

TABLE OF CONTENTS

8000 NONINSTRUCTIONAL OPERATIONS

Transportation	8100*
Rental of School Buses to Governmental Agencies	8113
Safety	
Driver Training and Responsibility	8121
Bus Conduct	8123*
Use of Private Vehicles to Transport Students	8131*F
Risk Management	8300*
Staff Safety	8301*
Liability Insurance	8310
Student Insurance	8340
Privately Owned Property	8350*
Leave Sharing	8406*
Records Management & Retention Procedures	8410*
Sexual Harassment	8700*
Recycling Procurement	8810

*Procedures Follows

BOARD POLICY

Policy No. 8100

NONINSTRUCTIONAL OPERATIONS

8100 TRANSPORTATION

The district may provide transportation to and from school for a student:

- A. Whose residence is beyond the one mile radius from the school which the student is assigned;
- B. Whose walking route to school is hazardous;
- C. Whose handicapping condition prevents him from walking; or,
- D. Who has another compelling and legally sufficient reason to receive transportation services. The parent or guardian of a student whose assigned bus stop is beyond the maximum walking distance may receive reimbursement for private transportation at the state mileage reimbursement rate.

The district's transportation program shall comply in all ways with state law and regulation. Transportation services of the district may include approved bus routes, district-approved field trips, school activities (participants only) and extracurricular activities (rooters). The superintendent is authorized to permit a parent of a student enrolled in school to ride a bus when excess seating is available and private or other public transportation is not reasonably available.

The board of directors may authorize children attending an approved private school to ride a school bus provided that the bus route and stops are not altered, space is available, and a fee to cover the per seat cost for such transportation is collected.

Legal References: RCW 28A.160.010	Transporting of children to school or school activities-- Transporting of elderly-- Insurance
28A.160.020	Authorization for private school students to ride buses-- Conditions

RCW 28A.160.110 School buses--Authorization for
parent, guardian or custodian of
a student to ride

WAC 392-141 Transportation--Authority and State
Reimbursement
392-172-204 Transportation

Adopted by the Board March 23, 1981

Revised by the Board August 25, 1997

BOARD POLICY

Policy No. 8113

NON-INSTRUCTIONAL SERVICES

8113 RENTAL OF SCHOOL BUSES TO GOVERNMENTAL AGENCIES

1. In the event of major forest fires, floods, or other natural emergencies the Board of Directors, at their discretion, may rent or lease school buses to governmental agencies for the purposes of transporting personnel, supplies and/or evacuees.
2. Such renting or leasing may take place only after the state director of civil defense or any of his agents so authorized has, at the request of an involved governmental agency, declared that an emergency exists in a designated area insofar as the need for additional transport is concerned.
3. The agency renting or leasing the school buses must agree, in writing, to reimburse the school district for all costs and expenses related to their use and also must provide an indemnity agreement protecting the district against any type of claim or legal action whatsoever, including all legal incidents thereto.

Legal Reference:	RCW 28A.160.010	Operation of student transportation program
	RCW 28A.160.080	School buses, rental or lease for emergency purposes - Authorization
	RCW 28A.160.090	School buses, rental or lease for emergency purposes - Conditions if rent or lease

Adopted by the Board March 10, 1975

Revised by the Board October 28, 1985

Revised by the Board August 25, 1997

BOARD POLICY

Policy No. 8121

NONINSTRUCTIONAL OPERATIONS

8121 DRIVER TRAINING AND RESPONSIBILITY

Bus operators shall observe all state statutes and administrative rules governing traffic safety and school bus operation. The district shall, at the beginning of each school year, provide each driver with a copy of the School Bus Driver Handbook (SBI), any additional laws and/or rules which have been recently enacted and which apply to school bus drivers, and the district's written rules for student conduct on buses.

Each bus driver must have a type 1 school bus driver's authorization issued by the superintendent of public instruction, a passenger endorsement and either a Class B or C commercial driver's license. The bus driver shall also hold a valid and current first aid card. An air braked endorsement is required for a driver who is assigned to a bus with air brakes. A bus driver is required to pass a Department of Transportation and a Superintendent of Public Instruction physical examination every two years.

Any district employee, other than a bus driver, who transports students for school activities in a district or private vehicle must have a valid driver's license issued by the state department of licensing, or state of residence, and proof of insurance. Such drivers may only operate vehicles with seating capacity of ten or less and may not drive students on scheduled routes between home and school.

Prior to driving students or at least once per school year each driver must submit to his or her principal or supervisor a photocopy of his or her license and proof of insurance, plus written assurance of the physical health necessary to safely transport children, that he or she has not had a driving license privilege suspended or revoked in the preceding three years, that he or she has not had three or more speeding tickets in excess of ten miles per hour over the speed limit within any twelve-month period in the preceding three years, and that he or she has not been convicted or undergone a deferred prosecution for any misdemeanor, gross misdemeanor or felony that is related to the duty of driving students. Such offenses include but are not limited to those listed in WAC 180-20-101 (1) (j). Employees are responsible for reporting any potentially disqualifying offenses.

In addition, for any employees whose job assignment or supplemental contract requires the regularly scheduled transportation of students in vehicles with seating capacities of ten or fewer, the district shall obtain a certified abstract of the driving record of the employee before the employee transports students.

Page 1 of 2

Prior authorization is not necessary for persons transporting students in an emergency affecting health and/or safety.

In accordance with applicable law, WAC regulation, District rules and regulations, drivers assigned to District transportation vehicles shall have the primary responsibility for the safety of passengers while they are boarding the vehicle, while they are on the vehicle, and while they are disembarking the vehicle and crossing the roadway.

When a teacher, coach, or other certificated staff member is assigned to accompany students on a bus, such person shall be primarily responsible for the behavior of the students in his/her charge. The bus driver shall have final authority and responsibility. When the district utilizes charter buses or excursion carriers, the driver shall not have unsupervised access to children and the children shall be supervised by a responsible employee of the district. Every contract between a school district and charter bus or excursion carrier shall contain a carrier profile from the Washington utilities and transportation commission.

All buses and other vehicles owned and operated by the School District shall be inspected for safety by the assigned driver and Transportation Supervisor on a regular basis. The Transportation Supervisor shall develop and maintain a safety inspection record which shall be filled out, and signed by the individual who conducts the inspections. Any defects noted by either the regular local or State inspection shall be remedied immediately.

All accidents regardless of the damage involved must be reported to the Transportation Supervisor. Any part of the bus rubbing, scraping, or touching any other object or vehicle in such a manner as to cause damage to the bus or the object constitutes an accident.

Legal References: RCW 28A.160.210	School bus drivers, training and qualifications--Rules and regulations for
46.25	Uniform Commercial Drivers Act
WAC 180-20	School Bus Transportation
392-145-015	General operating regulations
392-145-020	Rules for school bus drivers;
through 030	Rules for students riding school buses

Adopted by the Board March 23, 1981
Revised by the Board March 25, 1985
Revised by the Board August 25, 1997

BOARD POLICY

Policy No. 8123

NONINSTRUCTIONAL OPERATIONS

8123 BUS CONDUCT

All children attending the Eastmont Public Schools and meeting the eligibility requirements for bus transportation prescribed by the district are entitled to use the transportation facilities of the district.

The superintendent shall establish written rules of conduct for students riding school buses. Such rules shall include as a minimum the requirements of WAC 392-145-035 and shall be reviewed annually by the superintendent and revised if necessary. If the rules are substantially revised, they shall be submitted to the board for approval.

The bus driver shall review the rules with the students at or near the beginning of each school year. A copy of the rules shall be posted in each bus and shall be available upon request at the district office.

Any misconduct by a student which is in the opinion of the bus driver detrimental to the safe operation of the school bus will be referred to the building principal and may be sufficient cause for suspension of bus riding entitlement.

The Superintendent is to develop and maintain written regulations covering the designation of authority and procedure to be followed in suspension of any student's bus riding entitlement. Such regulations shall conform to Chapter 180-40-WAC of the State Board Code and the Eastmont School District policy relating to Student Rights and Responsibilities.

Legal Reference:	RCW 28A.24.055	Transporting of Children to School Activities -- Insurance
	RCW 28A.58.101	Government of schools, pupils, employees, rules and regulations for--Due process guarantee-- Enforcement
	WAC 180-40-225	School district rules defining misconduct--Distribution of rules
	392-20-010	School districts--General authority to provide transportation
	392-145-015	General operating regulations
	392-145-035	Rules for students riding school buses

Adopted by the Board March 23, 1981

Revised by the Board March 25, 1985

BOARD POLICY

Policy No. 8131

NONINSTRUCTIONAL OPERATIONS

8131 USE OF DISTRICT AND PRIVATE VEHICLES TO TRANSPORT STUDENTS

To insure the safety of students and to protect the District from loss, the transportation of students for school related purposes normally requires the use of a school bus and driver. However, under certain circumstances the use of district or privately owned vehicles for transporting students is permitted providing the following criteria are met.

District-Owned Vehicles Used to Transport Students

1. The driver must possess a valid Washington State Driver's License and an acceptable motor vehicle driving record. A driver's record abstract must be on file with the school district office.
2. Vehicles shall carry the minimal safety equipment including highway warning kit, first aid kit and fire extinguisher.
3. Parent permission will be obtained for all students riding in district vehicles.
4. The use of district owned vehicles requires prior approval.
5. District auto insurance provides coverage for District and employee while acting within the scope of their duties.

Privately Owned Vehicles Used to Transport Students

1. Privately owned vehicles may be used to transport students to school related activities. Other transportation can also be provided when circumstances warrant (e.g., taking a student home who is sick or who has missed his bus.)
2. The driver must possess a valid Washington State Driver's License with an acceptable driving record.
3. All district employees are covered by liability insurance with the School District when driving their own vehicles or transporting students while acting within the scope of their duties. However, the staff member must show evidence that there is a minimum of \$100,000/\$300,000 bodily injury liability and \$100,000 property damage for the vehicle to be used.

BOARD POLICY

Policy No. 8131 (Cont'd)

The owner of the vehicle shall be informed that his/her insurance company will be the primary carrier in the event of a claim and that he/she must carry liability insurance of \$300,000 single limit or \$100,000/\$300,000 bodily injury liability and \$100,000 property damage.

4. Non-school employees may transport students when a student's welfare is involved; when due care dictates prompt action, when engaged in occasional field trip activity or when engaged in occasional extracurricular activity. Information in the previous paragraph regarding insurance coverage also applies to non-school employees.
5. In the case of an emergency or student illness, school district employees may transport students in their private vehicles without prior approval.
6. Parent permission and prior approval slips are required for transportation under this section.

Legal Reference: RCW 28A.24.100

WAC 392-143-070

Authorizing individual transportation or other arrangements--Pupils must provide own transportation, when All vehicles other than school buses used to transport students

Adopted by the Board April 13, 1987

Revised by the Board August 25, 1997

EASTMONT SCHOOL DISTRICT

Appendix D

Incident Report Form

Section 1: Incident Information

Date of Incident: ____/____/____ Time of Incident: ____:____ A.M./P.M.

Location of Victim:

Name and Phone Contact Number of First Responder:

Name and Phone Contact Number of Person Activating EMS (911): _____

Time EMS notified: _____ Time EMS responded: _____

Name(s) and Phone Contact Numbers of Any Assisting First Aid Responders:

Section 2: Victim Information

Name of Victim: _____

Approximate Age: _____

Briefly Describe Incident: _____

Time AED pads applied: _____

Time CPR initiated: _____

____ District DRT Coordinator Notified: ____/____/____ ____:____ A.M./P.M.

Signature of person completing report form: _____

EASTMONT SCHOOL DISTRICT

Appendix C

Building Site Implementation and Maintenance Procedure

Purpose: To show delegation and responsibilities for maintenance of the AED.

District DRT Coordinator (District Nurse)

The primary liaison between the school district's AED program and the Chelan-Douglas County EMS Office

Responsibilities:

- Ensures that equipment, supplies, and records are being maintained at each AED site
- Ensures that the district has training and regular re-training programs at all schools equipped with AED's
- Institutes a mechanism for forwarding any AED incident data to the Chelan-Douglas County EMS office.
- Facilitates post-incident debriefing sessions for all employees involved
- Annual review of “Code AED” procedure to all teaching and support staff
- Completes annual system assessment at each building. Assessment will include review of training records, review of AED operation and maintenance records, and a review of each building's medical response plan

Building DRT Coordinator (Custodian)

Designated by the district coordinator to ensure proper implementation of the building's AED program.

Responsibilities:

- Assists office staff with maintaining building's AED responder list
- Completes daily AED unit checks and maintains log of same
- Notifies District AED Coordinator if problems with AED unit are noted

Equipment:

The AED will be brought to all “Code AED” emergencies. An AED inventory list that includes all necessary supplies and checks will be maintained with each AED unit.

Equipment Maintenance:

All equipment and accessories necessary for support of medical emergency response shall be maintained in a state of readiness by the school employee designated by the AED Coordinator. The main school office shall be informed of changes in availability of emergency response equipment. If equipment is withdrawn from service, the main school office will be informed and will be notified when the AED is returned to service. The Building DRT Coordinator will notify responders of changes to the availability of emergency response equipment.

AED maintenance: All maintenance tasks shall be performed according to equipment maintenance procedures outlined in the User's Operating Guide for that AED model.

Maintenance Schedule - Weekly and after each use:

The AED Coordinator or designee will:

- Check to ensure that the battery status indicator is (**green**) '**check mark**'

Monthly During the School Year

A more detailed checklist will be completed and maintained by the AED Coordinator or designee. This checklist will include:

- Check to insure that weekly battery checks have been done
- Verify that electrodes are within their expiration date
- Verify that batteries are within their expiration date (uses 10 lithium 3v batteries)
- Verify that electrodes are pre-connected to the input connector
- Verify that supplies are available and within their expiration date
- Inspect the exterior and connector for signs of damage
- Ensure all supplies, accessories, and spares are present and are in operating condition. A checklist will be initialed at the completion of the check. The checklist will be posted with the AED.

The AED will have one set of defibrillation electrodes connected to the device and an additional set of electrodes will be ordered prior to expiration.

Prior to the start of summer break the building AED coordinator will ensure all maintenance as been completed. Batteries typically last for several years unless the AED has been put into service regularly.

Post AED Event Documentation:

- Document each activation of the AED response system
- Responding employee shall complete an Incident Report Form for each incident requiring first aid of any type
- Medical emergencies requiring use of an AED should have an Incident Report Form completed the same day as the event
- All patient information generated during use of an AED must be collected for the patient's confidential medical file, information should include at a minimum all recorded data and all electronic files captured by the AED unit

- A copy of the AED use information and data card shall be forwarded to the Chelan-Douglas County EMS Director Dr. Jobe within 72 hours of the emergency
(**Dr. Jobe cell 679-1089 / e.mail skidawg@charter.net**)

Post-Event Review/ De-briefing:

A review should be conducted to learn from the experience following each medical emergency requiring the use of the AED. All key participants in the event shall be encouraged to participate in the review. Those who decline to attend the review will sign a waiver acknowledging a

review was offered and they chose not to participate. **See Appendix B (Post AED Event Debriefing Report Form)**

Annually, at the beginning of each school year, the AED Coordinator or designee will review the procedure for activating the internal emergency response system with the DRT members at each school where an AED unit is placed.

All teaching and support staff will be instructed on the “Code AED Policy” to be utilized upon finding an unconscious victim as follows:

1. Immediately dial 911
2. Contact main office to announce “Code AED” and location
3. Main office staff will designate two individuals to meet EMS personnel and escort them to victim.

EASTMONT SCHOOL DISTRICT

Appendix A

Activating Defibrillation Response Team (DRT)

Purpose: To provide immediate trained assistance to unconscious or otherwise unresponsive individuals.

AED location: Wall mounted in the Eastmont High School Foyer between front doors and main office.

Procedure:

Upon finding an unconscious or unresponsive individual

After school hours

1. Have one person get the AED and (another if available) call 911.
2. Have someone meet the EMS personnel and direct them to victim.

During School hours

1. If no other responders are available, **call main office (x1170)** and let them know that a “Code AED” is in effect, the location of the victim and whether an AED is already with the victim or needs to be brought to the victim.
2. Main office staff will **send someone with the AED** to victim’s location.
3. Main office staff will **announce “Code AED” and the location** over the school’s loudspeakers to have designated DRT members respond immediately .
4. Main office staff will call 911 and designate an individual to meet EMS personnel and direct them to victim.
5. Trained DRT members will proceed to the location of the emergency. All available DRT members will provide support as needed (i.e. recording event, assistance with CPR, crowd control)

EASTMONT SCHOOL DISTRICT

Appendix B

Post AED Event Debriefing Report Form

Purpose: To document the debriefing of all responders to each medical emergency requiring the use of an AED. The first responder or building DRT coordinator should complete sections 1 through 3. The District DRT Coordinator will be responsible for completion of the Post Event Review Section. This may be attached to the Incident Report Form (Appendix D) if warranted.

Section 1: Incident Information

Date of Incident: ____/____/____ Time of Incident: ____:____ **A.M./P.M.**

Location of Victim:

Name and Phone Contact Number of First Responder:

Name and Phone Contact Number of Person Activating EMS
(911): _____

Name(s) and Phone Contact Numbers of Any Assisting First Aid Responders:

Section 2: Victim Information

Name of Victim: _____

Approximate Age: _____

Briefly Describe Incident: _____

Section 3: Post Event AED Unit Checklist

_____ AED Unit cleaned and/or decontaminated if required, following Universal Precaution Standards

_____ Spare electrodes reconnected to AED Unit

_____ Items taken from AED resuscitation kit and not replaced

1. _____

2. _____

3. _____

_____ AED Unit replaced to original location

_____ District DRT Coordinator Notified: ____/____/____ ____:____ A.M./P.M.

Signature of person completing Sections 1-3:

Section 4: Waiver for Non-Participation in Incident Debriefing

The following responders to this medical emergency event have chosen **not** to participate in the Post-Event Debriefing
(Include Signature and Contact Phone Number)

Section 5: Post Event Debriefing

Name of person chairing the debriefing:

Date and Time of Debriefing ____/____/____ ____:____ A.M./P.M.

Summary of Debriefing (What went well; what problems, if any, occurred; what needs to be worked on for the next occurrence; what, if any, follow-up needs to occur)

Section 5: Post Event Debriefing – Summary

BOARD POLICY

Policy No. 8141

NON-INSTRUCTIONAL

8141 – AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

PUBLIC ACCESS DEFIBRILLATION

PURPOSE: Cardiac arrest, or ‘Sudden Death’, is a condition that occurs when the electrical impulses of the human heart malfunction causing a disturbance in the heart’s electrical rhythm resulting in loss of pumping function of the heart. Death will rapidly follow if this function is not restored. Two of the causative heart rhythms are **Ventricular Tachycardia (VT)** and **Ventricular Fibrillation (VF)**. These two rhythms can be effectively treated by the administration of an electrical current to the heart by defibrillation. However, the efficacy of defibrillation dramatically diminishes with every passing minute.

Until recently, Emergency Medical Services (EMS) have been the sole providers of this treatment in the field. However, since time to defibrillation is critical to survival, some locations will be better served by having AED-CPR trained co-workers / staff able to respond more quickly to such incidents than EMS, and are thus the ideal rescuer to carry and use a defibrillator. In these cases, equipping and training employees (**Defibrillation Response Team**) in the use of an AED increases the potential to save lives. This policy is intended to provide the **Defibrillation Response Team (DRT)** with uniform guidelines to follow regarding training, maintenance, and responding to potential ‘sudden death’ incidents with an AED.

In conjunction with the training necessary to be qualified in the use of an AED, the Eastmont School District shall advise each employee who is participating in such training that “A person who uses a defibrillator at the scene of an emergency and all other persons and entities providing services under this section are immune from civil liability for any personal injury that results from any act or omission in the use of a defibrillator in an emergency setting. The immunity from civil liability does not apply if the acts or omissions amount to gross negligence or willful or wanton misconduct” (RCW 70.54.310). The operation of an AED shall be considered first aid or emergency treatment for the purpose of any statute relating to liability. The statute referenced is commonly known as the Good Samaritan Law (RCW 4.24.300). Any employee, who has been properly trained in the use of an AED and who utilizes an AED during the course of his/her employment, shall be deemed to be acting within the scope of his/her employment or authorized volunteer duties under the direction of the Eastmont School District. The employee will be considered to be within the scope and protection of the defense and indemnification statutes relating to claims of negligence. Thus, any trained employee who uses an AED is not liable, except for instances of gross negligence.

POLICY: It is the policy of the Eastmont School District to respond to all incidents of potential ‘sudden death’ when realistic and practical to do so, and to attempt to intervene through the use of Cardio-Pulmonary Resuscitation (CPR) and Automatic External Defibrillators (AED’s) according to the guidelines of the American Heart Association (AHA).

Adopted by the Board May 23, 2006

6/30/2006

BOARD POLICY

Policy No. 8300

NONINSTRUCTIONAL OPERATIONS

8300 RISK MANAGEMENT

The board believes the district must identify and measure risks of loss due to the damage or destruction of district property or to claims against the district by others claiming to have been harmed by the action or inaction of the district, its officers or staff. A risk management program shall be implemented to reduce or eliminate risks where possible, to determine which risks the district can afford to assume and to transfer to an insurance company those risks which the district does not wish to assume or cannot economically afford to assume. Such a program shall consider the benefits, if any, of joining with other units of local government for joint purchasing of insurance, joint self-funding, joint self-insuring or joint employment of a risk manager. The superintendent shall assign the primary responsibility for the administration and supervision of the risk management program to a single person. The board shall review the status of the risk management program each year.

Legal References: RCW 28A.400.350 Liability, life, health, health care,
accident, disability and salary
insurance authorized--Premiums
28A.400.360 Liability insurance for officials
and employees authorized
28A.400.370 Mandatory insurance protection for
employees
28A.320.100 Actions against officers, employees
or agents of school districts and
educational service districts--
Defense, costs, fees--Payment of
obligation
28A.320.060 Officers, employees or agents of
school districts or educational
service districts, insurance to
protect and hold personally
harmless
28A.330.100(10) Additional powers of board
48.62 Local government insurance
transactions

Adopted by the Board March 23, 1981

Revised by the Board August 25, 1997

BOARD POLICY

Policy No. 8340

NONINSTRUCTIONAL OPERATIONS

8340 STUDENT INSURANCE

Student accident insurance coverage shall be offered in order to keep the insurance premium within the reach of the majority of students. The superintendent is authorized to receive quotations from the various underwriters available and to recommend for board consideration the best single source of coverage. Upon approval by the board, the district shall distribute application forms to each building for distribution to students and parents.

To be eligible for consideration an agency and/or underwriting company must provide knowledgeable local representation to follow up problem claims, answer questions concerning coverage and procedures and expedite the entire program from the standpoint of communication among the claimant, doctor or hospital and claims office. The underwriting company, if not located in Washington, must maintain an agent within the state with authority to handle, adjust and process claims so that final claim determination shall be made within the state of Washington.

Legal References: RCW 28A.400.350 Liability, life, health, health care, accident, disability and salary insurance authorized - Premiums

Adopted by the Board March 23, 1981

Revised by the Board **September 13, 2005**

BOARD POLICY

Policy No. 8340

NONINSTRUCTIONAL OPERATIONS

8340 STUDENT INSURANCE

Student accident insurance coverage shall be offered in order to keep the insurance premium within the reach of the majority of students. The superintendent is authorized to receive quotations from the various underwriters available and to recommend for board consideration the best single source of coverage. Upon approval by the board, the district shall distribute application forms to each building for distribution to students and parents.

To be eligible for consideration an agency and/or underwriting company must provide knowledgeable local representation to follow up problem claims, answer questions concerning coverage and procedures and expedite the entire program from the standpoint of communication among the claimant, doctor or hospital and claims office. The underwriting company, if not located in Washington, must maintain an agent within the state with authority to handle, adjust and process claims so that final claim determination shall be made within the state of Washington.

Legal References: RCW 28A.400.350 Liability, life, health, health care, accident, disability and salary insurance authorized - Premiums

Adopted by the Board March 23, 1981

Revised by the Board **September 13, 2005**

BOARD POLICY

Policy No. 8350

NONINSTRUCTIONAL OPERATIONS

8350 PRIVATELY-OWNED PROPERTY

The district shall not assume responsibility for the maintenance, repair or replacement of any privately-owned property brought to a school or district function unless the use or presence of such property has been specifically requested in writing by the administration.

Adopted by the Board August 25, 1997

BOARD POLICY

Policy No. 8406

NON INSTRUCTIONAL OPERATIONS

8406 LEAVE SHARING

The district shall establish and administer a leave sharing plan in which eligible employees may donate excess leave for use by a staff member who is suffering from, or has a relative or household member suffering from, an extraordinary or severe illness, injury, impairment or physical or mental condition, or who has been called to service in the uniform services.

Such a program is intended to extend leave benefits to a staff member who otherwise would have to take leave without pay or terminate his or her employment with the district.

The superintendent is directed to establish procedures to donate leave for staff members who earn personal holiday leave, staff members who accrue annual leave and sick leave and staff members who accrue leave to be used for illnesses, injuries or emergencies. The superintendent is directed to administer the leave-sharing plan in a manner consistent with state law and applicable collective bargaining agreements.

Legal References:	RCW 28A.400.380	Leave sharing program
	41.04.650-665	Leave sharing program
	WAC 392-126-004-104	Finance - Shared Leave

Adopted by the Board: **April 12, 2005**

BOARD POLICY

Policy No. 8700

NONINSTRUCTIONAL OPERATIONS

8700 SEXUAL HARASSMENT

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.

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.

Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male and female to female.

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 shall 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.

BOARD POLICY

For Policy 8700 (Cont'd)

The superintendent shall 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 shall 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 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 shall be posted in each district building in a place available to staff, students, parents, volunteers and visitors. The policy shall be reproduced in each student, staff, volunteer and parent handbook.

The superintendent shall 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, shall be included in the report. The superintendent is encouraged to involve staff, students, and volunteers and parents in the review process.

Cross References:	Board Policy 3210	Nondiscrimination
	Board Policy 3240	Student Conduct
	Board Policy 3421	Child Abuse and Neglect
	Board Policy 5010	Nondiscrimination
	Board Policy 5255	Disciplinary Action and Discharge

Legal References:	RCW 28A.640.020	Regulations, guidelines to eliminate discrimination -- scope
	WAC 392-190-056-058	Sexual harassment

Adopted by the Board April 10, 1995

BOARD POLICY

Policy No. 8810

NONINSTRUCTION

8810 RECYCLING PRODUCT PROCUREMENT

The Eastmont School District recognizes that resource conservation is a very important moral, economic, and environmental issue. Through the practice of waste reduction we will better manage our resources and teach students the importance and mechanics of conservation. Reduction practices will reduce the high and rising cost of waste disposal and provide educational opportunities for students, both in actual practice and through curriculum outcomes which will instill in students a sense of ecological responsibility.

The Eastmont School District finds it desirable to adopt a procurement policy promoting the use of recycled products and recyclable products by the Eastmont School District, thereby stimulating the demand for these products and helping to develop markets for materials that have been diverted from the solid waste stream.

This policy shall be known as the "Recycling Product Procurement Policy". Its purpose is to promote the development of markets for recycled products and recyclable products by establishing preferential purchase programs applicable to the Eastmont School District, thereby diverting materials from the solid waste stream.

Adopted by the Board January 13, 1997