

2018-2019

# Student Responsibilities and Rights

- Rights and Authorities of Teachers and Administrators
- Annual Notification



CENTRAL VALLEY  
SCHOOL DISTRICT

## Welcome to Central Valley School District!

This booklet is printed and distributed annually to all students in Central Valley School District (CVSD) to inform them of their responsibilities and rights. A complete copy of CVSD's Policies and Procedures are at: [www.cvsd.org](http://www.cvsd.org) for review.

Students have certain rights as citizens and the school system cannot unduly infringe on those rights. Contained in this document are rules that define the reasonable limits of those rights, based on the rules and regulations established by the State of Washington. This booklet also contains notification information which is required to be published and distributed to parents annually.



*Welcome to*  
**Central Valley School District**

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# ENROLLMENT INFORMATION

## Boundary Information

Elementary, middle and high school boundary information is published as attendance area maps which are available online at [www.cvsd.org](http://www.cvsd.org) under "About Us."

The CVSD Board of Directors approved revised elementary boundaries to accommodate growth, minimize overflow and lower class sizes, with the inclusion of the new Riverbend Elementary. Middle school boundaries are currently being reviewed and will take effect when the new Selkirk Middle School opens in the fall of 2019.

## Resident and Non-Resident Transfers ("Choice")

Due to high enrollment, not all CVSD schools are open for resident and non-resident transfers ("choice"). Every spring, CVSD announces the list of schools closed to choice for the upcoming school year. This list is available online at [www.cvsd.org](http://www.cvsd.org) and in district schools.

**Policy and Procedure 3130** provides information regarding resident (intra-district) transfers. Individuals who reside within the boundaries of CVSD and wish to transfer within the district should contact their resident school to request a transfer to another school within the district. Resident transfers are considered annually in the spring for the upcoming school year. Questions should be referred to the school of residence.

**Policy and Procedure 3141** provides information regarding non-resident (inter-district) transfers. Individuals wishing to transfer into CVSD from another school district must first be accepted into the Central Valley school before being released from their resident school district. CVSD closes selected, crowded schools to choice each school year. The list of schools closed to choice is posted online at [www.cvsd.org](http://www.cvsd.org).

## Student Residence Verification

When requesting enrollment in a CVSD school, students must provide proof of residency within the district. The student's address will be verified with a current electric bill reflecting the student and parent's current physical address. If an electric bill is not available, then a rental agreement, lease agreement or buyer's agreement will be temporarily accepted. Upon enrollment, the parent will be asked to complete a *Student Resident Verification for Acceptance to School* form. Residence verification must be received before student registration is complete.



### Subject to Change...

Policies and procedures are subject to change upon CVSD Board approval. All current CVSD policies and administrative procedures can be found online at [www.cvsd.org](http://www.cvsd.org).

### Who is a Parent?

For purposes of this publication, the term "parent" refers to the student's parent or guardian, or any person in a custodial relationship to the student.

### English Language Learning Services

If your child does not speak English, you may obtain services at your school to help your child become more successful at learning to read, write, speak and listen in English. Contact your school principal or call (509) 558-5426.

# EDUCATIONAL RECORDS

## Directory Information

Federal law allows school districts to routinely release what is called “directory information” without permission of parents.

**Policy and Procedure 3231** identifies this directory information as:

- ★ Student's name
- ★ Address and telephone listing
- ★ Electronic mail address
- ★ Date and place of birth
- ★ Student's major field of study
- ★ Enrollment status and grade level
- ★ Student's participation in officially recognized activities and sports
- ★ Weight and height of a member of an athletic team
- ★ Dates of attendance
- ★ Degrees and/or awards
- ★ Most recent school attended
- ★ Photos are also considered to be directory information

This information is not released for commercial purposes. However, directory information may be given to the **news media** (such as graduation lists, honor roll and other achievements), **colleges and universities** (such as scholarship information) as well as **state and local officials** (such as law enforcement, education agencies or juvenile court). Additionally, the district will provide students' names, addresses and telephone listings to **military recruiters** when requested. Such directory information may, upon administrative approval, be reported or provided to **others** (such as school parent organizations), subject to district policy. Student photos/names may also be used in school/district news, web and social media.

**Parents and adult-age students have the right to withhold the release of this information** by notifying the school in writing within seven (7) days of the student's enrollment in school using the district “Opt Out” form. This form is available at [www.cvsd.org](http://www.cvsd.org) or at your school.

Washington State Address Confidentiality Program participants are responsible for disclosing participation status by showing a state-issued identification card to school officials. Residential addresses of program participants are not available for release as directory information.

## Family Educational Rights and Privacy Act (FERPA)

CVSD, in conformance with the federal Family Educational Rights and Privacy Act (FERPA), provides parents and eligible students (age 18+) certain rights with respect to the student's educational records.

**The right to inspect and review the student's education records** within 5 days of the day the district receives a request for access. Parents or eligible students should submit to the district records custodian a written request that identifies the record(s) they wish to inspect. The records custodian will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

**The right to request the amendment of student educational records** the parent or eligible student believes is inaccurate or misleading. Parents or eligible students should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

**The right to consent to disclosures of personally identifiable information** contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, hearing officer, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

**The right to file a complaint** with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The contact information for the government office that administers FERPA is: Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605.

## Student Records

**Policy and Procedure 3231**, “Student Records” and **Policy and Procedure 4040** “Public Access to School District Records” explain that information about individual students (other than Directory Information) will not be released to persons or agencies without the written consent of parents.

However, student records shall be released to another school district where the student has enrolled or intends to enroll, upon official request from the district. At the time of the transfer of records, the parent or adult-age student may receive a copy of the records at their expense, if requested, and shall have an opportunity to challenge the contents of the records.

Information contained in the cumulative folders and administrative records of a student shall be released to persons, prospective employers and organizations other than the student, parent and other school districts only with the written consent of the parent or adult-age student with exceptions limited to directory information, legal requirements, or in connection with an emergency to protect the health or safety of the student or other persons.

Special education records will be destroyed in accordance with **Policy & Procedure 3231** and RCW 40.14.070 six years after the student's graduation or when they cease to need services.

**Policy and Procedure 3520** explains that CVSD students shall be responsible for the fees/fines or cost of replacing materials or property that are lost or damaged due to negligence. A student's grades, transcripts and/or diploma will be withheld from the student or parent until restitution is made by payment or the equivalency through voluntary work if the student is unable to pay restitution. The transfer of a student to another school does not negate the student's responsibility to make restitution for lost or damaged school materials or property.

## Health Information

State law requires that orders from a licensed health care provider for medication and/or treatments and a nursing care plan be in place before a student with a life-threatening health condition attends school (RCW 28A.210.320). A health condition is considered life-threatening if that condition will put the student in danger of death during the school day if a medication or treatment order is not in place.

**Parents have the responsibility to update the school about their child's current health condition at the time of registration and whenever a change in health status occurs.** Parents are responsible to alert any extracurricular or school sponsored events of their child's health condition, health care plan, or need for emergency medication/treatment. Such programs may include after-school sports, extended field trips, etc. Contact the school office or assigned school nurse for more information or assistance.

### IMMUNIZATIONS

**Policy 3413** requires all students to submit records of immunity to specified childhood diseases in order to register for school. This must be submitted on the *Washington State Certificate of Immunization Status* form. In addition, immunization requirements change as students go through the system and updated records of immunity will periodically be required for continued attendance at school. Please contact the school office or nurse with questions about immunization requirements.

### MEDICATIONS

**Policy and Procedure 3416** allows school personnel to administer oral, topical, eye, ear and nasal medication (prescription or over-the-counter) during school hours under limited conditions which include a written request by a parent and the student's licensed healthcare provider. High school students (only) can self-administer over-the-counter medications with a written request by a parent and with approval of the principal and/or school nurse. Additional requirements are in place for students to self-carry/administer medication for asthma, diabetes or severe allergy (RCW 28A.210.260). All medication must be accompanied by a *Medication Authorization Form*, a *Permission for Self-Administration of Over-the-Counter Medications* form, a *Severe Allergic Reaction Plan & Medication Orders* form, a *School Asthma Plan & Medication Orders* and/or a *School Diabetes Medical Order* form which may be obtained at any school office or at [www.cvsd.org](http://www.cvsd.org). Medication is stored securely and administered by trained staff.

### ILLNESSES

Students who are ill are asked not to attend school. Parents should call the school's attendance line to report the absence, taking care to be as specific as possible about the nature of the illness—including fever, cough, vomiting, diarrhea, etc. Specific illness reporting allows school and public health officials to better track illness among our student population.



# STUDENT RESPONSIBILITIES AND RIGHTS

CVSD encourages student conduct that promotes good health, reasonable standards of behavior, effective citizenship and a safe, positive learning environment. Students on school grounds or in locations under school jurisdiction are expected to abide by the rules which are established to achieve these objectives. Admission to CVSD schools carries with it the presumption that students will conduct themselves as responsible members of the school community. This includes the expectation that the student will obey the law, adhere to the policies of the school district, and comply with rules and regulations implementing these policies. In addition, the student is expected to safeguard the property of the school and to respect the rights and privileges of others in the school community.

**Policy 3200** explains the general policy of CVSD regarding student conduct. Policy and Procedure 3240 describes the disciplinary actions that may be imposed if a student should violate district policy. Definitions and discipline hearing information is listed in Policy and Procedure 3241.

## General Rules and Regulations

The development of these rules and regulations observes the “Students/Pupils” section of the Washington Administrative Code (WAC 392-400). In the event of inconsistencies between the state administrative provisions and school district rules, regulations and implementing procedures, or that the State Board of Education revises the administrative provisions at a later date, the WAC will supersede the district's rules. The enforcement of rules promulgated by the Washington Interscholastic Activities Association (WIAA) and like organizations that govern the participation of students in inter-school activities and related appeals will be governed by rules of the organization that have been adopted pursuant to RCW 28A.600.200 and approved by the State Board of Education, not by district rules.

A student has rights in the context of these rules insofar as the student is duly enrolled in a particular school in CVSD.

**At age 18, students become legal adults** and must approve any disclosure of information about themselves from school records, except directory information if a request for confidentiality has not been filed. At age 18, students may also sign releases, authorizations, or permission slips to participate in school activities and may sign themselves out of school and authorize their own absences. Students ages 16-18 who have been granted legal emancipation from their parents have the same rights as 18-year-old students. Students age 14 or older have the right to keep private from everyone any district records indicating they have been tested or treated for a sexually transmitted disease or referred, diagnosed, or treated for drug or alcohol problems. A student age 18 or older, as a legal adult, will have full responsibility for their behavior, but will continue to have disciplinary actions regarding their conduct referred to their parent (unless emancipated), as hereinafter noted in these rules and regulations.

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## STUDENT RESPONSIBILITIES

### Respect for the Law and Rights of Others

As a citizen, the student is responsible to observe the laws of the United States, the State of Washington, and/or its subdivisions. In the school, the student will respect the rights and property of others so as not to interfere with the educational process. The teacher and the administrator are required by law to maintain a safe, suitable environment for learning. Students who involve themselves in criminal acts on school property, off school property – and which acts have a detrimental effect upon the maintenance and operation of the schools or the district – are subject to prosecution under the law

and/or disciplinary action by the school. Video surveillance may be used on district property to ensure the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment.

### District Rules of Conduct

Students will comply in a respectful and responsible manner with all rules and regulations adopted by the district, including those set forth in this booklet and Policy and Procedure 3200, 3240 and 3241. The following rules identify, but do not limit, the types of activities covered by district regulations.

School administrators will enforce the rules:

- ★ On school grounds
- ★ Off school grounds at a school activity, function, event
- ★ Off school grounds if the actions of the student materially and substantially affect the educational process.

Copies of related policies may be obtained from any district school or online at [www.cvsd.org](http://www.cvsd.org).

**The charts on the following pages show the range of sanctions for student discipline.**

# Student Discipline Model

CVSD is committed to maintaining a safe learning environment for all students, employees and visitors. This model was developed with input from parents, staff and students.

When considering the level of discipline to be implemented, school authorities will consider several factors including, but not limited to:

- ★ Student attitude, intent and discipline history
- ★ Mitigating circumstances and the severity of conduct
- ★ Affect on other students and/or staff, including safety

Depending on these factors, an alternate consequence or a more severe punishment *may be imposed* at the discretion of the principal/designee. Students with disabilities will be disciplined in a nondiscriminatory manner on a case-by-case basis. *The range of sanctions is progressive.* Repeated offenses in any one category or combination of categories will result in more severe sanctions.

After each offense, the level of discipline is indicated for each level:

**E = Elementary; M = Middle School; S = High School**

Due process procedures are available for parents and students aggrieved by the imposition of disciplinary measures.

**Exceptional Misconduct:** designated by a diamond (◆) has been judged by the district to be (1) of such frequent occurrence, not withstanding past attempts to control such misconduct through use of other forms of corrective action or punishment and/or (2) so serious as to warrant immediate movement to emergency expulsion and/or long-term suspension.

**The following list is not exclusive** of other behaviors for which a student may be disciplined, up to and including expulsion and notification of non-school agencies (parent and/or the appropriate enforcement agency).

**Note:** Students who have received a suspension or expulsion for misconduct may be required by the building administrator/designee to sign a readmittance contract.

CODE	OFFENSE		School Discipline	Short-term Suspension 1-10 Days	Long-term Suspension 11-90 Days	Expulsion, Emergency Expulsion	Notification Non-School Agency
<b>ADHERENCE TO RULES</b>							
AD01	<b>Adherence to Building/District Rules:</b> A student will obey the lawful instructions of district personnel in a respectful and responsible manner.	E	Begin here				
		M	Begin here				
		S	Begin here				
AD02	<b>Bus Conduct:</b> A student must obey rules and regulations as adopted by the board to ensure their safety and well-being while on district transportation. Bus drivers are empowered to impose discipline upon a student for misconduct, which violates rules of conduct on a bus, and recommend to the Supervisor of Transportation the denial of riding privileges. District administrators may impose additional sanctions in proportion to the severity and repetition of the act(s).	E	Begin here				
		M	Begin here				
		S	Begin here				
AD03	<b>Closed Campus/Restricted Areas:</b> A student will remain on school grounds and out of areas identified by building administrators as restricted areas (e.g., parking lots) from the time of arrival until students are officially excused.	E	Begin here				
		M	Begin here				
		S	Begin here				
AD04	<b>Dress/Apparel:</b> A student's dress and appearance may be regulated when, in the judgment of school administrators, there is reasonable expectation that a (1) health or safety hazard is presented by the dress or appearance that (2) may damage school property (3) cause disruption of the educational process, or (4) violate dress codes. See page 12.	E	Begin here				
		M	Begin here				
		S	Begin here				
AD05	<b>Personal Protection Spray Device:</b> It is unlawful for a person under 18, unless the person is at least 14 years old and has a parent's written permission, to possess such a device. Use of such a device in a manner inconsistent with the authorized use of force statute will cause the imposition of appropriate discipline. Student must have a signed permission form on file.	E		Begin here			
		M		Begin here			
		S	Begin here				
AD06	<b>Private Transportation of Students:</b> In accordance with state school regulations, school authorities are empowered to supervise and control private transportation. Violations endangering public or private safety, or lack of consideration for public welfare may be among the causes for suspending the student's driving privilege. Elementary and middle school students are not permitted to operate gas/electric powered vehicles on school grounds. See page 13.	E	Begin here				
		M	Begin here				
		S	Begin here				★
AD07	<b>Parking Violation:</b> Violations of building, District or State parking rules or laws on CVSD property.	E	Begin here				
		M	Begin here				
		S	Begin here				

CODE	OFFENSE		School Discipline	Short-term Suspension 1-10 Days	Long-term Suspension 11-90 Days	Expulsion, Emergency Expulsion	Notification Non-School Agency
<b>ASSAULT/THREATS</b>							
◆ AS01	<b>Assault/Abuse of District Personnel:</b> A student will not intentionally cause or attempt to cause physical injury, or interfere with the discharge of the official duties of district personnel by force or violence in their actions or behavior.	E		Begin here			
		M				Begin here	★
		S				Begin here	★
◆ AS02	<b>Assault on Students (Grievous):</b> A student will not assault with intent to inflict substantial or great bodily harm or knowingly inflict substantial or great bodily harm by any means.	E		Begin here			★
		M				Begin here	★
		S				Begin here	★
AS03	<b>Assault (All Others):</b> A student will not intentionally make contact with another person that would be harmful or offensive to an ordinary person who is not unduly sensitive; or act with unlawful force, with intent to inflict bodily injury.	E	Begin here				
		M		Begin here			
		S		Begin here			
◆ AS04	<b>Bomb Threat:</b> A student will not falsely indicate, verbally or in writing that a bomb or other incendiary device is on school property.	E		Begin here			★
		M				Begin here	★
		S				Begin here	★
◆ AS05	<b>Extortion/Blackmail/Coercion:</b> A student will not frighten with threats or attempt to obtain power, money, services or property from another by the use of force, fear, or threat.	E	Begin here				
		M		Begin here			
		S		Begin here			
AS06	<b>Fighting:</b> Students will not participate in mutual physical contact involving anger or hostility.	E	Begin here				
		M		Begin here			
		S		Begin here			
◆ AS07	<b>Threats on District Personnel:</b> A student will not threaten to cause physical injury or interfere with the discharge of the official duties of district personnel by intimidation in their actions or behavior.	E		Begin here			
		M				Begin here	★
		S				Begin here	★
◆ AS08	<b>Threats on Students (Grievous):</b> A student will not threaten a person with intent to inflict substantial or great bodily harm by any means.	E		Begin here			★
		M				Begin here	★
		S				Begin here	★
AS09	<b>Threats (All Others):</b> A student will not issue any written, verbal or electronically transmitted messages that cause fear and/or disrupts the educational process.	E	Begin here				
		M		Begin here			
		S		Begin here			
<b>ATTENDANCE</b>							
AT01	<b>Excused Absences, Unexcused Absences and Truancy:</b> Students will be punctual and regular in attendance. Students are expected to attend all assigned classes each day and will be in their assigned areas at assigned times, unless officially excused. (See Policy 3121, 3122, RCW 13.32A and RCW 28A.225). See page 14.	E	Begin here				
		M	Begin here				
		S	Begin here				
AT02	<b>Tardiness:</b> Students will be in their assigned areas at assigned times unless officially excused. Students arriving for class up to ten minutes after class is scheduled to begin will be considered tardy while students arriving any later will be considered absent.	E	Begin here				
		M	Begin here				
		S	Begin here				
<b>CHEATING/RECORDS</b>							
CR01	<b>Alteration of Records:</b> A student will not falsify, alter, or destroy any school record or any communication between home and school.	E	Begin here				
		M		Begin here			
		S		Begin here			
CR02	<b>Cheating/Plagiarism:</b> A student will not knowingly submit the work of others and/or represent it as his/her own. S/he will not aid and abet (conspire) the cheating of others.	E	Begin here				
		M	Begin here				
		S	Begin here				
CR03	<b>Misrepresentation/Forgery:</b> A student will not deliberately make untruthful statements with the knowledge that they are untrue and with the intent to deceive, including aiding or abetting others in a misrepresentation e.g.: lying, fraudulently using, in writing, the name of another person, or falsifying times, dates, grades, addresses, or other data.	E	Begin here				
		M		Begin here			
		S		Begin here			



CODE	OFFENSE		School Discipline	Short-term Suspension 1-10 Days	Long-term Suspension 11-90 Days	Expulsion, Emergency Expulsion	Notification Non-School Agency
<b>HARASSMENT/INTIMIDATION/BULLYING</b>							
HI01	<b>Bullying:</b> Unwanted, aggressive behavior that involves a real or perceived power imbalance, and is repeated, or has potential to be repeated over time, including messages or images intentionally written or electronically transmitted (by email, text and/or social media), verbal and/or physical acts that harms, interferes, threatens or disrupts the educational process. See page 17.	E	Begin here				
		M	Begin here				
		S	Begin here				
◆ HI02	<b>Interference with or Intimidation of School Authorities:</b> A student will not interfere with the discharge of the official duties of district personnel by force, threat of force, or violence.	E				Begin here	
		M				Begin here	
		S				Begin here	
HI03	<b>Sexual Harassment:</b> Conduct or communication intended to be sexual in nature, is unwelcome by the targeted person(s) and has potential to deny or limit another person's work performance or to participate in, or benefit from, a school's educational program. See page 17.	E		Begin here			
		M		Begin here			
		S		Begin here			
HI04	<b>Discriminatory Harassment:</b> Conduct or communication that is intended to be harmful, humiliating, or physically threatening, and shows hostility toward a person(s) based on their real or perceived sex, race, creed, religion, color, national origin, sexual orientation, gender identity, gender expression, veteran or military status, disability or use of a trained dog guide or service animal. See page 17.	E	Begin here				
		M	Begin here				
		S	Begin here				
<b>LEWD CONDUCT</b>							
LC01	<b>Indecent Liberties/Exposure:</b> A student will not take indecent liberties with another student or intentionally make any open and obscene exposure of his/her person or the person of another knowing that such contact is likely to cause reasonable affront or alarm.	E		Begin here			
		M		Begin here			
		S		Begin here			
LC02	<b>Lewd Conduct:</b> A student will not display behavior that is indecent or obscene, e.g., sexual deviant behavior – mooning, depantsing. A student will not knowingly possess, transmit, disseminate, exchange, etc. printed or electronically-stored photos/matter of acts of “sexually explicit conduct” e.g., body parts normally covered by underwear. Law enforcement will be notified.	E	Begin here				
		M		Begin here			
		S		Begin here			
LC03	<b>Obscenity, Profanity, and Vulgarity:</b> Students will not use obscene, vulgar or profane language, writings, pictures, or make such signs or acts, including on computer terminals. *When directed at school personnel.	E	Begin here	*			
		M	Begin here	*			
		S	Begin here	*			
<b>STUDENT CONDUCT</b>							
◆ SC01	<b>Arson:</b> A student will not intentionally set or attempt to set a fire or cause an explosion nor will they possess or place explosives such as stink bombs or imitations of such devices on school property, transportation, or at any school-related activity. RCW 70.74	E				Begin here	★
		M				Begin here	★
		S				Begin here	★
SC02	<b>Failure to Cooperate.</b> A student will comply with or follow reasonable, lawful directions, or requests of teachers or staff. Failure to cooperate includes, but is not limited to non-compliance, defiance, and disrespect. (Begin discipline at “emergency expulsion” if incident involves refusal/interference with a search.)	E	Begin here			**	
		M	Begin here			**	
		S	Begin here			**	
SC03	<b>Display of Affection:</b> A student will not physically display affection- oriented behavior at school, on transportation, or during school-sponsored activities or events.	E	Begin here				
		M	Begin here				
		S	Begin here				
SC04	<b>Disruptive Conduct:</b> A student will not exhibit conduct which materially and substantially interferes with the educational process.	E	Begin here				
		M	Begin here				
		S	Begin here				

CODE	OFFENSE	School Discipline	Short-term Suspension 1-10 Days	Long-term Suspension 11-90 Days	Expulsion, Emergency Expulsion	Notification Non-School Agency
<b>STUDENT CONDUCT, continued</b>						
SC05	<b>False Alarm:</b> A student will not activate a fire alarm or make a 9-1-1 call for other than the intended purpose of the alarm.	E	Begin here			★
		M	Begin here			★
		S	Begin here			★
SC06	<b>Fireworks:</b> A student will not possess, transmit, use, distribute, or sell firecrackers or other fireworks on school property or at school activities.	E	Begin here			
		M	Begin here			
		S	Begin here			
SC07	<b>Gambling:</b> A student will not play cards, dice, or games of chance for money or other things of value.	E	Begin here			
		M	Begin here			
		S	Begin here			
◆ SC08	<b>Gangs:</b> A student will not knowingly engage in gang/gang - like activities on school property or at school-sponsored activities. "Gang" means a group which meets one or more of the following criteria: (1) consists of three or more persons; (2) has identifiable leadership; and (3) on an ongoing basis, regularly conspires and acts in concert, mainly for criminal purposes.	E	Begin here			
		M	Begin here			
		S	Begin here			
SC09	<b>Participating in an Incident:</b> A student will not participate in an incident by inciting or encouraging misconduct or by being a spectator who is actively inciting or encouraging such conduct by words, actions, or presence.	E	Begin here			
		M	Begin here			
		S	Begin here			
SC10	<b>Technology Misuse:</b> A student will observe the Student Electronic Information System and Acceptable Use Policy (AUP) and not inappropriately use the building/district's network or hardware. See page 18.	E	Begin here			
		M	Begin here			
		S	Begin here			
SC11	<b>Telecommunications Equipment and Personal Listening Devices:</b> Use of and/or visual displays of cell phones, cell phone cameras or other electronic devices and personal listening devices such as iPods and Mp3 players is prohibited during the school day unless approved by the principal/designee. Such devices may be confiscated if they are visible, on and/or if they disrupt the educational process. More severe sanctions may be imposed for multiple infractions.	E	Begin here			
		M	Begin here			
		S	Begin here			
SC12	<b>Trespass/Loitering:</b> A student will not without permission, enter or remain unlawfully in school buildings or on any part of school grounds.	E	Begin here			
		M	Begin here			
		S	Begin here			
SC13	<b>Violation of Federal, State, or Local Laws (school-related):</b> A student will not knowingly violate federal, state or local laws.	E	Begin here			
		M	Begin here			★
		S	Begin here			★
SC14	<b>Multiple Minor Accumulated Incidents:</b> Discipline for culmination of multiple minor infractions that both occurred throughout the school year, and individually would not necessarily rise to the severity of meriting a short-term or long-term suspension.	E	Begin here			
		M	Begin here			
		S	Begin here			
<b>SUBSTANCES</b>						
◆ SU01	<b>Distribution of Controlled/Illegal Substances:</b> A student will not sell or distribute controlled substances or alleged controlled substances, including non-prescription and/or over-the-counter medications or any "look-alike" substances, or be in possession of drug paraphernalia.	E			Begin here	★
		M			Begin here	★
		S			Begin here	★
◆ SU02	<b>Possession/Use of Controlled/Illegal Substances:</b> A student will not possess, allege to possess, use or be under the influence of any illegal drugs, inhalants, unauthorized or controlled substances, non-prescription and/or over-the-counter medications or any "look-alike" substances or be in possession of drug paraphernalia.	E			Begin here	★
		M			Begin here	★
		S			Begin here	★
SU03	<b>Tobacco Products:</b> A student will not possess, use, transmit, sell, or distribute tobacco products or delivery devices (e.g., electronic cigarettes) on or near school property, transportation, or school sponsored activities.	E	Begin here			
		M	Begin here			
		S	Begin here			

CODE	OFFENSE	School Discipline	Short-term Suspension 1-10 Days	Long-term Suspension 11-90 Days	Expulsion, Emergency Expulsion	Notification Non-School Agency
<b>SUBSTANCES, continued</b>						
◆ SU04	<b>Distribution of Alcohol:</b> A student will not sell or distribute alcoholic beverages.	E			Begin here	★
		M			Begin here	★
		S			Begin here	★
◆ SU05	<b>Possession/Use of Alcohol:</b> A student shall not possess, allege to possess, use or be under the influence of any alcoholic beverage.	E			Begin here	★
		M			Begin here	★
		S			Begin here	★
◆ SU06	<b>Distribution of Marijuana/Cannabis:</b> A student will not sell or distribute marijuana, cannabis or any "look-alike" substances or be in possession of drug paraphernalia.	E			Begin here	★
		M			Begin here	★
		S			Begin here	★
◆ SU07	<b>Possession/Use of Marijuana/Cannabis:</b> A student will not use, possess, or allege to possess, or be under the influence of marijuana, cannabis or any "look-alike" substances or in possession of drug paraphernalia.	E			Begin here	★
		M			Begin here	★
		S			Begin here	★
<b>THEFT/VANDALISM</b>						
◆ TV01	<b>Burglary:</b> A student will not enter or remain unlawfully in a district building with intent to commit a crime.	E		Begin here		★
		M			Begin here	★
		S			Begin here	★
◆ TV02	<b>Malicious Mischief/Vandalism:</b> A student will not intentionally cause damage to any property (school district, contractor, school employee, or another student) including unlawful discharge of a laser. Restitution for the cost of repair/replacement will be the responsibility of the student and/or parent. Discipline may be increased depending on the severity of the incident.	E	Begin here			
		M		Begin here		
		S		Begin here		
TV03	<b>Possession of Stolen Property:</b> A student will not knowingly receive, retain, possess, conceal, or dispose of stolen property.	E	Begin here			
		M		Begin here		★
		S		Begin here		★
◆ TV04	<b>Robbery:</b> A student will not take another's property by force or threat of force.	E		Begin here		
		M			Begin here	★
		S			Begin here	★
◆ TV05	<b>Theft:</b> A student will not unlawfully remove (steal) school or personal property. Law enforcement agencies may be contacted depending upon the value/gravity of the incident. Discipline may be increased depending on the severity of the incident.	E	Begin here			
		M		Begin here		
		S		Begin here		
<b>WEAPONS</b>						
◆ WP01	<b>Firearms/Air Guns/Dangerous Weapons/Explosives:</b> Unauthorized use or possession of any object that is or reasonably can be considered or viewed as a firearm, air gun, dangerous weapon or explosive. Students carrying dangerous weapons other than firearms and including "nun-chu-ka sticks," "throwing stars," air gun/pistol/rifle, stun gun, metal knuckles, spring blade knife, dagger, razor, sling shot, club, explosives, poison, or any other dangerous weapon may be expelled or subject to other disciplinary action (RCW 28A.000.420). Law enforcement will be notified. (RCW 9.41.250, RCW 9.41.280)	E			Begin here	★
		M			Begin here	★
		S			Begin here	★
WP02	<b>Weapons/Other Weapons:</b> A student will not possess, transmit or use items that are used as weapons, or in a threatening manner, that are not legally defined as "dangerous weapons" in RCW 9.41.250 and RCW 9.41.280 (e.g., knife, lead pipe, laser, etc.)	E		Begin here		
		M		Begin here		
		S		Begin here		

## STUDENT RESPONSIBILITIES, cont.

### Dress/Apparel (AD04)

Dress standards, in conformance with **Policy and Procedure 3224**, are designed to promote the educational mission of CVSD and ensure a safe and healthy learning environment. Principles of cleanliness and appropriate attire and appearance are necessary to establish an atmosphere conducive to respect and successful learning. The basic responsibility for appropriate attire must rest with the student and his/her parent. Each school's administration and staff are responsible for recognizing cultural factors when determining whether a student's dress does not conform to district policy.

A student's dress and appearance may be regulated when, in the judgment of school administrators, there is reasonable expectation that: 1) A health or safety hazard is presented by the dress or appearance that 2) may damage school property, 3) cause disruption of the educational process, or 4) violate dress codes. For the purpose of this policy, a material or substantial disruption of the educational process may be found to exist when a student's conduct is inconsistent with any part of the educational mission of the district.

No student on or about school property or at any school activity will wear or display clothing or symbols which are gang related or representative of hate groups, advocating non-compliance with the law, vulgarity, lewdness, immoral conduct, or the use of tobacco, alcohol, or other drugs. Where such disruption occurs, the student will be subject to disciplinary action.

**Note:** The following lists are **not exhaustive** of dress code violations for each educational level.



## DISTRICT DRESS CODE

### Elementary School

- ★ Caps or headwear must be removed upon entering the school building (except for religious observance or medical reasons)
- ★ Apparel/accessories (chains, jewelry, bandanas, etc.) that can be considered gang-related or that may be used as a potential weapon may not be worn
- ★ Dress that communicates the promotion of tobacco, alcohol, drugs, violence, vulgarity, weapons, profanity, or that is disparaging to gender, ethnicity, religion, or that has a sexual connotation is not acceptable school attire
- ★ Midriffs must be covered
- ★ Revealing clothing is not school attire
- ★ Shorts and skirts must be below fingertips
- ★ Underwear shall not be visible
- ★ Sagging pants are not acceptable school attire
- ★ Long belts must be tucked into belt loops
- ★ Safe footwear is required (flip flops are not safe footwear)

### Middle School

- ★ Caps or headwear must be removed upon entering the school building (except for religious observance or medical reasons)
- ★ Apparel/accessories (chains, jewelry, bandanas, etc.) that can damage school property, be considered gang-related or be used as a potential weapon, are not acceptable school attire
- ★ Dress that communicates the promotion of tobacco, alcohol, drugs, violence, vulgarity, weapons, profanity, or that is disparaging to gender, ethnicity, religion, or that has a sexual connotation is not acceptable school attire
- ★ Shoulders are to be covered (not visible) and shirts must have sleeves
- ★ Clothing that reveals undergarments, bare midriffs, bare backs, or cleavage, including clothing that has excessive rips and tears or is excessively tight, is not acceptable school attire
- ★ Shorts and skirts must be below fingertips (school activity uniforms exempt when worn with proper undergarments)
- ★ Sagging pants are not acceptable school attire
- ★ Oversize coats remain in lockers
- ★ Long belts must be tucked into belt loops
- ★ Footwear is required

### High School

- ★ Hoods or other non-religious headwear that obscures the face must be removed upon entering the school building.
- ★ Apparel/accessories (chains, jewelry, bandanas, etc.) that can damage school property, be considered gang-related or be used as a potential weapon, are not acceptable school attire
- ★ Dress that communicates the promotion of tobacco, alcohol, drugs, violence, vulgarity, weapons, profanity, or that is disparaging to gender, ethnicity, religion, or that has a sexual connotation is not acceptable school attire
- ★ Clothing that reveals undergarments, bare midriffs, bare backs, or cleavage, including clothing that has excessive rips and tears or is excessively tight, is not acceptable school attire
- ★ Shorts and skirts must be below fingertips (school activity uniforms exempt when worn with proper undergarments)
- ★ Sagging pants are not acceptable school attire
- ★ Footwear is required

## Private Transportation of Students (AD06)

In accordance with state school regulations, school authorities are empowered to supervise and control private transportation at school and may require student-operated vehicles to be registered and properly parked according to the policy of the school. Elementary and middle school students are not permitted to operate gas/electric powered vehicles on school grounds. Violations endangering public or private safety or lack of consideration for the public welfare in the operation of a vehicle are among the causes for which a principal/designee may suspend the driving privilege of a student's privately driven motor transportation to and from school. No student enrolled below the ninth (9th) grade in school may operate motor-driven transportation to or from school.

## Parking Violations (AD07)

Any students planning to drive to school must register their vehicle at the business office by paying a registration fee; providing proof of a valid Driver's License, current insurance, vehicle information and student and parent signature. Once registered, students receive a parking spot with a number matching their tag that must be clearly displayed on their rearview mirror or dash at all times, or they may be ticketed.

Students who fail to abide by school policies – or drive carelessly or recklessly – will have their driving/parking privileges on school property revoked and could face a traffic citation issued by the school resource officer. Students will not be allowed to give their parking tag to others, or use an unauthorized tag. No exemption exists for students to park in a teacher/visitor area if all the designated student parking areas are occupied—no exceptions. Students, who park in staff parking or any unauthorized areas will be ticketed, lose their parking privileges and/or have their vehicle towed at the owner's expense.

### Student with an Assigned Parking Pass:

- 1. Parking Passes/Tags:** All students wanting to park on school campus must register and receive a parking tag (\$10.00 annual fee). Parking tags must be clearly displayed on the rearview mirror or on the dash. Vehicles without clearly visible proper tags will receive a violation sticker. There is a \$10 charge to replace lost tags.
- 2. Parking Areas:** Parking is restricted to an individually assigned, numbered spot only. Students may not park in visitor or staff parking spots. Students parking without a parking pass, not correctly parked in assigned spot, or any restricted areas will receive a ticket/fine.
  - ◆ 1st offense = Warning Sticker
  - ◆ 2nd offense = \$10.00 + letter of notification of loss of parking pass for balance of the school year.
  - ◆ 3rd offense = \$10.00 + letter of notification of towing, loss of parking pass for school year.
  - ◆ 4th offense = \$10.00 + cost of towing
- 3. Parking Lot Off-limits to Students during School Day:** Students leaving or returning to campus during the day must have proper permission/clearance through the office or from an administrator (including lunch). Leaving without proper authorization will be considered truancy and an infraction of school policy. On the 3rd such violation, the student will lose their parking pass for the balance of the school year.
- 4. 5 MPH Speed Limit Strictly Enforced on School Campus:** Consequences for speeding, negligent or reckless driving or any moving violation can result in loss of parking privilege.
- 5. All Vehicle/Pedestrian Accidents Must Be Reported Immediately:** Report to the school resource deputy or an administrator.
- 6. All Parking Fines Must Be Cleared:** Before students can receive their diploma, transcripts or clearance to participate in school activities/athletics, all fines must be cleared.

### Students without a Parking Pass:

Students without a parking pass are not allowed to park in reserved, visitor, or staff parking on school campus from 6:30am–2:30pm, Monday–Friday.

Violations will result in the following:

- ◆ 1st offense = Warning Sticker (Must move vehicle ASAP or be towed and pay cost of towing)
- ◆ 2nd offense = \$10.00 (Must move vehicle ASAP or be towed and pay cost of towing)
- ◆ 3rd offense = \$10.00 + letter of notification of towing (Must move vehicle ASAP or be towed and pay cost of towing)
- ◆ 4th offense = \$10.00 + cost of towing

If there are any questions, please see the safety resource deputy.



## STUDENT RESPONSIBILITIES, cont.

### Absences/Truancy (AT01)

**Policy and Procedure 3122** outlines the district's attendance expectations. Students are expected to attend all assigned classes each day and be in their assigned areas at assigned times. Teachers and school staff will keep a record of absence and tardiness, including a call log and/or record of excuse statements submitted by a parent, or in certain cases, students, to document a student's excused absences. Refer to WAC 392-401 for any new updates.

#### Homework, Student Grade/Credit

A student's grade or credit in a particular class may be adversely affected by reason of absence or tardiness only to the extent that the student's attendance and/or participation is related to the instructional objectives of the course, and has been identified by the teacher as a basis for grading in the course.

Assignments/activities not completed due to an **excused absence** may be made up in the manner provided by the teacher.

It is the student's responsibility on the day the student returns to school from an absence to contact the teacher for their makeup work. Such makeup work must be completed in a reasonable time.

#### Notifying the school of the absence.

When possible, the parent is expected to notify the school office on the morning of the absence by phone, email or written note and provide the excuse for the absence. If no excuse is provided with the notification, or no notification is provided, the parent will submit an excuse via phone, email or written note upon the student's return to school. Adult students (those over 18) and emancipated students (those over 16 who have been emancipated by court action) will notify the school office of their absence with a note of explanation. Students 14 years and older who are absent from school due to testing or treatment for a sexually transmitted disease will notify the school with a note of explanation which will be kept confidential. Students 13 years and older may do the same for mental health, drug/alcohol treatment; and all students have the same right for family planning and abortion.

### EXCUSED ABSENCES

The following are valid excuses for absences and tardiness.

- a) **Participation in a district or school approved activity or instructional program**— to be excused, this absence must be authorized by a staff member and the affected teacher must be notified prior to the absence unless it is clearly impossible to do so.
- b) **Illness, health condition, or medical appointment** (including but not limited to medical, counseling, dental or optometry);  
**Extended illness or health condition.** If a student is confined to home or hospital for an extended period, the school will arrange for the accomplishment of assignments at the place of confinement whenever practical. If the student is unable to do his/her schoolwork, or if there are major requirements of a particular course that cannot be accomplished outside of class the student may be required to take an incomplete or withdraw from the class without penalty.  
**Chronic health condition.** Students with a chronic health condition which interrupts regular attendance may qualify for placement in a limited attendance and participation program. The student and his/her parent will apply to the principal or counselor and a limited program will be written following the advice and recommendations of the student's medical advisor. The recommended limited program will be approved by the principal. Staff will be informed of the student's needs through the confidentiality of the medical information will be respected at the parent's request.
- c) **Family emergency**, including but not limited to a death/illness in the family;
- d) **Religious or cultural purpose**— A parent may request that a student be excused from attending school in observance of a religious/cultural holiday. In addition, a student, upon the request of his/her parent, may be excused for a portion of a school day to participate in religious/cultural instruction provided such is not conducted on school property. A student will be allowed one makeup day for each day of absence.
- e) **Court, judicial proceeding or serving on a jury;**
- f) **Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;**
- g) **State-recognized search and rescue activities** consistent with RCW 28A.225.055;
- h) **Absence directly related to the student's homeless status;**
- i) **Absence resulting from disciplinary actions, suspensions, or emergency expulsions.** As required by law, students who are removed from a class as a disciplinary measure or students who have been placed on suspension will have the right to make up assignments or exams missed during the time they were denied entry to the classroom if the effect of the missed assignments will be a substantial lowering of the course grade.
- j) **Principal/designee and parent, or emancipated youth mutually agreed upon approved activity.** This category of absence will be counted as excused for purposes agreed to by the principal and parent. An absence may not be approved if it causes serious adverse effect on the student's educational progress. In participation-type classes (e.g., certain music and physical education classes) the student may not be able to achieve the objectives of the unit of instruction as a result of absence from class. In such a case, a parent-approved absence would have an adverse effect on the student's educational progress which would ultimately be reflected in the grade for such a course. A student, upon the request of his/her parent, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property or otherwise involves the school to any degree.

The school principal or designee has the authority to determine if an absence meets the criteria of an excused absence.

### Required conference for elementary school students

If an elementary school student has five or more excused absences in a single month or ten or more excused absences in the current school year, the district will schedule a conference with the student and their parent(s) at a reasonably convenient time.

The conference is intended to identify barriers to the student's regular attendance and to identify supports and resources so the student may regularly attend school.

The conference must include at least one district employee (preferably a nurse, counselor, social worker, teacher or community human service provider) and may occur on the same day as the scheduled parent-teacher conference, provided it takes place within thirty days of the absences.

If the student has an Individualized Education Program or a Section 504 Plan, the team that created that program must reconvene. A conference is not required if prior notice of the excused absences was provided to the district or if a doctor's note has been provided and a plan is in place to ensure the student will not fall behind in their coursework.

## UNEXCUSED ABSENCES

Unexcused absences occur when:

1. The parent or adult student submits an excuse that does not meet the definition of an excused absence as defined above; or
2. The parent or adult student fails to submit any type of excuse statement, whether by phone, e-mail, or in writing, for an absence.

**Each unexcused absence** within any month or the current school year will be followed by a letter or phone call to the parent informing them of the consequences of additional unexcused absences. The school will make reasonable efforts to provide this

information in a language in which the parent is fluent. A student's grade will not be affected if no graded activity is missed during such an absence.

**After two unexcused absences** within any month of the current school year, a conference will be held between the principal, student and parent to analyze the causes of the student's absenteeism. If a regularly scheduled parent-teacher conference is scheduled to take place within thirty days of the second unexcused absence, the district may schedule the attendance conference on the same day.

Not later than the student's fifth unexcused absence in a month, the district will enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board or file a petition with the juvenile court.

### Petition to Juvenile Court

The petition will contain the following:

- ◆ A statement that student has unexcused absences in the current school year;
- ◆ An attestation that actions taken by the district have not been successful in substantially reducing the student's absences from school;
- ◆ A statement that court intervention and supervision are necessary to assist the district to reduce the student's absences from school;
- ◆ A statement that RCW 28A.225.010 has been violated by the parent, student or parent and student;
- ◆ The student's name, date of birth, school, address, gender, race and ethnicity; and the names and addresses of the student's parents, whether the student and parent are fluent in English, whether there is an existing individualized education program (IEP) and the student's current academic status in school;
- ◆ A list of all interventions that have been attempted, a copy of any previous truancy assessment completed by the student's current district, the history of approved best practices intervention or research-based intervention(s)

previously provided to the student by the district, and a copy of the most recent truancy information document signed by the parent and student;

- ◆ Facts that support the above allegations.

Petitions may be served by certified mail, return receipt requested, but if such service is unsuccessful, personal service is required. At the district's choice, it may be represented by a person who is not an attorney at hearings related to truancy petitions.

If the allegations in the petition are established by a preponderance of the evidence, the court will grant the petition and enter an order assuming jurisdiction to intervene for a period of time determined by the court, after considering the facts alleged in the petition and the circumstances of the student, to most likely cause the student to return to and remain in school while the student is subject to the court's jurisdiction.

If the court assumes jurisdiction, the district will periodically report to the court any additional unexcused absences by the student, actions taken by the district, and an update on the student's academic status in school at a schedule specified by the court. The first report must be received no later than three (3) months from the date that the court assumes jurisdiction.

All sanctions imposed for failure to comply with the attendance policies and procedures will be implemented in conformance with state and district regulations regarding corrective action or punishment.

## STUDENT RESPONSIBILITIES, cont.

### Notification of Threats of Violence or Harm

**Policy and Procedure 4314** directs students and school employees who are subjects of threats of violence or harm, including threats through email, texting and social media posts, shall be notified of the threats in a timely manner. Parents shall be included in notifications to students who are subjects of threats of violence or harm. If there is a specific and significant threat to the health or safety of a student or other individuals, the district may disclose information from education records to appropriate parties whose knowledge of the information is necessary. Timing and details of the notice will be as extensive as permitted by the federal Family Educational Rights and Privacy Act, other legal limitations, and the circumstances.

### Penalty for Threats to Bomb or Injure Property (AS04)

It is unlawful for any person to threaten to bomb or otherwise injure any school building or structure; or to communicate or repeat any information concerning such a threatened bombing or injury, knowing such information to be false and with intent to alarm the person(s) to whom the information is communicated or repeated. It is not a defense to any prosecution that the threatened bombing or injury was a hoax. This violation is a class B felony, punishable according to chapter 9A.20 RCW. (RCW 9.61.160)



### Harassment, Intimidation or Bullying

**Policy 3207** declares CVSD's commitment to a safe and civil educational environment for all students, employees, parents, volunteers and patrons that is free from harassment, intimidation or bullying. Harassment, intimidation or bullying (HIB) means any intentionally written message or image, including those that are electronically transmitted, such as emails, texts and social media posts, a verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability or other distinguishing characteristics such as physical appearance, clothing or other apparel, socioeconomic status and weight when an act:

- ★ Physically harms a student or damages the student's property; or
- ★ Has the effect of substantially interfering with a student's education; or
- ★ Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or
- ★ Has the effect of substantially disrupting the orderly operation of the school.

Harassment, intimidation or bullying can take many forms including, but not limited to slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images.



## HIB Interventions

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violations, to change the behavior of the perpetrator, and to restore a positive school climate.

**The district will consider the frequency of incidents, developmental age of the student and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and behavior and discipline, to law enforcement referrals.**

## Retaliation/False Allegations

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation or bullying. It is also a violation of district policy to knowingly report false allegations of harassment, intimidation and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

## Incident Reporting Process

1. Complete the *Incident Reporting Form* available in all school offices and online at [www.cvsd.org](http://www.cvsd.org).
2. Turn in the completed form to a school teacher, counselor or principal
3. Principal will review and investigate the incident. Depending on the frequency and severity of the conduct, intervention, counseling, correction, discipline, and/or referral to law enforcement will be used to remediate the impact on the victim and the climate, and change the behavior of the perpetrator.

## Compliance Officers

Each school has a designated Harassment, Intimidation or Bullying (HIB) Compliance Officer. The district also has a designated HIB Compliance Officer to receive copies of all formal and informal complaints and ensure policy implementation. Inquires may be directed to:

Dr. Terrie VanderWegen  
District HIB Compliance Officer  
19307 E. Cataldo Ave.  
Spokane Valley, WA 99016.

See also “Freedom from Discrimination” page 27.

## Bullying (H101)

Unwanted, aggressive behavior that (1) involves a real or perceived power imbalance, and (2) is repeated, or has the potential to be repeated, over time. Forms of bullying include messages or images that are intentionally written or electronically transmitted (by email, text and/or social media), verbal and/or physical acts that: a) cause physical harm or damages personal property; or b) substantially interferes with a student's education; or c) creates an intimidating or threatening educational environment; or d) substantially disrupts the orderly operation of a school.

## Sexual Harassment (H103)

**Policy 3205** addresses the prohibition of the sexual harassment of students. Sexual harassment is defined as conduct or communication intended to be sexual in nature, that is unwelcome by the targeted person(s) and has the potential to deny or limit another person's work performance or to participate in, or benefit from, a school's educational program.

## Discriminatory Harassment (H104)

Conduct or communication that (1) is intended to be harmful, humiliating, or physically threatening, and (2) shows hostility toward a person(s) based on their real or perceived sex, race, creed, religion, color, national origin, sexual orientation, gender identity, gender expression, veteran or military status, disability or use of a trained dog guide or service animal.

# STUDENT ELECTRONIC INFORMATION SYSTEMS ACCEPTABLE USE POLICY (AUP)

**Policy 2022** states CVSD will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. The district's technology will enable educators and students to communicate, learn, share, collaborate and create; to think and solve problems; to manage their work; and to take ownership of their lives.

To help ensure student safety and citizenship in online activities, students will be educated about appropriate online behavior, including interacting with other individuals on social networking and related websites, and cyberbullying awareness and response.

## I. Telecommunications Acceptable Use Policy (AUP)

For the purpose of this AUP, telecommunications is defined as "the sending and receiving of electronic and digital information using any district equipment; including (but not limited to) computers, building local-area-networks, district wide-area-network, Internet, and fax machines." This includes personal computers brought into the building with prior permission and connected to the district wired network.

## II. Central Valley Public Schools Educational Network

The Internet is a global network made up of many smaller contributing networks that support open exchange of information among many different kinds of institutions all over the world. CVSD's network connects to this large global network.

## III. Computer and Network Monitoring

Data files stored and electronic communication using any CVSD computing system are subject to review. Because these resources are granted as part of the larger scope of the curriculum, CVSD reserves the right to monitor activity on the network. Users of CVSD computing resources should have no expectation of privacy. The system is to be used for education-related purposes only. The district treats all information transmitted through or stored in the system as public records and none can be considered the private property of students per board policy.

## IV. Internet Access and Filtering

- A.** The Internet, as an information resource, enables CVSD to provide information beyond the confines of existing resources. It allows for access to ideas, information, and commentary from around the globe. Currently, however, it is an unregulated medium. As such, while it offers access to a wealth of educational material, it also enables access to materials that may be offensive, disturbing, and/or illegal.
- B.** The district will make every reasonable attempt to limit access to inappropriate material by using an Internet filtering system and encouraging personal responsibility.
- C.** The Internet filtering system blocks access to sites and/or keywords that have been determined to be inappropriate. The district will provide "filtering" on all networked devices that access the Internet.
- D.** Any attempt to implement measures to bypass the filtering system is a direct violation of the AUP.

## V. Appropriate Use of Computers and Network Resources

Student use of district computing and network resources must be in support of education and be consistent with CVSD's educational objectives.

## VI. Inappropriate Use of Computers and Network Resources

Inappropriate use (actual and/or attempted) of district computers and networks may result in the initiation of disciplinary action against students in accordance with district policy on progressive discipline and consistent with policies/procedures outline in this handbook. This includes, but is not limited to the following:

- A.** Accessing any information that does not have educational or training value or interferes with the educational process.
- B.** Using district resources for illegal, inappropriate, or obscene purposes or in support of such activities.
  - 1.** Illegal activities will be defined as a violation of local, state, and/or federal laws.
  - 2.** Inappropriate use will be defined as a violation of the intended use of the network and/or the network's purpose and goal.
  - 3.** Obscene activities will be defined as a violation of generally accepted social standards.
- C.** Using CVSD computing resources for commercial or financial gain or fraud.
- D.** Forging electronic mail messages or posting unauthorized or inappropriate messages.
- E.** Sharing an account number or password with another person or leaving an open file unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.

## VII. Computer Vandalism and Unethical Use of Network

CVSD declares that unethical and unacceptable behaviors (actual and/or attempted) shall be deemed just cause for taking disciplinary measures against students consistent with those outlined in the Student's Responsibilities and Rights handbook. The type of behavior NOT permitted includes, but is not limited to the following:

- A. Damaging or altering hardware, software, or network settings.
- B. Seeking to gain unauthorized access to district network, the Internet, or other's files.
- C. Vandalizing the data of another user.
- D. Using hardware, software, network, or Internet for other than academic purposes related to current coursework. This includes playing computer games.
- E. Intentionally wasting resources, including printing any materials not related to current coursework.
- F. Theft of data, equipment, or intellectual property (i.e. violating copyright laws).
- G. Gaining or seeking to gain unauthorized access to a login account or files other than your own.

- H. Downloading or creating any files containing offensive graphics, lyrics, or sound files, or any files which are illegal or not related to current coursework.
- I. Downloading, storing, installing, or saving executable files, music or videos without instructor permission and not related to current coursework.
- J. Using technological resources to harass or harm others.
- K. Possessing any data which might be considered a violation of these rules in paper, magnetic (disk), or any other form.
- L. Attaining unauthorized access to information, committing software piracy, hacking, and/or tampering with hardware and software.
- M. Connecting storage devices (i.e. USB devices, CDs, floppy disks) to district computers for any purpose not related to current coursework or job assignment.

## VIII. Consent and Waiver

- A. Student materials posted on the Internet through the district system are not protected for individual copyright.
- B. At the beginning of each school year, parents will have the opportunity to disapprove the student's access to the Internet using the appropriate district "Opt Out" form.

It is presumed that your child may use the district computers while at school according to the rules outlined. Unless you indicate to the contrary, it is also presumed that your child may use the Internet while at school according to the rules outlined.

Internet access, when used responsibly, greatly enhances student opportunities to research and expand learning potential. Some courses at the secondary level use Internet websites extensively, and student options may be impacted by the inability to access. Contact your school if you have questions about classroom use of the Internet.

*CVSD makes no warranties of any kind, whether expressed or implied, for technology and electronic services it provides. Use of any information obtained via the Internet is at user's own risk. Users must be aware that there are many services available on the Internet that might be offensive to certain groups of users. Although efforts are made to block objectionable services and materials, CVSD cannot eliminate access to all such services, nor could they begin to identify them. Individual users are responsible for their own actions in navigating the Internet.*



# DISCIPLINARY ACTION

## Definitions

If the school is to maintain an atmosphere which is conducive to learning and which ensures the educational rights of each student, the reasonable exercise of authority by school officials is a necessity. In fulfilling this duty, the schools recognize the need for an equitable procedure of disciplinary action which assures the rights and obligations of each individual. The degree of disciplinary action imposed will be consistent with the misconduct involved.

Any student or parent who is aggrieved by the imposition of discipline will have the right to an informal conference with the building principal/designee for the purpose of resolving the grievance. If the grievance is not resolved, the student or parent will have the right to continue the appropriate grievance procedure through the superintendent and board as described in Administrative Procedure 3241.

## Disciplinary Sanctions

Disciplinary sanctions consistent with local, state, and federal laws, up to and including expulsion and referral for prosecution, will be imposed on students who violate the standards of conduct prohibiting the unlawful possession, sale, use, or distribution of illicit drugs, marijuana/cannabis, including anabolic steroids, alcohol, or tobacco products by students on school premises, grounds, in school-owned vehicles, or any other school-approved vehicle used to transport students to or from school or school activities, including athletic events, dances, field trips, etc.

## Persons Authorized to Impose Disciplinary Action/Procedures

### Discipline and Emergency Removal

Each certificated teacher, school administrator, school bus driver, and any other school employee designated by the board of directors will possess the authority to impose discipline upon a student for conduct which violates rules of the school

district and certificated staff may impose an emergency removal from class, subject, or activity and send the student to the building principal/designee.

### Suspensions and Expulsion

The CVSD Board of Directors delegates to the superintendent and/or his/her designee(s) the authority to impose suspensions and expulsions upon students for misconduct which violates rules of the district. Each certificated teacher may recommend to their principal/designee the imposition of suspension or expulsion upon students.

### Procedures

All disciplinary action will be covered by and be subject to the due process procedures issued pursuant to Policy and Procedure 3241.

## APPLICATION FOR READMISSION

A student who has been suspended or expelled for more than 10 consecutive days may apply for readmission at any time by making written application to the principal of that school which s/he last attended. Any such application should state the reasons and should include such assurances as may be appropriate concerning the non-recurrence of the problem which led to such suspension or expulsion.

The principal shall forward the readmission application with his/her recommendation to the Hearing Officer, if the suspension or expulsion had been appealed to such officer, within five school days. The Hearing Officer shall, in writing, advise the student and, unless emancipated, the student's parent of his/her decision within five days of the receipt of the readmission application and principal's recommendation.

Students suspended for 10 days or less may appeal to the building principal.

## 20-Day Reengagement Plan for Suspended or Expelled Students

The district will make efforts to have suspended or expelled students return to an educational setting as soon as possible. The district will convene a meeting with the student and the student's parents within twenty days of the student's long-term suspension or expulsion, but no later than five days before the student's enrollment, to discuss a plan to reengage the student in a school program.

In developing a reengagement plan, the district will consider shortening the length of time that the student is suspended or expelled, other forms of corrective action, and supportive interventions that aid in the student's academic success and keep the student engaged and on track to graduate. The district will create a reengagement plan tailored to the student's individual circumstances, including consideration of the incident that led to the student's long-term suspension or expulsion. The plan will aid the student in taking the necessary steps to remedy the situation that led to the student's suspension or expulsion.

Any reengagement meetings conducted by the school district involving the suspended or expelled student and his or her parents are not intended to replace a petition for readmission. (RCW 28A.600.022)

## DUE PROCESS RIGHTS

### Short-term Suspension (1-10 days)

Any student, or parent who is aggrieved by the imposition of a short-term suspension shall have the right to an **informal conference with the building principal or designee** for the purpose of resolving the matter. The short-term suspension shall continue notwithstanding the implementation of the informal conference procedure. (WAC 392-400-245)

### Long-term Suspension (11-90 days)

A written request for a hearing must be received by the district on or before the expiration of the **third school business day** after receipt of the notice of opportunity for a hearing. If a request for a hearing is not received within the required three school business day period, the district may deem the student and his or her parent(s) to have waived the right to a hearing and the proposed long-term

suspension may be imposed without any further appeal rights. (WAC 392-400-260)

### Emergency Expulsion

Students who are emergency expelled may not attend class until the emergency expulsion is converted to another form of discipline or the emergency expulsion is rescinded. Emergency expulsions must end or be converted to another form of corrective action within ten school days from the date of the emergency removal from school. Notice and due process rights must be provided when an emergency expulsion is converted to another form of corrective action. A written request for a hearing must be received by the district before the expiration of the **tenth school business day** after receipt of the notice of opportunity for a hearing. If such a request is not received within the prescribed period of time, then the right to a hearing may be deemed to have been

waived and the emergency expulsion may be continued as deemed necessary by the district without any further opportunity for the student or his or her parent(s) to appeal. (WAC 392-400-295)

### Expulsion

A written request for a hearing must be received by the school on or before the expiration of the **third school business day** after receipt of the notice of opportunity for a hearing. If a request for a hearing is not received within the required three school business day period, the district may deem the student and his or her parent(s) to have waived the right to a hearing and the proposed expulsion may be imposed. (WAC 392-400-275)

### Interview by Law Enforcement Authorities

The district encourages the interrogation of a student to take place off school premises, in order to minimize interruption to the instructional program. Law enforcement authorities may be allowed by the building administration to interview students in school. The building principal/designee will inform students they have the right to decline to be interviewed or to remain silent during such interviews.

Where an on-site interrogation is warranted by the circumstances of the case and the student is under 12 years of age, parents or designated adult notification and permission is required before any interview/interrogation will take place unless the law enforcement officer has a warrant, a court order, or the official stipulates that exigent circumstances exist.

If the student is 12 years of age or older, the principal/designee will make a reasonable effort to first contact the parent(s) or if they cannot be contacted a designated adult noted on the students' emergency contact card, for their consent. Parent contact will not be required when law enforcement indicates that the allegations of child abuse or neglect are alleged. Law enforcement personnel must recognize the potential time delay for the parent to be contacted and a reasonable time for the parent to arrive if the

parent chooses to be present. If unable to contact parents or a designated adult after a reasonable time, the officer may nevertheless proceed with the interview/interrogation if the student consents or when, in the judgment of the officer, an emergency exists and further delay would impair the handling of the emergency. The officer will advise and afford a student all legal rights required by law.

An officer is not required to have a warrant in order for the school to release the student into law enforcement custody. In the event a student is taken into custody by a law enforcement officer, the school will immediately notify the parent unless prohibited by law enforcement because of a case of child abuse or neglect is involved, or some other similar, specified reason exists for prohibiting notification. School authorities will request that this denial and the reason for it be put in writing (see Procedure 4310).

Representatives of the State Department of Social and Health Services, upon receiving reports of abuse or neglect, may interview students on school premises.

If the student wishes a third party to be present for the interview, reasonable effort will be made to accommodate the student's wishes.

## FREQUENTLY ASKED QUESTIONS

### Are students allowed to use cell phones and electronic devices?

Use of and/or visual displays of cell phones, cell phone cameras or other electronic devices and personal listening devices are prohibited during the school day unless approved by the principal. Such devices may be confiscated if they are visible, on and/or if they disrupt the educational process. **School staff will not use limited resources to search for lost or stolen cell phones, electronic devices, etc.**

### What are the consequences when a student has a sexually explicit photo on their cell phone?

A sexually explicit photo/conduct means actual exhibition of a body part (unclothed) normally covered by underwear (RCW 9.68A.011), even if the photo is of the student him/herself. A person who knowingly possesses visual or printed matter depicting a minor engaged in sexually explicit conduct is guilty of a class B felony (RCW 9.68A.070). If the sexually explicit picture is sent from one phone to another or to a computer this represents an intent to “deal” (develop, duplicate, publish, print, disseminate, exchange, or sell) in depictions of a minor engaged in sexually explicit conduct which is a class B felony (RCW 9.68A.050). Students may be arrested and if found guilty of possession or transmission of sexually explicit photos could serve jail time, be required to pay a fine and be required to register as a sex offender.

### Are students allowed to use electronic cigarettes?

No. District policy expressly prohibits the use of tobacco products and delivery devices (including e-cigs) on or near (within 500 ft.) school property, buses or school-sponsored events. Students in violation of this policy will have their electronic cigarettes confiscated and are subject to short-term suspension. (See page 10)

### What are the consequences to students who make drug deals at school?

Classified as “exceptional misconduct,” students who sell or distribute drugs at school will be turned over to law enforcement. This includes alcohol, controlled substances, marijuana, non-prescription and over-the-counter medications, look-alike substances, and drug paraphernalia. This offense is also cause for emergency expulsion from school (see page 10). All confiscated drugs and drug paraphernalia will be turned over to law enforcement.

### What about student fighting?

Students shall not participate in mutual physical contact involving anger or hostility. Additionally, students shall not participate in an incident by inciting or encouraging misconduct or by being a spectator who is actively inciting or encouraging such conduct by words, actions or presence. These actions are likely to result in a short-term suspension of 1-10 days.

### May students bring over-the-counter medications to school?

Students and parents must follow **Policy and Procedure 3416** “Medications at School” which directs medications to be administered by district personnel during school hours under limited conditions which include a written request by a parent and the student’s licensed healthcare provider. All medications must be brought in by an adult with the exception of students who have specific written permission to self-carry their medication. Additional requirements are in place for high school students to self-carry/administer medication.

**All medication** must be accompanied by a *Medication Authorization Form*, a *Permission for Self-Administration of Over-the-Counter Medications* form, a *Severe Allergic Reaction Plan & Medication Orders* form, and/or a *School Asthma Plan & Medication Orders* form which may be obtained at any school office or online at [www.cvsd.org](http://www.cvsd.org). (See page 5)

### May students bring over-the-counter sunscreen to school?

Yes, if the sunscreen is provided by the parent and follows **Policy & Procedure 3416**.

### Now that marijuana is legal in Washington State, what does this mean for our schools?

The passage of Initiative 502 changes nothing in public schools in Washington State. Certain drugs, including marijuana, continue to be illegal on school property and illegal for anyone younger than 21 years of age to possess, distribute, manufacture or to be under the influence. Students will be disciplined according to Policy 3240 and 3241 (see page 11) and local law enforcement will be notified. Fines may be doubled if the arrest occurs within 1,000 feet of a school facility. Students and staff with a medical marijuana card are also prohibited from bringing marijuana onto school grounds.

### May schools request identification from a person who is picking up a student?

Yes. Student safety is a top priority in CVSD. With this in mind, school staff may request photo identification from any person who asks to pick up a student before, during or after the school day.

### What is cyberbullying?

Cyberbullying is bullying using electronic devices to initiate repeated negative behavior toward another person. Electronic name-calling, shunning and shaming are all forms of cyberbullying. So are spreading rumors, gossiping and making threats online. Washington State law prohibits cyberbullying and schools are permitted to discipline students who engage in cyberbullying if it disrupts the orderly operation of school. (See page 16)

# GRADUATION/ASSESSMENT REQUIREMENTS

## CVSD Classes of 2019–2022

High school graduates must fulfill three requirements to receive a high school diploma. Set by the Washington State Board of Education and the CVSD Board of Directors (Policy 2410), these requirements help ensure graduates have a solid foundation of skills and knowledge to be prepared for the next steps in life.

- Earn Class Credits** – Students attending all district high schools in fall 2018 must pass at least 24 credits in specified subject areas. One-half credit is awarded for each successfully completed course.
- Meet State Academic Standards** – Students in the classes of 2019–2022 must achieve a graduation score on the Smarter Balanced ELA exam or state approved alternative (see below) and achieve a graduation score on the Smarter Balanced math exam. The classes of 2021 and 2022 must also achieve a graduation score on the comprehensive Next Generation Science Standards (NGSS) exam. All students must also earn a Certificate of Academic Achievement (CAA) or Certificate of Individual Achievement (CIA) to meet state academic standards (see chart below).
- Complete a High School and Beyond Plan** – Students must detail their plans for meeting high school graduation requirements and for the first year following high school completion. The plan is intended to help students identify post-secondary paths such as education, military, travel and work by thinking about their future and providing motivation for their current work in high school. The plan is updated throughout the student’s high school years.

## Washington State Graduation/Assessment Requirements\*\*

Classes of 2019-2022
<p><b>ENGLISH LANGUAGE ARTS (ELA)</b>  <b>Achieve a graduation score</b> on a Smarter Balanced ELA Exam <b>or</b> assessment for students in special education  <b>OR</b>  <b>Pass</b> state-approved alternative.*</p>
<p><b>MATH</b>  <b>Achieve a graduation score</b> on a Smarter Balanced Math Exam <b>or</b> assessment for students in special education  <b>OR</b>  <b>Pass</b> state-approved alternative.*</p>
<p><b>SCIENCE</b>            Class of 2019 or 2020: there is no Science requirement.            Class of 2021 and 2022: <b>Achieve a graduation score</b> on a comprehensive NGSS exam.</p>
<p><b>OTHER REQUIREMENTS</b>  <b>Earn</b> a Certificate of Academic Achievement (CAA) <b>or</b> Certificate of Individual Achievement (CIA—for students in special education) by passing a state-approved ELA and math exam.  <b>Meet</b> all other state and district graduation requirements: High School and Beyond Plan and local credit requirements.</p>

Updated July 2018

\* Students must sit for a Smarter Balanced Assessment exam in order to qualify for an alternative assessment to count toward graduation.

\*\* All requirements subject to changes implemented by Washington State Office of Superintendent of Public Instruction (OSPI). Visit [www.k12.wa.us/GraduationRequirements](http://www.k12.wa.us/GraduationRequirements) for most current information.

# STUDENT RIGHTS

## Student Expression

All students possess the constitutional right to freedom of speech and press as outlined in Policy and Procedure 3220. Freedom of student expression is part of the district's instructional program. Free speech may not be used to disrupt the educational process. Freedom of student expression applies also to the students' dress and appearance (see page 12 Dress/Apparel) but may be regulated when, in the judgment of school administrators, there is reasonable expectation that:

- ★ A health or safety hazard will be presented by the students' dress or appearance
- ★ Damage to school property will result from the students' dress; or
- ★ A material and substantial disruption of the educational process will result from the students' dress or appearance. For the purpose of this policy, a material and substantial disruption of the educational process may be found to exist when a student's conduct is inconsistent with any part of the educational mission of the district. No student on or about school property or at any school activity will wear or display clothing or symbols which are gang related or representative of hate groups, advocating noncompliance with the law, vulgarity, lewdness, immoral conduct, or the use of tobacco, alcohol, or other drugs. The uniforms of nationally recognized youth organizations and clothing worn in observance of a student's religion are not subject to this policy.

Where such disruption occurs, the student shall be subject to disciplinary action.

## Assembly

All students possess the constitutional right to peaceably assemble and to petition the government and its representatives for a redress of grievance, subject to reasonable limitations upon the time, place, and manner of exercising such rights.

Students have the right of peaceful assembly in school facilities generally available to the public and at convenient hours that do not conflict with school functions or require staff on duty beyond the regular hours as described in Policy and Procedure 3223.

Assembly will be related to the educational process and applicable to school policies and educational objectives. It will be conducted in an orderly manner and not interfere with the educational process. The assembly cannot impede the free movement of student or vehicle traffic in any way. When students participate as members of approved student body organizations, they will assemble as authorized by the principal or his/her designee.

## Security Devices in Schools

The School Board authorizes the use of security devices and measures including video cameras, on district property to ensure the health, welfare, and safety of all staff, students, and visitors to district property and to safeguard district facilities and equipment. Video surveillance may be installed and maintained in any area other than restrooms and locker rooms.





## Search, Seizure and Inspection

All students possess the constitutional right to be secure in their persons, papers, and effects against unreasonable search and seizure as outlined in Policy and Procedure 3230.

However, in order to maintain a safe and orderly school environment, a student is subject to search, including but not limited to the use of metal detectors and breathalyzers, by school officials if reasonable grounds exist to suspect a safety issue or that the search will yield evidence of a student's violation of the law or school rules governing student conduct. The discovery of contraband, or other evidence of a student's violation of the law or school rules, may also precipitate a search. For purpose of this policy, "contraband" means items, materials, or substances the possession of which is prohibited by law or district policy including, but not limited to, controlled substances, alcoholic beverages, tobacco products, or any object that can reasonably be considered a firearm or a dangerous weapon. If breathalyzers and/or walk-through metal detectors are used (e.g. dances or athletic events) everyone attending the events including school district employees must walk through the detectors.

Anyone found to possess a gun or other dangerous weapon will have the weapon confiscated and law enforcement personnel notified. If contraband is discovered during a search, it may be confiscated and disciplinary action taken and/or the evidence may be relinquished to law enforcement personnel.

Students who refuse to submit to a breathalyzer or search including a metal detector that accurately follows school searching procedures will be subject to disciplinary action for defiance of school authorities. Others who refuse a search will be escorted off school grounds. Signs saying that students and visitors may be subject to a metal detector search for weapons will be posted in prominent

locations where searches take place. The signs will be printed in English.

Staff is required to search a student, the student's possessions and locker if there are reasonable grounds to suspect the student has violated the law against a firearm on school grounds, transportation or at school events. (see "Failure to Cooperate," page 9)

The right to privacy is a fundamental tenet of human liberty. Staff will take particular care to respect students' privacy. At the same time, they must protect the health and safety of all students and promote the effective operation of the schools. The principal, or other such staff designated by the superintendent will have the authority to conduct student searches. They will do so only upon reasonable cause and in the manner prescribed by district policy. Staff will conduct searches in a manner which is not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction. No student will be subject to a strip search or body cavity search by school staff. School officials may consult with local law enforcement officials regarding the advisability of a search on school premises by a law enforcement officer if evidence of criminal activity is likely to be seized.

The building administrator/designee may, with approval of the superintendent due to the prevalence and seriousness of a drug problem at their site, use a "drug/bomb dog" certified by the Washington State Police Canine Association, the Office of Alcohol, Tobacco and Firearms, or other law enforcement agencies, in conjunction with its trained handler, to search areas school-wide where the individual has no reasonable expectation of privacy. Positive reaction by the "drug/bomb dog" will be considered probable cause to search. The "drug/bomb dog" may not be used to search individuals, student groups or their vehicles unless the administrator

has individual suspicion that the search will uncover drug contraband or other evidence of misconduct. Appropriate security and law enforcement agencies will be notified of and presented with confiscated contraband.

Student lockers, desks and storage areas are the property of CVSD and are made available for student use. No right or expectation of privacy exists for any student as to the use of any space issued or assigned to a student by the school and such lockers and spaces are subject to search without prior notice or reasonable suspicion. As noted above, school authorities have the right to inspect and/or search desks, lockers and/or storage spaces at any time. In addition, any container in such area including but not limited to purse, backpack, electronic devices and/or hardware (laptops, cell phones), gym bag or an article of clothing, may also be searched if there is a reasonable basis to believe that the search will reveal evidence of a violation of the law or school rules. A student's personal property, including a motor vehicle or other means of transportation, will be reasonably free from search. However, if there is reasonable cause to believe that school policies and regulations have been violated school authorities may search such person or property and may take into custody any objects which could disturb or interfere with the educational process or which present a threat to the safety or security of others.



## STUDENT RIGHTS, cont.

### Participation in Surveys, Examinations or other Information Gathering Activities

CVSD recognizes and extends parents' and students' rights in a manner coextensive with the Protection of Pupil Rights Amendment (PPRA, 20 U.S.C. § 1232h) as outlined in Policy and Procedure 3232. These rights are outlined below:

#### Entitlement to Written Notice of Certain Federally-Funded Surveys

Before a student is required to submit to a survey, analysis, or evaluation that concerns one or more of the eight protected areas described in Items (a) through (h) below ("protected information survey"), written consent will be obtained from the student's parent or from an adult-aged student, if the survey is funded in whole or part by a program of the United States Department of Education.

- a) Political affiliations
- b) Mental or psychological problems
- c) Sex behavior or attitudes
- d) Illegal, anti-social, self-incriminating or demeaning behavior
- e) Critical appraisals of close family members
- f) Privileged or similar relationships
- g) Religious practices, affiliations, or beliefs of the student or parents
- h) Income, other than as required by law to determine program eligibility

#### Opting Out of Certain Surveys, Physical Exams, or Activities Related to Selling or Marketing of Personal Information

As to any protected information survey not funded in whole or part by the U.S. Department of Education, a student's parent or an adult-aged student may advise the district that the student has chosen to opt out of participation in any such survey.

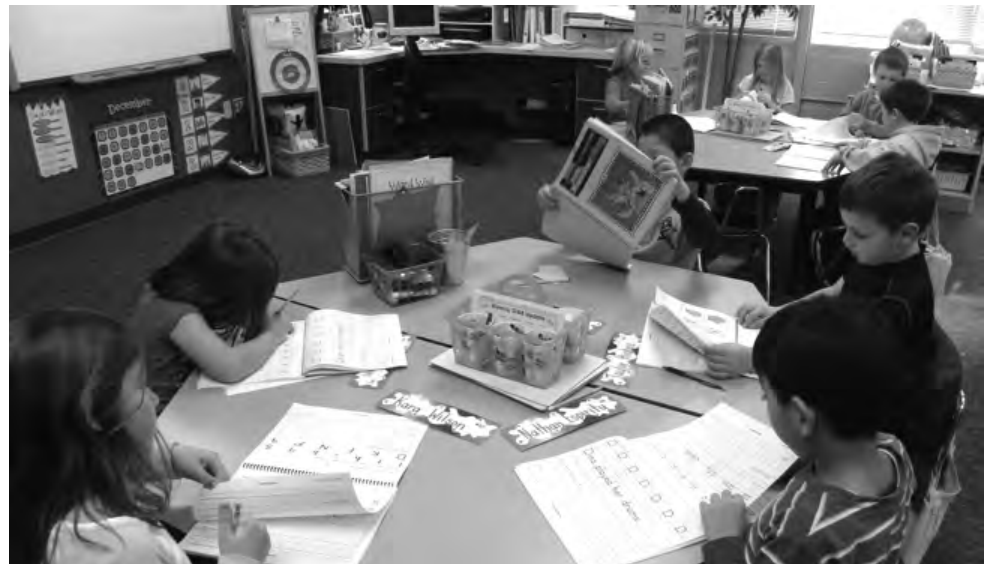
A student's parent or an adult-aged student may advise the district that the student will not participate in any non-emergency, invasive physical exam or screening, provided that this opt-out entitlement shall not apply to any physical exam or screening that is necessary to protect the immediate health and safety of the student, nor will it apply to hearing, vision, or any other physical exam or screening, permitted or required under Washington law. See RCW 28A.210.020

A student's parent or an adult-aged student may advise the district that the student will not participate in any activities involving collection, disclosure, or use of personal information obtained from students for marketing or selling to others.

A parent or adult-aged student wishing to exercise any of the opt-out rights discussed above must inform the school principal, in writing, of that decision. Such written notice to the school principal should occur within seven days of the student's enrollment in school.

#### Rights of Inspection

A student's parent or an adult-aged student may, before administration or use, inspect instructional materials used as part of the curriculum; or any protected information surveys; or any instruments used to collect personal information from students for any of the marketing, sales, or other distribution purposes mentioned above.



## Freedom from Discrimination

**Policy 3210** states that the district will provide equal educational opportunity and treatment for all students in its academic and activities program without regard to sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal, and provides equal access to the Boy Scouts of America and other designated youth groups. Auxiliary aids and services will be provided upon request to individuals with disabilities. Sexual harassment of a student by a staff member constitutes unlawful discrimination.

District programs will be free from gender harassment. Married students will have the same responsibilities and rights as unmarried students. This includes the right to participate in extracurricular activities on the same basis and subject to the same requirements as unmarried students.

## Non-Discrimination

### What is discrimination?

Discrimination is unfair or unlawful treatment of a person or group because they are part of a defined group, known as a protected class. Discrimination may include treating a person differently or denying someone access to a program, service, or activity because they are part of a protected class, or failing to accommodate a person's disability.

### What is a protected class?

A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal, state, or local laws. Protected classes under Washington state law include sex, race, color, religion, creed, national origin, disability, sexual orientation, gender expression, gender identity, veteran or military status, and the use of a trained dog guide or service animal.

### How do I file a complaint about discrimination?

If you believe that you or your child has experienced unlawful discrimination or discriminatory harassment at school based on any protected class, you have the right to file a formal complaint. For a full copy of the district's nondiscrimination procedure 5010P, visit [boarddocs.com/wa/cvsd/board.nsf/public](http://boarddocs.com/wa/cvsd/board.nsf/public) or call 509-558-5400.

Before filing a complaint, you may wish to discuss your concerns with your child's principal or with the district's Section 504 Coordinator, Title IX Officer, or Civil Rights Compliance Coordinator. This is often the fastest way to resolve your concerns.

## Complaint Procedure

A student claiming discrimination must file a complaint with the district's compliance officer in order to secure at the earliest possible time an equitable and prompt resolution of a complaint, if the claim is justifiable. Procedural steps are as follows:

1. A student, a student's parent, legal representative, or a district employee may, on the student's behalf, believing the student has been grieved, file a signed, written complaint with the district compliance office, setting forth specific acts, conditions, or circumstances alleged to be violative of the aforementioned laws.
2. Upon receipt of the complaint, the district compliance officer shall institute such other reasonable procedures to affect a prompt resolution of the complaint.
3. The district compliance officer, upon completion of the investigation of the complaint, shall provide the district superintendent with a full written report of the complaint and the results of the investigation.
4. The district superintendent shall respond, in writing, to the complaining party as expeditiously as possible, but in no event later than thirty (30) calendar days following receipt of such complaint by the district.
5. The district superintendent's response shall clearly state either, a) that the district denies the allegations contained in the complaint; or b) the nature of such reasonable correction measures deemed necessary to eliminate such act, condition, or circumstance within the district.

Any such corrective measure deemed necessary shall be instituted as expeditiously as possible, but in no event later than thirty (30) calendar days following the district superintendent's mailing of a written response to the complaining party.

### Title IX Coordinator, AND Civil Rights Compliance Coordinator

Title: Exec. Dir. of HR & Operations  
Address: 19307 E. Cataldo Ave.  
Spokane Valley WA 99016  
Phone: 509-558-5400  
Email: [rdoehle@cvsd.org](mailto:rdoehle@cvsd.org)

### Section 504/ADA Coordinator

Title: Asst. Superintendent of L&T  
Address: 19307 E. Cataldo Ave.  
Spokane Valley WA 99016  
Phone: 509-558-5400  
Email: [tvanderwegen@cvsd.org](mailto:tvanderwegen@cvsd.org)

# TEACHER RESPONSIBILITIES AND RIGHTS

Listed below, in part, are the state laws, State Superintendent of Public Instruction rules and regulations, and district policies which affect teachers' responsibilities and rights with respect to discipline of students.

The following statutes contained in the common school code (Title 28A RCW) *either ...* expressly encompass the responsibilities, rights, and authority of teachers and principals regarding the discipline of students, *or ...* concern duties or prohibited actions which may possibly involve or form a basis for the discipline of students. The statutes are referenced in sequential order with a brief description of the pertinent contents.

## Flag Ceremonies and National Anthem

[RCW 28A.230.140](#)

Requires a recitation of the Pledge of Allegiance to the flag in each classroom at the beginning of each day and at the opening of all school assemblies; those students not participating must maintain a respectful silence during the exercise. A salute to the flag or the National Anthem shall be rendered immediately preceding interschool events where feasible.

## State Board of Education Rules

[RCW 28A.600.015](#)

Requires the State Board to adopt and distribute rules governing the substantive and procedural due process guarantees of students. See Chapter 392-400 WAC.

## Acquiring Custody and Disposition of Truants

[RCW 28A.225.060](#)

Requires attendance officers or law enforcement officers to deliver any child required to attend school to a person in parental relation to the child or to the school from which the child is truant.

## School Boards to Adopt and Enforce Rules

[RCW 28A.600.010](#)

Requires school district board of directors to enforce state rules established for the government of students; to adopt and make available, therewith, a detailed description of responsibilities, rights, and authority of teachers and principals regarding the discipline of students as prescribed by the state statute, by rules of the district, by rules of the State Board and the State Superintendent and to suspend, expel, or discipline students in accordance with the state board's rules.

## Optimum Learning Atmosphere Interpretation of District Rules

[RCW 28A.600.020](#)

Requires that the rules of a district governing student conduct and discipline be interpreted to ensure an optimum learning atmosphere in the classroom and that the highest consideration be given to the judgment of qualified, certificated staff regarding conditions necessary to maintain such atmosphere. Written procedures for administering discipline at each school within the district will be developed with the participation of parent and the community. Schools will make every reasonable attempt to involve the parent and the student in the resolution of student discipline problems. Procedures will assure that all staff work cooperatively toward consistent enforcement of proper student behavior throughout each school. The principal and certificated employees will confer annually to develop and/or review building disciplinary standards and uniform enforcement of those standards. (RCW 28A.400.110).

## Students/Pupils to Obey

[RCW 28A.600.040](#)

Requires pupils to comply with rules established for the government of schools, to pursue required courses, and to submit to the authority of teachers, subject to such disciplinary action as school officials will determine.

## Certificated Staff as Accountable for Classroom Teaching Responsibilities

[RCW 28A.150.240](#)

Requires each teacher to hold pupils to a strict accountability for disorderly conduct while under the teacher's supervision and to require excuses for all cases of absences, late arrivals, or early dismissals.

## No Secret Organizations

[RCW 28A.330.100](#)

Empowers district boards of directors to prohibit secret fraternities and sororities in schools.

## Certificated Employees to Enforce Rules

[RCW 28A.405.060](#)

Requires certificated employees to faithfully enforce the course of study and rules prescribed by their district, the State Board, and the State Superintendent.

## Treatment of Children

[RCW 28A.410.090](#)

Provides in part that a certificate to teach may be revoked for conviction of any crime involving the physical neglect of children, the physical injury of children, or the sexual abuse of children.

## Treatment of Teachers

[RCW 28A.635.010](#)

Makes it a crime to insult or abuse a teacher on school premises while the teacher is carrying out their official duties.

## Refusal to Leave School Grounds

[RCW 28A.635.020](#)

Makes it a crime for any person to disobey the order of a district's chief administrative officer/designee to leave school premises or property when under the influence of alcohol or drugs or committing certain acts of interference or obstruction or to refuse to obey the order of a law enforcement officer to leave property under certain circumstances.

## Disturbances [RCW 28A.635.030](#)

Makes it a crime to willfully create a disturbance on school premises during school hours or at school activities or meetings.

## Disclosure of Exam Questions

[RCW 28A.635.040](#)

Makes it a crime to disclose questions prepared for an examination of students prior to the time appointed for the use of the questions.

## Injury to Property

[RCW 28A.635.060](#)

Provides that students who deface or injure school property may be suspended and punished; the parent of such student(s) is liable for damages

## Interference with Teacher or

**Student** [RCW 28A.635.090](#)

Makes it a crime to interfere by force or violence with any administrator, teacher, or student who is in the peaceful discharge or conduct of his/her duties or studies; the reasonable exercise of disciplinary authority by school administrators and teachers does not, however, constitute such a crime.

## Intimidation of Teacher or Student

[RCW 28A.635.100](#)

Makes it a crime to intimidate any administrator, teacher, or student by threat of force or violence when in the peaceful discharge or conduct of his/her duties or studies; the reasonable exercise of disciplinary authority by school administrators and teachers does not, however, constitute a crime.

## State Board of Education Rules

The State Board rules are referenced in sequential order with a brief description of the pertinent contents.

## Students/Pupils [Chapter 392-400 WAC](#)

Establishes the substantive rights of and prohibited practices on the part of students; defines the various forms of discipline that may be imposed upon students; establishes the notice and procedural requirements governing student discipline; and, establishes the requirements and procedures governing appeals by students and parents from discipline actions.

## Classroom Conduct

[WAC 180-44-020](#)

Requires teachers to maintain good order and discipline in their classrooms.

## Student Records

[WAC 392-500-020](#)

Requires districts to adopt written policies relating to the compilation and maintenance of student records, including special education records, and the inspection of such records.

## Superintendent of Public Instruction Rules

A selection of Washington State Office of the Superintendent of Public Instruction rules is referenced in sequential order with a brief description of the pertinent contents.

## Transportation — Responsibility for Student Behavior

[WAC 392-145-021](#)

Places the primary responsibility for the behavior of students riding school buses upon the teacher, coach, or other staff member assigned to accompany the students, subject to the final authority and responsibility of the driver.

## Transportation of Unsafe Articles

[WAC 392-145-021\(3\)](#)

Requires that teachers and other district personnel refrain from requesting students to transport on a school bus any form of animal life (except service animals), firearms, weapons, breakable containers, flammable material, and other articles which could adversely affect the safety of the bus or passengers.

## Transportation – Rules Governing Riding Privileges and Conduct

[WAC 392-145-016\(5\)](#)

Requires each district to adopt transportation rules governing student conduct and acceptable practices with respect to talking, moving around the bus, use of windows, and other behavior.

## School Safety Patrol

[WAC 392-151-040](#)

Establishes the ability to discipline as one of the criteria governing the selection of a school patrol supervisor.

## Disabled Students – Behaviorally Disabled Students

[WAC 392-172A-01035](#)

Defines a behaviorally disabled child and entitles such a child to assessment and placement in a Special Education program. See Chapter 392-172A WAC, generally.

## Maintaining Professional Staff/Student Boundaries

**Policy and Procedure 5253** directs all staff, students, volunteers and community members to adhere to appropriate boundaries defined as “consistent with the legal and ethical duty of care that school personnel have for students.” A boundary invasion is an act or omission by a school employee that violates professional staff/student boundaries and has the potential to abuse the staff/student relationship. District employees are prohibited from **inappropriate online socializing and from engaging in any conduct on social networking web sites** that violates the law, district policies, or other generally recognized professional standards.

# ANNUAL NOTIFICATION

## Americans with Disabilities Act (ADA)

Individuals with disabilities who may need a modification to participate in a school-related meeting or activity need to contact the school or district office location no later than three (3) days before the meeting, so that arrangements for the modification or accommodations can be made.

## Annual School Performance Reports

Every CVSD school posts their Annual School Performance Report on the school's website. These reports include the most current student achievement data and description of school programs. School websites are accessed through the district website at [www.cvsd.org](http://www.cvsd.org).

## Asbestos Hazard Emergency Response Act (AHERA)

In compliance with federal legislation, CVSD has contracted with Environmental Protection Agency accredited personnel and has completed AHERA inspections and management plans for all district buildings. All friable and non-friable asbestos-containing building material (ACBM) discovered during the inspections are recorded in the AHERA management plan along with the approved response actions for each. Copies of reports and plans are available for public review. For more information, call 558-5400.

## Child Find

A child with a disability may be eligible for services through Section 504 of the Rehabilitation Act of 1973 or special education and related services through the Individuals with Disabilities Education Act of 2004. If you have reason to suspect your child or another child may have a disability which affects his/her education, please contact the school or Special Services department at 558-5500 for additional information or to refer the child for an evaluation to determine eligibility for services.

## Dangerous Weapons/Firearms

**Policy and Procedure 4210** states it is a violation of district policy and state and federal law for any person to carry a firearm or dangerous weapon pursuant to state and federal law on school premises, including school-provided transportation. This also applies to non-school facilities when being used for school activities. Possession of firearms on school property will result in a one-year mandatory expulsion, subject to appeal, with notification to parents and law enforcement. Because of the extremely disruptive effect on the school environment and educational process, bomb threats will not be tolerated; a threat to bomb or injure property is a violation of RCW 9.61.160. Intervention and disciplinary actions for students violating this policy are reflected in **Policy and Procedures 3240 and 3241**.

## Drug Free Schools

CVSD recognizes that the use/abuse of alcohol, controlled substances (including marijuana) and other drugs is a societal problem. Within the context of a school, use/abuse represents a health danger, disrupts the educational process, contributes to behavior problems, often results in diminishing academic performance, and can prevent the fullest physical, intellectual and emotional development of each student. Programs of education, prevention, intervention and after care are supported by CVSD in collaboration and cooperation with public and private agencies. Students who possess, use, deliver, distribute, sell, offer to sell, arrange to sell or are under the influence of any controlled substance, including marijuana, are subject to disciplinary action as outlined in **Policy and Procedure 3240 and 3241**. (RCW 69.50.204; RCW 69.50.102; 20 U.S.C. 3171,3221, etc.)

## Education of Students with Disabilities

**Policy 2161** addresses education of students with disabilities as it pertains to the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act of 1973. Questions pertaining to IDEA or Section 504 should be directed to the Special Services department at 558-5500.

## Highly Capable Program (HCP)

**Policy and Procedure 2190** guides the district's offerings of appropriate instructional programs to meet the needs of highly capable students of school age. Although identification of students may occur throughout the school year, major identification activities take place in the early spring. Anyone may nominate a CVSD student to be assessed to determine if the student qualifies to participate in the Highly Capable Program. The district nomination form is available through school offices. Information about the nomination, selection and appeals process and program options is also available through school offices. (WAC 392-170-042)

## Homeless Children and Youth

The purpose of the McKinney-Vento Act is to provide educational services to homeless students which are equal to all other enrolled students, and ensure that homeless children and youth have equal opportunities to enroll in, attend, and be successful in school. Contact your principal, school counselor or call 558-6014. More online at [www.cvsd.org](http://www.cvsd.org).

## Home Schooling Declaration

State law requires that parents providing home-based instruction to their children must file a declaration with their local school district by September 15, or within two weeks of the beginning of any public school quarter or semester. Applicable forms are available online at [www.cvsd.org](http://www.cvsd.org) or by calling 558-5400.

## Human Papilloma Virus (HPV)

HPV is a very common, highly-contagious virus that is spread through intimate skin-to-skin contact. Symptoms include warts, precancerous or cancerous lesions. The vaccine is recommended for adolescent girls and boys ages 11-12, prior to the time they become sexually active. For more information visit the Centers for Disease Control & Prevention, [www.cdc.gov/vaccines](http://www.cdc.gov/vaccines), the Washington Department of Health, [www.doh.wa.gov/YouandYourFamily/Immunization](http://www.doh.wa.gov/YouandYourFamily/Immunization) or your personal health care provider. This information is provided at the direction of the Washington State Legislature to reduce rates of cervical cancer in the state.

## Meningococcal Disease

Meningococcal disease is a serious infection of the brain (meningitis) and blood caused by a bacteria that is spread through the exchange of nose and mouth droplets, by coughing, sneezing and kissing. The disease progresses very rapidly and can lead to a bloodstream infection, loss of limbs, loss of hearing, nervous system problems, seizures, permanent disability and death. People at any age may get meningococcal disease; however, adolescents and young adults are more likely to get the disease; especially those living in group settings like college dorms. One dose of meningococcal vaccine is recommended for all adolescents ages 11-12; a booster shot is recommended at age 16.

## Pesticide Notification

State law requires school districts to provide parents of students and employees information about the district's pest control policies and methods upon request. For information regarding the use of pesticides in the district, please contact the Facilities Department at 558-5481. (RCW 28A.320.165; RCW 17.21.415[2])

## School Employee Disciplinary Records

State law requires school districts to provide parents with information regarding their rights under the Washington Public Disclosure Act to request public records regarding school employee discipline. To make a public records request, please see **Policy and Procedure 4040**. (RCW 28A.320.160)

## Teacher/Paraprofessional Qualifications

CVSD receives federal funds for Title I programs through *The Every Student Succeeds Act of 2015*. Under ESSA, parents have the right to request information regarding the professional qualifications of their child's classroom teacher(s). If your child also receives services from a Title I-funded paraprofessional, parents also have the right to request information regarding his or her professional qualifications. More online at [www.cvsd.org](http://www.cvsd.org).

## Tobacco Use

The use of any and all tobacco products and delivery devices (e.g., electronic cigarettes) is prohibited by all persons in or near (within 500 ft.) all district buildings, facilities and vehicles, including playfields.

## Washington School Improvement Framework

Under federal law, the WA School Improvement Framework provides districts and schools an annual determination of whether schools, districts, and states have made sufficient progress toward the goal of having all students meet or exceed state standards in reading and math as well as meet targets for test participation, unexcused absences and graduation rates.



# Central Valley School District Contact Information

## Elementary Schools

Adams . . . . .	558-4000
Broadway . . . . .	558-4100
Chester . . . . .	558-3150
Greenacres . . . . .	558-4200
Liberty Creek . . . . .	558-6300
Liberty Lake . . . . .	558-4300
McDonald . . . . .	558-5350
Opportunity . . . . .	558-3550
Ponderosa . . . . .	558-6450
Progress . . . . .	558-4500
Riverbend . . . . .	558-3402
South Pines . . . . .	558-4400
Sunrise . . . . .	558-3600
University . . . . .	558-4650

Nicole Karaus, Principal
Lori Johnson, Principal
Cindy Sothen, Principal
Lindsay Kent, Principal
Kim Kyle, Principal
Jen Tesky, Principal
Scott Krentel, Principal
Mandi Larson, Principal
Sasha Deyarmin, Principal
Matt Chisholm, Principal
Jeff Dufresne, Principal
Stan Koep, Principal
Susan McCollum, Principal
Melanie Kilgore, Principal

## Middle Schools

Bowdish . . . . .	558-4700
Evergreen . . . . .	558-3700
Greenacres . . . . .	558-4860
Horizon . . . . .	558-4940
North Pines . . . . .	558-5020
Selkirk (opening fall 2019). . . . .	

Laura Lindley, Principal
Mike Syron, Principal
Vern Digiovanni, Principal
Josh Wolcott, Principal
Lora Jackson, Principal
Ty Larsen, Principal

## High Schools

Central Valley High . . . . .	558-5100
Mica Peak High . . . . .	558-5952
University High . . . . .	558-6040
Spokane Valley Tech (SVT). . . . .	558-6500
SVT STEM Academy. . . . .	558-6507
New comprehensive HS (opening fall 2021)	

Kerri Ames, Principal
Kamiel Youseph, Principal
Keven Frandsen, Principal
Scott Oakshott, Director
Camille Nielsen, Principal
Jesse Hardt, Principal

## Non Traditional Schools/Learning Centers

Early Learning Center (ELC) . . . . .	558-5810
ELC Special Education Programs . . . . .	558-5810
Central Valley Virtual Learning . . . . .	558-6550
Summit School . . . . .	558-3250
Spokane Valley Learning Academy . . . . .	558-5700

Barb Sattler, Director
Maureen Weisbeck, Principal
Alison Walton, Principal
Walt Clemons, Principal
Alison Walton, Principal

## Learning and Teaching Support Center . . . . . 558-5400

- ◆ Ben Small, Superintendent
- ◆ Jay Rowell, Deputy Superintendent
- ◆ Jan Hutton, Assistant Superintendent of Finance
- ◆ Kent Martin, Assistant Superintendent of Learning & Teaching, Secondary
- ◆ Tim Nootenboom, Assistant Superintendent of Human Resources & Operations
- ◆ Dr. Terrie VanderWegen, Assistant Superintendent of Learning & Teaching, Elementary
- ◆ Rick Doehle, Executive Director of Human Resources & Operations
- ◆ Eric Hoglund, Executive Director of Learning & Teaching, Elementary
- ◆ Matt Lambert, Executive Director of Learning & Teaching, Secondary
- ◆ Bill Ash, Director of Assessment
- ◆ Dr. Mary Jo Buckingham, Director of Special Programs (Title, LAP, ELD)
- ◆ Molly Carolan, Director of Special Education, Elementary
- ◆ Susan Christenson, Director of Career and Technical Education (CTE)
- ◆ Rob Curnow, Director of Technology Services
- ◆ Brandon Deyarmin, Director of Special Education, Secondary
- ◆ Abby Frandsen, Director of Curriculum & Professional Development
- ◆ Corey Groh, Director of Finance
- ◆ Marla Nunberg, Director of Communications
- ◆ Mark Weis, Director of Facilities
- ◆ Denice Kwate, Supervisor, Nutrition Services
- ◆ Steven Verhoef, Supervisor, Transportation Services



## Board of Directors

Cindy McMullen, President  
Tom Dingus, Vice President  
Debra Long, Legislative Rep.  
Keith Clark, Director  
Mysti Reneau, Director

### About the Board of Directors

CVSD is governed by a five-member Board of Directors, elected by patrons in specific geographic areas of the district. The Superintendent reports to the School Board and leads the day-to-day operations of the district. The School Board meets regularly on the second and fourth Monday of each month. The meetings begin at 6:30 p.m. District patrons are welcome to attend. The agenda for each meeting is available at the school board meeting or online at [www.cvsd.org](http://www.cvsd.org). Board meetings are held in the Learning and Teaching Support Center, 19307 E. Cataldo Ave.

## Non-Discrimination

CVSD does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. District employees have been designated to handle questions and complaints of alleged discrimination. See page 27 for more information.

## Harassment, Intimidation and Bullying

CVSD is committed to a safe and civil educational environment. **Policy 3207** identifies a district compliance officer to ensure policy implementation. See page 16 for more information.

19307 E. Cataldo Ave.,  
Spokane Valley, WA 99016  
[www.cvsd.org](http://www.cvsd.org)