowledge or reasonable cause to believe that a student has been a victim of physical abuse or sexual misconduct by another school employee, shall report such abuse or misconduct to the appropriate school administrator. The school administrator shall cause a report to be made to the proper law enforcement agency if he or she has reasonable cause to believe that the misconduct or abuse has occurred as required under RCW 26.44.030. During the process of making a reasonable cause determination, the school administrator shall contact all parties involved in the complaint.

Office of Professional Practices

OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION OLD CAPITOL BUILDING,
PO BOX 47200 OLYMPIA WA 98504-7200 09-0002

January 2015

Notice of Non-Discrimination

The Easton School District does not discriminate on the basis of race, color, religion, creed, national origin, age, gender, marital status, sexual orientation including gender expression or identity, gender, age, honorably discharged veteran or military status, membership in employee organizations, or the presence of any sensory, mental or physical disability, or the use of a trained dog guide, service animal by a person with a disability or as otherwise provided by the American with Disabilities Act (ADA) and/or the Age Discrimination in Employment Act (ADEA). School Board Policy 5010 and Procedure 5010 identifies steps to report discrimination. The following employee has been designated to handle questions and complaints of alleged discrimination:

Discrimination Officer

Aaron Kombol
Superintendent
1893 Railroad Street
Easton, Washington 98925
(509)656-2317
superintendent@easton.wednet.edu

Title IX Officer

Aaron Kombol
Superintendent
1893 Railroad Street
Easton, Washington 98925
(509)656-2317
superintendent@easton.wednet.edu

SECTION 504 Coordinator

April Simonson
Special Education Director
1893 Railroad Street
Easton, Washington 98925
(509) 649-4993
simonsona@easton.wednet.edu

Civil Rights Coordinator

Aaron Kombol
Superintendent
1893 Railroad Street
Easton, Washington 98925
(509) 656-2317
superintendent@easton.wednet.edu

Sexual Harrassment

This district is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities by any District personnel. Sexual harassment occurs when:

1. Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
2. Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or
3. Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate school district services made reasonably available to them and adverse consequences of the harassment will be reviewed and remedied, as appropriate.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate. Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation. It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

The superintendent will develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy. All staff are responsible for receiving informal complaints and reports of sexual harassment and informing appropriate district personnel of the complaint or report for investigation and resolution. All staff are also responsible for directing complainants to the formal complaint process.

The superintendent will develop procedures to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum sexual harassment recognition and prevention and the elements of this policy will be included in staff, student and regular volunteer orientation. This policy and the procedure, which includes the complaint process, will be posted in each district building in a place available to staff, students, parents, volunteers and visitors.

The superintendent will make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, will be included in the report. The superintendent is encouraged to involve staff, students, and volunteers and parents in the review process.