Student Rights and Responsibilities:  
Annual Notification  
2019-2020

Welcome

This booklet is printed and distributed annually to all students in West Valley schools to inform them of their responsibilities and rights. A complete copy of the Rights and Responsibility Policy and Procedures #3200 is online for review on the West Valley School District website at www.wvsd.org.

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 Superintendent of Public Instruction. **This booklet also contains required annual notifications which are to be published and distributed to parents.**
The West Valley School District 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 Wednesday of the month and district patrons are welcome to attend. The first meeting each month is held at 11:30 a.m. in one of the schools and the second meeting is held at 6:00 p.m. in the District Conference Center at 8818 E. Grace Ave. The agenda for each meeting and a complete list of meetings is available online at [www.wvsd.org](http://www.wvsd.org).

**Award Winning School Board**

The West Valley School Board was named the 2015 State School Board of the Year by the Washington State School Directors' Association. The Board also earned “Board of Distinction” honors in 2016-17 and received a special award for attaining Board of Distinction honors five times.

**Vision Statement**

The vision of the Board of Directors for West Valley is to be recognized as a district respected for superior quality that meets the needs of students and challenges them to excel in an interesting and exciting environment through an open and accessible partnership with its community through life-long learning.
PREAMBLE
It is important that every student, parent, employee and associate of the West Valley School District have an understanding of the rights, responsibilities and due process relating to students. For this reason, the District Board of Directors has authorized this document to summarize major laws and regulations governing behavior.

INTRODUCTION
The Board expects student conduct that will promote a positive atmosphere for learning, appropriate standards of behavior, effective citizenship and good emotional and physical health. Students must learn how to properly exercise their rights while also meeting their responsibilities.

Every student must:
- Obey the law
- Respect the rights and privileges of others
- Adhere to School District policies and rules
- Safeguard property of the school and District

Each student is expected to accept responsibility and be accountable for his/her own conduct.

The Board has approved reasonable policies and procedures in order to achieve the educational purposes of the District and guarantee an effective school environment. When violations of these policies or procedures occur, the school is authorized to take appropriate corrective and/or disciplinary action as per Chapter 392-400 WAC.

DIRECTORY INFORMATION
In compliance with regulations by the Department of Education, it shall be the policy of the West Valley School District #363 of Spokane to release directory information concerning students for non-commercial purposes. Directory information as defined as follows:
- The student’s name, address, telephone number, date and place of birth
- Major field of study
- Participation in officially recognized activities and sports; weight and height of athletic teams
- Dates of attendance
- Diplomas and awards received
- The most recent previous school or educational agency attended by the student
- Photographs and other similar information

Parents or guardians can request IN WRITING to the Office of the Superintendent of Schools of the West Valley School District #363 that directory information concerning their individual children not be released. Students 18 years of age or older may make this request on their own behalf.

STUDENT RESPONSIBILITIES
Students are responsible to:
- Be aware of all school rules governing student behavior and conduct themselves according to those rules
- Be regular and punctual in attendance at all classes, assemblies, and assigned school activities
- Make satisfactory academic progress consistent with his/her abilities and aptitudes
- Comply with a reasonable directive made by any school authority acting within the scope of his/her duty
- Express their ideas and opinions in a respectful manner, being careful not to libel or slander others
- Dress in a manner that is not disruptive to the educational process nor threatening to the health and safety of themselves or others
- Conduct themselves in a manner which will not disturb their education nor disrupt or deprive others of their education
• Fully respect the rights of others
• Follow established procedures if they desire to seek changes in any policies or rules with which they may disagree
• Identify themselves, upon request, to any District employee or school agent, on school grounds, on school busses or at school events

RIGHTS OF STUDENTS
Each student has stated and implied rights in the context of District policies and procedures. These rights are guaranteed by the Constitution of the United States and the State of Washington.

Students have the right to:
• Participate in relevant educational activities in a safe and sanitary environment
• Equal educational opportunity and freedom from discrimination in all phases of the educational process
• Fair and just treatment from school authorities and freedom from unreasonable treatment or unlawful physical abuse
• Freedom from unlawful interference in the pursuit of an education while in the custody of the District
• Be secure in their persons, papers and effects against unreasonable searches and seizures
• Freedom of expression and assembly consistent with the maintenance of an orderly and efficient educational process and the limitations imposed by laws governing obscenity, libel and slander
• Instruction in rules and regulations relating to their rights and responsibilities
• Use of established channels to voice concerns and opinions having to do with elements of the educational process that affect them
• Representation on advisory committees affecting student rights
• Present petitions, complaints or grievances to school authorities and to receive responses within a reasonable time
• Consult with teachers, counselors, administrators, and other school personnel at reasonable times
• Be involved in school activities, provided they meet the qualifications for such participation
• Have representation in student government organizations that may exist at their school
• Receive an explanation of the requirements of the course of study and the basis on which grades will be determined

Reasonable limitations must be placed upon the time, place, and manner of exercising these rights so that the school may effectively fulfill the function of educating young people. The school may not, however, infringe unduly upon these rights.

CARDINAL PRINCIPAL OF CONDUCT
All students who attend the schools, ride the buses or participate in activities of the District will comply with the rules and regulations and will submit to the reasonable discipline of school authorities.

RESPONSES TO MISCONDUCT
Pursuant to Board Policy #3200 and Policy/Procedure 3241
Any student who willfully performs any act which materially interferes with or is detrimental to any aspect of the educational process shall be subject to discipline, suspension or expulsion. Such acts pertain to the orderly operation of a school, authorized school activity or any school-sponsored event, regardless of the time or place of the occurrence.

Among acts considered as "misconduct" are the following: disruptive conduct; disobedience of reasonable instructions of school authorities; refusal to identify oneself; truancy or unauthorized absence from class; cheating; immoral conduct; vulgarity or profanity; use of tobacco in an unauthorized area; use, possession or being affected by alcohol, drugs, or related paraphernalia; use of narcotics not prescribed by the student’s physician; assault; unlawful assembly; gambling; destruction or defacing of school property; arson; abuse or insult toward school personnel; extortion or intimidation of another student or staff member; stealing; possession or use of any dangerous weapon or object; committing any criminal act as defined by law.
COMPLAINTS ABOUT DISCRIMINATION, DISCRIMINATORY HARASSMENT, AND SEXUAL HARASSMENT

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.

Who is protected?
The district will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The district will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. District programs will be free from sexual harassment. Auxiliary aids and services will be provided upon request to individuals with disabilities.

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 school district’s nondiscrimination procedure, visit wvsd.org or contact the school district at 509-924-2150.

Before filing a complaint, you may wish to discuss your concerns with your child’s principal or with the school district’s Section 504 Coordinator, Title IX Officer, or Civil Rights Compliance Coordinator. This is often the fastest way to resolve your concerns.
- HIB & Section 504 Coordinator: Dan Andrews, 509-922-5478
- Title IX Officer: Paula Jeffries, 509-924-2150
- Civil Rights Compliance Coordinator: Douglas Matson, 509-924-2150

Step 1: Complaint to the School District
In most cases, complaints must be filed within one year from the date of the event that is the subject matter of the complaint. A complaint must be in writing, describe what happened, and state why you believe it is discrimination. It is also helpful to include what actions you would like the district to take to resolve your complaint.

Complaints may be submitted by mail, fax, e-mail, or hand delivery to any district or school administrator or the district’s Compliance Coordinator.

When the school district receives your written complaint, the Compliance Coordinator will give you a copy of the district’s discrimination complaint procedure. The Compliance Coordinator will then make sure that the school district conducts a prompt and thorough investigation. You may also agree to resolve your complaint in lieu of an investigation.

The school district must respond to you in writing within 30 calendar days after receiving your complaint, unless you agree on a different date. If exceptional circumstances related to the complaint require an extension of the time limit, the school district will notify you in writing about the reasons for the extension and the anticipated response date. When the school district responds to your complaint, it must include:

1. A summary of the results of the investigation;
2. Whether or not the school district has failed to comply with civil rights requirements related to the complaint;
3. Notice of your right to appeal, including where and to whom the appeal must be filed; and
4. Any corrective measures determined necessary to correct any noncompliance.

Step 2: Appeal to the School District
If you disagree with the school district’s decision, you may appeal to the school district’s board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you
received the school district’s response to your complaint. The school board will schedule a hearing within 20 calendar days after they receive your appeal, unless you agree on a different timeline. At the hearing, you may bring witnesses or other information related to your appeal.

The school board will send you a written decision within 30 calendar days after the district receives your notice of appeal. The school board’s decision will include information about how to file a complaint with OSPI.

**Step 3: Complaint to OSPI**

If you do not agree with the school district’s appeal decision, you may file a complaint with the Office of Superintendent of Public Instruction (OSPI). A complaint must be filed with OSPI within **20 calendar days** after receipt of the district’s appeal decision.

You may send your complaint to OSPI by e-mail, mail, fax, or hand delivery:

- **E-mail:** [Equity@k12.wa.us](mailto:Equity@k12.wa.us)
- **Fax:** (360) 664-2967
- **Mail:** OSPI Equity and Civil Rights Office, PO Box 47200, Olympia, WA 98504-7200

**SEXUAL HARASSMENT**

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus, such as a school-sponsored field trip.

**Sexual harassment is unwelcome behavior or communication that is sexual in nature when:**

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

**Examples of Sexual Harassment:**

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

**How do I report sexual harassment?**

You can report sexual harassment to any school staff member or to the district's Title IX Officer: **Paula Jeffries, 509-924-2150.**

---

### Our Mission

Each West Valley student will have a Rigorous and Relevant education achieved through strong Relationships to maximize readiness for College, Career and Citizenship.

### Our Why

We believe in partnering with our community to prepare our students for College, Career, and Citizenship. We do this by creating unique, high-rigor programs that respond to the needs of our students, staff and community.

### Our Location

The West Valley School District is located eight miles east of downtown Spokane. Encompassing an area of approximately 25 square miles, the district is bordered by Spokane on the west, Woodruff Road on the east, the Dishman Hills to the south, and extends north of the valley.

### Our Facilities

West Valley School District is comprised of one early learning center, one kindergarten center, four elementary schools, one traditional middle school, one non-traditional middle school, one traditional high school, two non-traditional high schools, and an outdoor learning center.
STUDENT DISCIPLINE CONCEPTS & DEFINITIONS

BEHAVIORAL VIOLATION: A student’s behavior that violates the school district’s discipline policy.

DISCIPLINE: Any action taken by the school district in response to behavioral violations.

CLASSROOM EXCLUSION: The exclusion of a student from a classroom or instructional or activity area for behavioral violations, subject to the requirements of WAC 392-400-330 and WAC 392-400-335. Classroom exclusion does not include action that results in missed instruction for a brief duration when: (a) a teacher or other school personnel attempts other forms of discipline to support the student in meeting behavioral expectations; and (b) the student remains under the supervision of the teacher or other school personnel during such brief duration.

Classroom exclusion may be for all or any portion of the balance of the school day. Classroom exclusion does not encompass removing a student from school, including sending a student home early or telling a parent to keep a student at home, based on a behavioral violation. Removing a student from school constitutes a suspension, expulsion, or emergency expulsion and must include the notification and due process as stated in the section below.

SUSPENSION: A denial of attendance in response to a behavioral violation from any subject or class, or from any full schedule of subjects or classes, but not including classroom exclusions, expulsions, or emergency expulsions. Suspension may also include denial of admission to, or entry upon, real and personal property that is owned, leased, rented or controlled by the district.

Short-term suspension shall mean a suspension for any portion of a calendar day up to and not exceeding ten (10) consecutive days.

Long-term suspension shall mean a suspension that exceeds ten (10) consecutive school days. A long-term suspension may not exceed the length of an academic term as defined by the school board and may not be imposed as a form of discretionary discipline.

A long-term suspension may only be administered: (a) For behavioral violations under RCW 28A.600.015 (6)(a) through (d); and (b) After the district has determined that, if the student returned to school before completing a long-term suspension: (i) The student would pose an imminent danger to students or school personnel; or (ii) The student would pose an imminent threat of material and substantial disruption of the educational process.

EXPULSION: A denial of attendance for a period of time up to but no longer than the length of an academic term (as defined by the board of directors) from the time the student is removed from his/her current school placement by a school district superintendent or designee. An expulsion may not be for an indefinite period of time and may not be imposed as a form of discretionary discipline.

An expulsion may only be administered: (a) For behavioral violations under RCW 28A.600.015 (6)(a) through (d); and (b) After the district has determined that if the student returned to school before completing an expulsion, the student would pose an imminent danger to students or school personnel.

An expulsion may be extended beyond the length of an academic term if: 1) the school petitions the superintendent for an extension; and 2) the superintendent authorizes the extension pursuant to the superintendent of public instruction’s rules adopted for this purpose. An expulsion may also include a denial of admission to, or entry upon, real or personal property that is owned, leased, rented or controlled by the district.

EMERGENCY EXPULSION: An emergency removal from school for up to, but not exceeding ten (10) consecutive school days from the student’s current school placement by the superintendent or designee.
An emergency expulsion must end or be converted to another form of corrective action within ten (10) school days from the date of emergency removal from school. If the district converts the emergency expulsion to another form of corrective action, it must provide notice and an explanation of due process rights to the student and parent/guardian.

**SCHOOL BUSINESS DAY:** A calendar day except Saturdays, Sundays and any federal and school holidays upon which the office of the Superintendent of the District is open to the public for business. A school business day concludes upon the closure of the superintendent’s office for the calendar day.

**STUDENT DISCIPLINE MODEL**

West Valley School District is committed to maintaining a safe school learning environment for students, employees and visitors. This student discipline model was developed with input from parents and ensures that all students are provided with the opportunity to learn.

Depending on applicable factors in each case, alternative consequences or a more severe action may be imposed.

Students with disabilities will be disciplined in conjunction with other applicable policies and/or procedures.

**Note:** Students who receive a suspension or expulsion for misconduct may be required by the building administrator/designee to complete threat and risk assessments and sign a re-admittance contract. *School specific rules and procedures may be found in school handbooks.*

**CONTEXT FOR USE OF THE DISCIPLINE MATRIX**

1. Before imposing classroom exclusion, teachers or other personnel must first attempt one or more other forms of discipline to support the student in meeting behavioral expectations. Notwithstanding the above, if a student's presence poses an immediate and continuing danger to other students or school personnel, or an immediate and continuing threat of material and substantial disruption of the educational process the student may be excluded from a classroom and instructional activity, or may be emergency expelled.

Other forms of discipline are listed in District Policy and Procedure 3241, as well as building specific student handbooks.

2. Before imposing an in-school suspension, or short-term suspension teachers or other personnel must first attempt one or more other forms of discipline to support the student in meeting behavior expectations.

3. Before imposing a long-term suspension or expulsion, teachers or other personnel must first consider one or more other forms of discipline to support the student in meeting behavior expectations.

4. Before administering any suspension or expulsion, the district must consider the student's circumstances and the nature of the behavioral violation to determine whether the suspension or expulsion, and the length of the exclusion, is warranted.

5. Before administering an emergency expulsion the district must have sufficient cause to believe that the student's presence poses: (a) An immediate and continuing danger to other students or school personnel; or (b) An immediate and continuing threat of material and substantial disruption of the educational process.

An immediate and continuing threat of material and substantial disruption of the educational process means: (a) The student's behavior results in an extreme disruption of the educational process that creates a substantial barrier to learning for other students across the school day; and (b) School personnel have exhausted reasonable attempts at administering other forms of discipline to support the student in meeting behavioral expectations.

6. No form of “discipline” for tardiness or absences shall be administered in such a way as to prevent a student from completing class or graduation requirements or affect his/her grade or credit in a course unless: (a) The student’s attendance and/or participation is related to the instructional objectives of the particular subject or
course, and (b) The student’s attendance and/or participation have been identified by the teacher as a basis for grading, in whole or in part, in the particular subject or course.

ENGAGING WITH FAMILIES:

The district will provide for early parental involvement in efforts to support students in meeting behavior expectations. Also, the district must make every reasonable attempt to involve the student and parent in the resolution of behavioral violations.

WEST VALLEY SCHOOL DISTRICT DISCIPLINE GUIDELINES

**Note:** These interventions and ranges are provided only to give the West Valley community an idea of the behavior interventions we use and give an example of a potential range for corrective action. According to WVSD Policy 3241 individual factors will be considered along with the facts of the event in question. These ranges are meant only to illustrate a starting point for corrective actions and progressive discipline in West Valley School District.

Progressive discipline (for low level offenses): To be determined at the building level.

### Discretionary Offenses:

<table>
<thead>
<tr>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
<th>Continued</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warning, school service, mediation, success plan, detention, community service, restorative action, detention, restitution, or 1-3 days of In-school Intervention (ISI).</td>
<td>3-5 days of In-School Intervention.</td>
<td>5-10 days of In-School Intervention.</td>
<td>Short Term Suspension 1-10 Days</td>
</tr>
</tbody>
</table>

### Non-Discretionary Offenses:

<table>
<thead>
<tr>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
<th>Continued/Severe</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-5 day suspension.</td>
<td>5 day - Long term suspension.</td>
<td>10-Long Term suspension:</td>
<td>Long term suspension up to Expulsion.</td>
</tr>
</tbody>
</table>

*Can be reduced with interventions like:*  
- Drug classes  
- Drug assessment  
- Anger Management classes  
- Counseling  
- Restorative action  
- etc…  

*Can be reduced with interventions like:*  
- Drug and Alcohol Assessment and engaging in treatment.  
- Application for readmission and reengagement plan.  
- Anger Management classes  
- Counseling  
- Restorative action  
- etc…  

*Can be reduced with interventions like:*  
- Drug Assessment  
- Application for readmission and reengagement plan.  
- Anger Management classes  
- Counseling  
- Restorative action  
- etc…
DISCRETIONARY DISCIPLINE OFFENSES

The rules of conduct in this section are deemed discretionary discipline offenses.

Prior to imposing corrective action when a student engages in such an offense, a school administrator should consider:

- Restorative practices;
- Progressive discipline concepts;
- Alternative actions and settings; and
- Mitigating/aggravating factors.

School administrators may not impose a short term suspension for a discretionary discipline offense unless another form of corrective action reasonably calculated to modify similar conduct has previously been imposed. This includes the following offenses:

1. **Academic dishonesty/plagiarism** -- Knowingly submitting the work of others represented as the student’s own, cheating, or assisting another student in doing so, or using unauthorized sources.

2. **Bullying** -- Unwanted behavior (other than conduct that falls within the definition of a nondiscretionary discipline offense) that (1) involves a real or perceived power imbalance and is repeated, or has the potential to be repeated, over time; or (2) is a violation of Policy/Procedure 3207 (Harassment, Intimidation or Bullying). See RCW 28A.300.285; WAC 392-190-0555 to 059.

3. **Discriminatory Harassment/Discrimination** -- Conduct or communication (other than conduct that falls within the definition of a nondiscretionary discipline offense) that (1) is intended to be harmful, humiliating, or physically threatening and shows hostility toward a person or persons 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; or (2) is a violation of Policy/Procedure 3210 (Nondiscrimination). See RCW 28A.300.285; RCW 28A.642; WAC 392-190-0555 to 059.

4. **Disruptive Conduct** -- Conduct that materially and substantially interferes with the educational process (other than conduct that falls within the definition of a nondiscretionary discipline offense), including:

   - Profane or obscene conduct or words
   - Possession or distribution of pornography
   - Dress code violations
   - Hazing
   - Misrepresentation/Lying
   - Disrespect of authority
   - Copyright violations
   - Insubordination
   - False Alarms
   - Violations of technology, telecommunications and network use rules
   - Misuse of social media
   - Defiance of a reasonable directive
   - Violations of driving/parking rules
   - Forgery

5. **Failure to Cooperate** -- Failure to comply with or follow reasonable, lawful directions or requests of administrators, teachers, or staff (other than conduct that falls within the definition of a nondiscretionary discipline offense), including:

   - Non-compliance
   - Insubordination
   - Misrepresentation/Lying
   - Defiance, Disrespect of authority

6. **Illicit Medication**: Use, possession, or distribution of any prescription or over-the-counter medication (e.g., aspirin, cough syrups, caffeine pills, nasal sprays) on school grounds or at school sponsored activities (other than use, possession, or distribution that falls within the definition of a nondiscretionary discipline offense).
7. **Fighting Without Major Injury** -- Participation in an incident involving physical violence, where there is no major injury (other than those that fall within the definition of a nondiscretionary discipline offense). (Does not include verbal confrontations, tussles, or other minor confrontations).

   A major injury is when one or more students, school personnel, or other persons on school grounds require professional medical attention. Examples of major injuries include stab or bullet wounds, concussions, fractured or broken bones, or cuts requiring stitches.

8. **Multiple minor accumulated incidents** -- Discipline for a culmination of multiple minor infractions that both occurred throughout the school year and individually would not rise to the severity of meriting a short-term or long-term suspension or expulsion.

9. **Other Behavior**
   a. **Aiding/Abetting** - Any student who encourages or aids and abets others in violating the rules of conduct.
   b. **Gambling** -- Playing cards, dice, or games of chance for money or other items of value.
   c. **Gang Activity** -- Engaging in gang activity as a member of a gang while on school grounds (other than activity that falls within the definition of a nondiscretionary discipline offense). "Gang" means a group which: (a) Consists of three or more persons; (b) has identifiable leadership; and (c) on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes. See RCW 28A.600.455.
   d. **Trespass** -- Being in an unauthorized location under school jurisdiction (other than trespass that falls within the definition of a nondiscretionary discipline offense).
   e. **Destruction of Property** -- Destroying property owned or possessed by another (other than destruction that falls within the definition of a nondiscretionary discipline offense).

   Note: Under RCW 28A.635.060(1), the school district may withhold the grades, diploma, and transcripts of a pupil responsible for intentional damage or loss to the property of the district, a contractor of the district, an employee, or another student until the pupil or the pupil’s parent or guardian has paid for the damages. If a student has been suspended or expelled, the student may not be readmitted until the student or parents or legal guardian has made payments in full, or until the superintendent directs otherwise. If the property damaged is a school bus owned and operated by the district, a student suspended for the damage may not be permitted to enter or ride any school bus until the student or parent or legal guardian has made payment in full or until directed otherwise by the superintendent.

   Possession of another person's or district property, regardless of value, without the person's permission with the intent to deprive the owner of such property. As part of the corrective action, restitution will usually be required.

10. **Sexual Harassment** -- Conduct or communication (other than activity that falls within the definition of a nondiscretionary discipline offense) that is: (1) intended to be sexual in nature, unwelcome by the targeted person(s), and with the potential to deny or limit another student(s) ability to participate in or benefit from a school’s education program; or (2) a violation of Policy/Procedure 3205 (Sexual Harassment of Students Prohibited). See RCW 28A.640; WAC 392-190-056-058.

11. **Sexually Inappropriate Conduct** -- Obscene acts or expressions, whether verbal or non-verbal (other than conduct that falls within the definition of a nondiscretionary discipline offense).

12. **Theft or Possession of Stolen Property** - Taking or knowingly being in possession of district property or property of others without permission (other than conduct that falls within the definition of a nondiscretionary discipline offense).
13. **Tobacco/Electronic Smoking Devices** - Possession, use, distribution or sale of tobacco products or the violation of school district tobacco policy, including violation regarding electronic smoking devices.

14. **Unexcused Absences or Tardiness** - Absences or tardies that are not excused.

   If corrective action for one or more unexcused absences/tardies is used, the District must:
   
   (a) Provide notice to the student’s parent/guardian in writing and by any other means necessary in English or the primary language of the parent/guardian. The notice must say that the student has failed to attend school without valid justification;
   
   (b) Schedule a conference(s) with the parents/guardians and the student. The conference(s) shall analyze the causes of the student’s absences and determine whether the student would be appropriately placed in alternative educational options (as available) designed for his/her educational success; and
   
   (c) Take steps to reduce the student’s absences. If deemed appropriate by district staff, those steps may include adjustments to the student’s school program or assisting the parent/guardian in obtaining supplementary support.

   Additionally, a student’s academic grade or credit may only be adversely affected by reason of tardiness or unexcused absences if:
   
   (a) The student’s attendance or participation is a requirement of the subject or course related to the instructional objectives or goals of the particular subject or course; (example: music, lab science, physical education);
   
   (b) The student’s attendance or participation has been identified by the teacher pursuant to district policy as a basis for grading the subject or course; and
   
   (c) The circumstances pertaining to the student’s inability to attend school have been taken into consideration, including whether the absences are directly related to a student’s disability.

**Nondiscretionary Discipline Offenses/Exceptional Misconduct Offenses**

The rules of conduct in this section are deemed nondiscretionary discipline offenses and exceptional misconduct offenses. HB 1541, Section 105(4) – (7); RCW 28A.600.015; WAC 392-400-245; WAC 392-400-260.

Prior to imposing corrective action when a student engages in such an offense, a school administrator should consider:

- Restorative practices;
- Progressive discipline concepts;
- Alternative actions and settings; and
- Individual Factors

However, because these offenses are more serious nondiscretionary discipline offenses and are deemed exceptional misconduct, school administrators may, in certain circumstances, impose a suspension or expulsion regardless of whether prior corrective action was imposed for a similar offense.

1. **Alcohol** - A liquor violation under RCW 66.44.270, including possessing, consuming, acquiring, selling, giving, or otherwise supplying liquor.
2. **Bullying** - Behaviors that involve a real or perceived power imbalance and are repeated, or have the potential to be repeated, over time; and that:

   (1) Fall within the definition of harassment in RCW 9A.46.020: “A person is guilty of harassment if:

   (a) Without lawful authority, the person knowingly threatens:

   (i) To cause bodily injury immediately or in the future to the person threatened or to any other person;
   (ii) To cause physical damage to the property of a person other than the actor;
   (iii) To subject the person threatened or any other person to physical confinement or restraint; or
   (iv) Maliciously to do any other act which is intended to substantially harm the person threatened or another with respect to his or her physical or mental health or safety;

   And

   (b) The person by words or conduct places the person threatened in reasonable fear that the threat will be carried out. "Words or conduct" includes, in addition to any other form of communication or conduct, the sending of an electronic communication.)

   Or

   (2) Fall within the definition of one or more of the offenses listed in RCW 9A.46.

3. **Destruction of Property/Vandalism** – An offense listed under RCW 9A.46 (harassment), RCW 9A.48 (arson, reckless burning, malicious mischief), or RCW 9A.36 (including malicious harassment) that involves the intentional damage of school property or the property of others.

   Note: Under RCW 28A.635.060(1), the school district may withhold the grades, diploma, and transcripts of a pupil responsible for intentional damage or loss to the property of the district, a contractor of the district, an employee, or another student until the pupil or the pupil’s parent or guardian has paid for the damages. If a student has been suspended or expelled, the student may not be readmitted until the student or parents or legal guardian has made payments in full, or until the superintendent directs otherwise. If the property damaged is a school bus owned and operated by the district, a student suspended for the damage may not be permitted to enter or ride any school bus until the student or parent or legal guardian has made payment in full or until directed otherwise by the superintendent.

   When the pupil or guardian are unable to pay for the damages, the school district will provide a program of voluntary work for the pupil in lieu of the payment of monetary damages. Upon completion of the voluntary work the grades, diploma, and transcript of the pupil shall be released. The parent or guardian of the pupil is liable for damages as otherwise provided by Washington State law.

   Possession of another person’s or district property, regardless of value, without the person’s permission with the intent to deprive the owner of such property. As part of the corrective action, restitution will usually be required.

4. **Discriminatory Harassment** - Harassment offenses include nondiscretionary bullying offenses except that, for the behavior to be considered discriminatory harassment, the behavior must also be motivated by a person's protected status as listed in Policy 3210.

   Thus, discriminatory harassment includes any such conduct or communication (i.e., motivated by a person’s protected status as listed in Policy 3210) that falls within the same definition of bullying, but that is also motivated by a person’s protected status as listed in Policy 3210.

5. **Illicit Drugs (Not Marijuana)** – Any violation of controlled substance law under RCW 69.50 not involving marijuana, including unlawful use, cultivation, manufacture, distribution, sale, solicitation, purchase, possession, transportation, or importation of any controlled drug or narcotic substance.
6. **Marijuana** - Any violation of the controlled substances law under chapter 69.50 RCW involving marijuana, including unlawful use, cultivation, distribution, sale, solicitation, purchase, possession, transportation of cannabis or violation of other district drug policy.

7. **Other Behavior**
   a. **Any offense in RCW 13.04.155 not otherwise listed.**
   b. **Behavior that causes an adverse impact on the health and safety of other students or staff.** – HB 1541 (Section 105(6) (d)); RCW 28A.600.015. This includes, but is not limited to:

   **Extortion/Coercion** -- Obtaining or attempting to obtain money or property by violence or threat of violence, or forcing or attempting to force a person to do something against his/her will by force or threat of force.

   **Threat** -- Any communication or action which creates a reasonable fear of bodily harm.

   Note: It is expected that a student should first retreat from any threat of harm and/or contact an adult staff member for assistance before engaging in any type of physical response to an assault. However, an administrator may decide not to subject a student to corrective action or punishment (or may decide to subject a student to a lessor form or corrective action or punishment) if, following a reasonable investigation, the administrator determines that all of the following are true:

   - A student who is being assaulted or witnesses another student being assaulted acts in a manner that is defensive and protective of himself/herself or others;
   - The student is acting in a manner that a building administrator determines is reasonable and/or necessary in light of the circumstances; and
   - The student did not instigate, provoke, or promote the violence by his or her words or conduct immediately prior to the assault.

   A reasonable physical response to an assault may include holding the assailant’s hands or arms to prevent the assault, or pulling two fighting students apart and holding them until staff can arrive and intervene.

c. **Inhaling toxic fumes under chapter 9.47A RCW;**

d. **Two or more violations of the following within a three-year period:**

   - Criminal gang intimidation. RCW 9A.46.120
   - Possessing dangerous weapons on school facilities. RCW 9.41.280.

   **Engaging in gang activity as a member of a gang while on school grounds.** RCW 28A.600.455. "Gang" means a group which: (a) Consists of three or more persons; (b) has identifiable leadership; and (c) on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes.

   **Willfully disobeying school administrative personnel or refusing to leave public property.**
   RCW 28A.635.020.

   **Defacing or injuring school property.** RCW 28A.635.060.
   See RCW 28A.600.020; HB 1541, Section 106(5)(a).

8. **Serious Bodily Injury to Special Education Student** - An incident, specific to students who are eligible for special education services, that results in the serious bodily injury as defined in 18 U.S.C. Section (1365(h)(3) (bodily injury that involves a substantial risk of death, extreme physical pain, protracted and
obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty). See HB 1541, Section 105(6)(b); RCW 13.04.155.

9. Sexual Harassment – Sexual harassment is like discriminatory harassment and bullying except that, for the behavior to be considered sexual harassment, the behavior must also include sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature between two or more individuals. The term 'sexual' includes ‘gender-directed’ conduct or communication. Policy 3205; RCW 28A.640.020; WAC 392-190-056

Nondiscretionary sexual harassment offenses are:
- Offenses listed under RCW 9A.36 (Assault)
- Any sex offense listed under RCW 9.94A.030(47)
- A felony that is a violation of chapter 9A.44 RCW (sex offenses, including rape, child molestation, sexual misconduct with a minor, indecent liberties, sexually violating human remains, voyeurism)

Sexual offenses listed in RCW 9A.46 (Harassment).

10. Violence with Major Injury – Any behavior that includes a major injury (requiring professional medical attention) and is listed or referenced in RCW 13.04.155, including:
- Any violent offense listed in RCW 9.94A.030(55), Assault, drive by shooting, reckless endangerment, promoting suicide attempt, coercion, malicious harassment, failure to summon assistance (RCW 9A.36), Homicide (RCW 9A.32), Malicious Harassment (RCW 9A.46), Kidnapping (RCW 9A.40), Sex Offenses, rape, child molestation (RCW 9A.44), Arson, reckless burning, criminal street gang tagging and graffiti (RCW 9A.48), Robbery (RCW 9A.56)

HB 1541, Section 105(6)(b).

A major injury is when one or more students, school personnel, or other persons on school grounds require professional medical attention. Examples of major injuries include stab or bullet wounds, concussions, fractured or broken bones, or cuts requiring stitches.

11. Violence Without Major Injury – Any behavior that does not include a major injury (requiring professional medical attention) and is listed in RCW 13.04.155, including:
- Any violent offense listed in RCW 9.94A.030(55), Assault, drive by shooting, reckless endangerment, promoting suicide attempt, coercion, malicious harassment, failure to summon assistance (RCW 9A.36), Homicide (RCW 9A.32), Malicious Harassment (RCW 9A.46), Kidnapping (RCW 9A.40), Sex Offenses, rape, child molestation (RCW 9A.44), Arson, reckless burning (RCW 9A.48), Robbery (RCW 9A.56)

HB 1541, Section 105(6)(b).

A major injury is when one or more students, school personnel, or other persons on school grounds require professional medical attention. Examples of major injuries include stab or bullet wounds, concussions, fractured or broken bones, or cuts requiring stitches.

12. Weapons and Firearms

Firearms – Carrying a firearm onto, or having possessed a firearm on, public elementary or secondary school premises, public school- provided transportation, or areas of facilities while being used exclusively by public schools. RCW 28A.600.420; HB 1541, Section 105(6)(a).

Firearm is defined by RCW 9.41.010 and 18 U.S.C. 921, and includes:

Any weapon (including zip guns, starter guns, and flare guns) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive;
• The frame or receiver of any handgun, shotgun, or rifle;
• Any firearm muffler or firearm silencers;
• Any destructive device, which includes:
  a) any explosive, incendiary, or poison gas (such as: bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine, or similar device.
  b) any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
  c) any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

‘Other weapon’ is defined as:

• Anything used as a weapon that is not classified as a handgun, rifle/shotgun, knife/dagger, or other firearm.
• Examples include chains, pipes, razor blades or similar instruments with sharp cutting edges; ice picks, pointed instruments (pencils, pens); nun-cha-ka sticks; brass knuckles; stars; billy clubs; tear gas guns; electrical weapons (stun guns); BB or pellet guns; and explosives or propellants.

See 18 U.S.C. 921 (Gun Free Schools Act).

For firearm violations, expulsion shall be imposed for not less than one year (12 months) under RCW 28A.600.420 and an expulsion shall be imposed for up to one year if the student acts with malice as defined under RCW 9A.04.110 and displays a device that appears to be a firearm. The district superintendent or the superintendent’s designee is authorized to modify the expulsion of a student on a case-by-case basis.

Even where a student has been suspended or expelled for a firearm violation, the District may provide educational services to the student in an alternative setting. See RCW 28A.600.420(4).

Weapons - Any violation of RCW 9.41, including:

Carrying onto, or possessing on, school premises, school-provided transportation, or areas of facilities while being used exclusively by public or private schools:

1) Any dangerous weapon as defined in RCW 9.41.250;

2) Any device commonly known as "nun-chu-ka sticks", consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means;

3) Any device, commonly known as "throwing stars", which are multi-pointed, metal objects designed to embed upon impact from any aspect;

4) Any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas;

5) Any portable device manufactured to function as a weapon and which is commonly known as a stun gun, including a projectile stun gun which projects wired probes that are attached to the device that emit an electrical charge designed to administer to a person or an animal an electric shock, charge, or impulse; or Any device, object, or instrument which is used or intended to be used as a weapon with the intent to injure a person by an electric shock, charge, or impulse.

See RCW 9.41.280. Any violation of the above by elementary or secondary school students constitutes grounds for expulsion in accordance with RCW 28A.600.010. An appropriate school authority shall promptly notify law enforcement and the student's parent or guardian regarding any allegation or indication of such violation.
Manufacturing, selling, or disposing of or possessing any instrument or weapon of the kind usually known as sling shot, sand club, or metal knuckles, or spring blade knife.

"Spring blade knife" means any knife, including a prototype, model, or other sample, with a blade that is automatically released by a spring mechanism or other mechanical device, or any knife having a blade which opens, or falls, or is ejected into position by the force of gravity, or by an outward, downward, or centrifugal thrust or movement. A knife that contains a spring, detent, or other mechanism designed to create a bias toward closure of the blade and that requires physical exertion applied to the blade by hand, wrist, or arm to overcome the bias toward closure to assist in opening the knife is not a spring blade knife.

Furtively carrying with intent to conceal any dagger, dirk, pistol, or other dangerous weapon;

Using any contrivance or device for suppressing the noise of any firearm unless the suppressor is legally registered and possessed in accordance with federal law;

Except as expressly allowed by RCW 9.41, carrying, exhibiting, displaying, or drawing any firearm, dagger, sword, knife or other cutting or stabbing instrument, club, or any other weapon apparently capable of producing bodily harm, in a manner, under circumstances, and at a time and place that either manifests an intent to intimidate another or that warrants alarm for the safety of other persons. Violating RCW 9.36.045 (drive by shooting) RCW 28A.600.420; RCW 13.04.155(1)(f); RCW 9.41 (Firearms and Dangerous Weapons) HB 1541, Section 105(6)(a)

DUE PROCESS/APPEALS

POLICY & PROCEDURE 3240

Each student's due process rights are explained in full in District Policy & Procedure 3241. Below is a summary. This summary is intended to be non-exhaustive, and each student/parent is encouraged to review the District's policy and procedure for specific timelines and hearing rights.

GRIEVANCE PROCESS FOR OTHER FORMS OF DISCIPLINE & CLASSROOM EXCLUSION:

Any parent/guardian or student who is aggrieved by the imposition of other forms of discipline and/or classroom exclusion has the right to an informal conference with the principal or the principal's designee for the purpose of resolving the grievance. At that informal conference, the student will be provided with an opportunity to share his or her perspective and explanation regarding the behavior violation.

Discipline that may be grieved under this section includes other forms of discipline, including after-school detention; classroom exclusion; removal or suspension from athletic activity or participation; and removal or suspension from school-provided transportation.

PRIOR TO IMPOSING SUSPENSION/EXPULSION:

Before administering a suspension or expulsion, a school district must attempt to notify the student's parents, as soon as reasonably possible, regarding the behavioral violation.

Also, prior to a suspension or non-emergency expulsion, an initial informal hearing shall be held with the student. During this conference the student shall be provided: a) Notice of the student's violation of the school district's discipline policy; (b) An explanation of the evidence regarding the behavioral violation; (c) An explanation of the discipline that may be administered; and (d) An opportunity for the student to share the student's perspective and provide explanation regarding the behavioral violation.

APPEAL PROCESS FOR SUSPENSION, EXPULSION & EMERGENCY EXPULSION:

The below is a general statement of appeal rights. The appeal provisions differ for in-school/short-term suspensions, long-term suspensions/ expulsion and emergency expulsions. Students and parents should refer to Policy & Procedure 3241 for specific information.
If a student or the parent(s) disagree with the district’s decision to suspend, expel, or emergency expel the student, the student or parent(s) may request an informal conference with the principal or designee to resolve the disagreement. The parent or student may request an informal conference orally or in writing.

A student or the parent(s) may appeal a suspension, expulsion, or emergency expulsion to the Superintendent or designee orally or in writing.

For in-school and short-term suspension appeals, a parent and student will have the opportunity to present their side of events. Then, the Superintendent or designee will provide a written decision upon appeal.

For long-term suspension, expulsion, and emergency expulsion appeals, a more formal hearing will be held to review the discipline. Students and parents may have legal counsel or advocates at this hearing.

After the hearing, the Superintendent or designee will issue a written decision. A student or parent may appeal that decision to the school board (or discipline council if established).

After review, the school board will issue a written decision.

**ANNUAL NONDISCRIMINATION NOTIFICATION - WEST VALLEY MEETS FEDERAL REQUIREMENTS**

The West Valley School District #363 complies with all Federal and State rules and regulations and does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by the person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities.

Fund applications and any required policies, procedures, evaluation plans and reports relating to the district’s special education program are available for parents and the general public for comment and inspection. Inquiries regarding compliance, grievance procedures, the inspection of federal application or general comments may be directed to:

**Title IX Officer**  
Paula Jeffries  
2805 N. Argonne Road  
Spokane, WA 99212  
(509) 924-2150

**Special Services Director**  
Dan Andrews  
2523 N. Park Road  
Spokane, WA 99212  
(509) 927-1138

**Compliance Coordinator**  
Douglas Matson, CPA  
2805 N. Argonne Road  
Spokane, WA 99212  
(509) 924-2150
**Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. & 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest including school board members
- Other schools to which a student is transferring, specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student, organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies.

Schools may also disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service or you may contact them at the following address:

Family Policy Compliance Office U.S. Department of Education.

Copies of the policy adopted under Sec. 99.6 are located at the District Office;
2805 N. Argonne Road Spokane, WA 99212.

Parents of students who have a primary or home language other than English may obtain a copy of Sec. 99.6 in their native language by contacting the District Office at: (509) 924-2150.

**Parent and Student Rights in Federal Programs**

All instructional materials, including supplementary materials and teachers' manuals, used with any survey, analysis or evaluation in a program or project supported by federal funds are available for inspection by parents.
and guardians. No student will be required as part of any project or program supported by federal funds to submit to a survey, analysis or evaluation that reveals information concerning political affiliations; potentially embarrassing mental or psychological problems; sexual behavior and attitudes; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of close family members; privileged or similar relationships; or income, other than information necessary to establish eligibility for a program; without the prior consent of adult or emancipated students, or written permission of parents. Title 1 Part A Complaint Procedures handout.

Exemption of Release of Student Information to Military Recruiters

Both federal and state laws require that school districts provide military recruiters access to directory information for students who are juniors or seniors in high school. WVSD will comply with the laws to provide names, addresses and telephone listings of junior and senior students to military recruiters, when requested, unless a parent, or student who has already turned 18, has “opted out” of providing such information. To opt out you must provide a written statement to the principal of your student’s high school stating that you do not want your student’s information released to military recruiters.

Prohibition of Harassment, Intimidation or Bullying

The District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons that is free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” includes any intentional written message or image (including those that are electronically transmitted), 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 when an act: physically harms a student or damages the student’s property, has the effect of substantially interfering with a student’s education, 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. Complaints regarding harassment, intimidation or bullying are addressed through Policy and Procedure 3207. Individuals who believe they have been the victim of harassment, intimidation or bullying, or know of such an incident, may contact their school administrator or counselor. Complaint forms are available at each school and website. If the complaint is not resolved following an investigation, the administrator or counselor will forward the complaint to the District’s Compliance Officer for further investigation.

Maintaining Professional Staff/Student Boundaries

Purpose: Policy and Procedure #5253 provides all staff, students, volunteers, and community members with information about their role in protecting children from inappropriate conduct by adults. This policy applies to all district staff and volunteers.

General Standards: The board expects all district staff to maintain the highest professional standards when they interact with students. District staff are required to maintain an atmosphere conducive to learning. They are also required to maintain professional boundaries.

The interactions between district staff and students should be based upon mutual respect, trust, and commitment to the professional boundaries between staff and students in and outside of the educational setting, and consistent with the educational mission of the district.

District staff will not intrude on a student’s physical and emotional boundaries unless the intrusion is necessary to serve a demonstrated educational purpose. An educational purpose is one that relates to the staff member’s duties in the district. Inappropriate boundary invasions can take various forms. Any type of sexual conduct with a student is an inappropriate boundary invasion.
Additionally, staff members are expected to be aware of the appearance of impropriety in their own conduct and the conduct of other staff when interacting with students.

**Use of Technology:** The board supports the use of technology to communicate for educational purposes. However, when the communication is unrelated to schoolwork or other legitimate school business district staff are prohibited from communicating with students by phone, e-mail, text, instant messenger, or other forms of electronic or written communication. This prohibition includes prohibiting staff from “friending” and/or “following” students on social media.

**SCHOOL EMPLOYEE DISCIPLINARY ACTIONS**

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

**TEACHER/PARAEDUCATOR QUALIFICATIONS**

Under federal law, parents and guardians in Title 1 Part A schools are entitled to request information about the professional qualifications of their child’s teachers/paraeducators. Such requests can be made to the Human Resources Director. (ESSA)

**REGISTERING FOR SCHOOL**

1. Proof of age is required for kindergarten and first grade children who have not been previously enrolled in school. Entering kindergarten students must be five (5) years old by midnight, August 31. Entering first grade students must be six (6) years old by midnight, August 31.

2. Proof of immunization status is required by state law and must be presented at the time of registration.

3. For students entering from another school district, a report card or transcript is helpful in placing the student.

**SCHOOL ATTENDANCE**

It takes the cooperation of parents and staff to keep students safely and regularly in school. If you know that your student will miss school for any reason, please contact the school office. After any absence, it is important for your student to bring a written excuse to the office. Please refer to School Board Policy #3110 – Qualification of Attendance Policy and #3121 – Compulsory Attendance Policy for more information.

**CATEGORICAL PROGRAMS**

**Title I, Part A**

Title I, Part A is a federal program designed “To provide all children significant opportunity to receive a fair, equitable, and high-quality education, and to close educational achievement gaps.” Title I, Part A funding can support early learning and Kindergarten to Grade 12. These programs and services provide customized instruction and curricula that helps students meet academic standards and take an active, engaged interest in what they learn and can do. Title I, Part A programs build equity of opportunity for children whose struggles often keep them on the academic sidelines. All schools in WVSD are designated as Schoolwide Title I programs.
Parent and family engagement opportunities and activities will exemplify ongoing and meaningful consultation of all families in each school.

**McKinney –Vento Act**

The McKinney-Vento Education of Homeless Children and Youth Assistance Act is a federal law that ensures immediate enrollment and educational stability for homeless children and youth. McKinney-Vento provides federal funding to states for the purpose of supporting district programs that serve homeless children.

The McKinney-Vento Act defines homeless children as "individuals who lack a fixed, regular, and adequate nighttime residence."

The McKinney-Vento Act requires schools to enroll homeless children and youth immediately, even if they lack normally required documents, such as immunization records or proof of residence. The act ensures that homeless children and youth have transportation to and from their school of origin if it is in the child's or youth's best interest.

**Learning Assistance Program – LAP**

The Learning Assistance Program (LAP) offers supplemental services for eligible K–12 students scoring below grade-level standard in English language arts (ELA) and mathematics. These services focus on accelerating student growth to make progress towards grade level. They may include academic readiness skill development or behavior supports. These services address barriers preventing students from accessing core instruction. The intent is for LAP-served students to increase academic growth during the period of time they are provided services. LAP emphasizes research-based best practices designed to increase student achievement.

**English Language Learner (ELL) Program**

The state Transitional Bilingual Education Program (TBIP) and federal Title III address the unique needs of eligible students, who come from linguistically and culturally diverse backgrounds. Both programs share the same goal: develop language proficiency that enables meaningful access to grade level curricula and instruction.

**SPECIAL SERVICES**

Special Services strives to move students along their individual learning continuum by providing a positive, rewarding learning environment for a variety of students within the district. Special Services includes those students receiving specially designed instruction and services in Title I and Learning Assistance Programs.

Disabled students birth through 21 years of age receive a continuum of educational services from early intervention to vocational training for job placement within the community.

Students receiving supplemental services in Title1 or LAP programs receive additional academic support in the areas of mathematics and literacy.

The Preschool Program provides the developmentally delayed child with an opportunity for an early learning experience and individual therapy in preparation for entrance into kindergarten. “Child Find” is a screening program which is offered to the community for identification of youngsters who may benefit from a preschool program. In the Primary Level, a variety of options are available to meet individual needs, ranging from remedial support of basic skills within the regular classroom through specialized and individual therapy for students with more involved disabilities. Secondary Level special-needs students receive support in their regular curriculum, individualized remediation in basic skill areas, and career training through the Professional Technical programs.
Career guidance and individual counseling are available for each student through Special Services.

**Extra-curricular Activities** are an integral part of a student’s education. All special-needs students are encouraged to participate and have been successful in school activities such as band, drama, robotics and athletics.

The District has a strong commitment to provide for the special-needs student’s education within the framework of the regular classroom and school environment. A dedicated staff of teachers, speech therapists, occupational and physical therapists, teacher aides, and school psychologists comprise the child’s study team at each building to support classroom teachers and parents in determining an educational program that will meet each student’s individual needs. The special services personnel, along with other district staff, work closely with Spokane County and State of Washington agencies to provide an overall program for those students with identified needs.

**For additional information** about special services, contact Special Services Director, Dan Andrews at (509) 922-5478.

**ECEAP REGISTRATION**

The Early Childhood Education and Assistance Program (ECEAP) is a state-funded life enrichment program that offers classroom learning for preschool children of low-income families. Parents and staff work together to provide a positive experience for all. The program is free for those families who qualify. Eligibility requirements are as follows:

1. Family eligibility is based on federal low-income guidelines for total gross income.
2. Priority is given to children who are four years old by August 31.
3. The program is designed for families living in the West Valley School District.

Call the West Valley Early Learning Center at (509) 922-5478 for more information.

**HIGHLY CAPABLE PROGRAM**

In order to develop the special abilities of each student, the district offers a highly capable program which provides identified students in kindergarten through twelfth grade access to basic education programs that accelerate learning and enhance instruction.

Highly capable students are students who perform or show potential for performing at significantly advanced academic levels when compared with others of their age, experiences, or environments.

Referrals to the highly capable program are accepted based on data or evidence from teachers, other staff, parents, students, and members of the community. Nominators will use the district’s nomination form to refer a student to be considered for admission in the program. Parents are encouraged to talk with teachers at fall conferences for more information about the nomination process. Once a child has been assessed, parents will receive a letter notifying them of the assessment results.

The district will make a variety of appropriate program services available to highly capable students. Services may include, but are not limited to: accelerated learning opportunities, academic grouping arrangements that provide intellectual and interest peer group interactions, cooperative agreements between K-12 and institutions of higher education and programs designed to share resources and facilities to maximize student learning and mentorships and career exploration, differentiated instruction, academic competitions, project based learning with choice, AP courses, dual enrollment and Running Start.

Further information may be found in School Board Policy and Procedure #2190.

**SPICE PROGRAM**
SPICE (Student Parent Interactive Classroom Environment) is an instructional program that emphasizes parent, teacher, child, and community interaction as an integral part of the educational process. SPICE parents experience the excitement and reward of watching their child be successful in learning. They are truly involved in their child’s education, get to know the people with whom their child spends his/her day, and help support the child’s education through classroom support. SPICE is open to all children between the ages of five and twelve (kindergarten through grade 5). For more information about the SPICE Program volunteer requirements, contributions, and availability, contact Seth Woodard Elementary School at (509) 921-2160.

HEALTH & SAFETY

Student Immunization Requirements
To assure that your student’s school year gets off to a smooth start, please remember that Washington State law and Board Policy #3413 requires that a certificate of immunization be on file for every student enrolled in the district. On or before the first day of attendance, all students must present or have on file documentation of immunization status. Immunization forms are available at your child’s school. (This information is on file for previously enrolled students.) Washington State law requires that students with life threatening health conditions must have an Emergency Care Plan in place before the first day of attendance.

The minimum immunizations required for students entering kindergarten through 12th grade:

- **DTaP**: Five doses (or 4 or 3 depending on age when vaccine was given). 1 dose DTaP required for 6th-9th grades. *Please refer to www.wvsd.org for more detailed information on DTaP immunizations.
- **Polio**: Four doses are required unless dose three was given after the 4th birthday, then only three doses are required.
- **Measles/Mumps/Rubella**: The first dose on or after the child’s 1st birthday. The second dose can be given any time 4 weeks after the first dose. (Second dose must be given prior to entering kindergarten.) Blood test (titer) showing immunity to measles, mumps, and rubella is acceptable.
- **As of July 28, 2019, state law no longer allows parents and students to use a “personal / philosophical exemption” as a means of not obtaining the MMR vaccine.**
- **Hepatitis B**: Three doses required up through 6th grade. If a series is started after age 11, only two adult doses are needed.
- **Varicella**: Two doses required for kindergarten through 2nd grade. Parent reported history of disease is only accepted for students in 3rd, 4th, and 6th grades. Blood test (titer) showing immunity to varicella and/or provider diagnosis or verification of varicella disease is acceptable.

Preschool students are also required to provide certificates of immunization status that is up-to-date according to age.

**Parents of 11-year-olds are reminded that your child probably needs a Tdap immunization.**

When recording the immunization, the parent will be required to provide month, day, and year of the doses. If your child is not compliant with this schedule of immunizations, it will be necessary for you to update the shots BEFORE entrance into school. Conditional admissions are given to those children who have recently started a series of immunizations but are unable to complete them due to medical reasons or the immunization schedule itself.

**EXEMPTIONS**

Exemptions are allowed for medical reasons, but those need to be signed by the child’s physician. As of July 28, 2019, a new state law removes the personal and philosophical option to exempt children from the MMR
vaccine required for school and childcare attendance. Medical and religious exemptions are not affected by this new law. However, it is important for the parent to realize that the child is then susceptible to the diseases for which they filed an exemption. In case of any outbreaks of the diseases, the child may be subsequently excluded from school for the duration of the outbreak. Signature of the parent/guardian is required on all certificates.

For more information regarding the change in vaccine laws, visit the Dept. of Health website at: https://www.doh.wa.gov/CommunityandEnvironment/Schools/Immunization/ExemptionLawChange

**Health Screenings:** Vision and hearing screening is provided each year for kindergarten through 3rd grade, 5th grade, and 7th grade. These screenings may also be provided “on request” by a parent or teacher.

**Medication at School:** Medication, including prescription and non-prescription, can be given at school only with specific written directions from the doctor and with signed parental permission. Parents are urged to adjust timing for a child’s medication so it can be taken other than during school hours. If your child does require any medication during school hours, please contact the school office. No medication should be sent to school without written doctor instructions and signed parental permission.

**MEDICAL ALERT**

Please help us keep your child safe. If you have a student who has a potentially medically fragile or a chronic medical condition (such as asthma, allergies, diabetes, etc.), please be sure to contact your child’s school and alert them to this information.

**SCHOOL LUNCH AND BREAKFAST PROGRAM**

West Valley is committed to providing nourishing meals to students. We offer the National School Breakfast and National School Lunch Programs to ensure students are offered well-balanced meals at an affordable cost.

We encourage the pre-payment of meals through the school office or online using credit or debit via our website at www.wvsd.org by choosing Nutrition and then “Make a Payment”. First-time users can contact the student’s school for assistance with obtaining a Skyward password.

Free and reduced-priced meals are available to students whose families meet Federal income eligibility guidelines. This program is a great benefit, and we encourage you to apply at any time, especially if your home situation or income changes. Applications are available in all schools and on our website at www.wvsd.org.

Please join your child for lunch whenever you wish. One-day advance notice at the elementary schools is appreciated. If you have questions about Nutrition Services, call (509) 232-6092.

**ADMINISTRATION OF SURVEYS, ANALYSIS AND EVALUATIONS**

Pursuant to Policy 3232, All instructional materials, including supplementary materials and teachers manuals, used with any survey, analysis or evaluation in a program or project supported by federal funds are available for inspection by parents and guardians. Surveys, Analysis, and Evaluations can occur throughout the school year.

No student will be required as part of any project or program supported by federal funds to submit to survey, analysis or evaluation that reveals information concerning:

1. Political affiliations;
2. Potentially embarrassing mental or psychological problems;
3. Sexual behavior and attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of close family members;
6. Privileged or similar relationships;
7. Religious practices, affiliations, or beliefs of the student or student’s parent; or
8. Income other than information necessary to establish eligibility for a program without the prior consent of adult or emancipated students, or written permission of parents.

The district shall make arrangements to protect student privacy during the administration of surveys and the collection, disclosure, or use of personal information for marketing, sales or other distribution purposes.

RIDING THE BUS

The safe and efficient transportation of students to and from school is the primary goal of the Transportation Department. However, riding the bus is a privilege and students are expected to follow all bus rules, policies, and procedures.

Our bus drivers will periodically review bus riding expectations as well as instruct the students on emergency evacuation procedures and the location of safety equipment on the buses. School bus transportation is offered to students based on attendance area. Students should be at their bus stop five minutes prior to the scheduled pick-up time and are expected to ride the bus from AND to their regular bus stop unless the parent/guardian has provided written permission to do otherwise.

- If your child’s bus is more than ten minutes late, you are welcome to call the Transportation Office at (509) 922-5467 to inquire about the status of the bus.
- To leave a message at any time regarding special services transportation, call (509) 340-7154.
- Please visit the Transportation page of the district website (www.wvsd.org) for more information, links and downloads.

SEVERE WEATHER/ EMERGENCY CLOSURES

School bus schedules or routes are changed only during the most severe weather or emergency conditions. District buses are equipped with chains and the drivers have been trained to drive in all weather conditions. If it is necessary to run limited school bus schedules or close schools for any reason, information will be broadcast on local radio and television stations. The district website at www.wvsd.org also details emergency snow route stops and times.

Please remind your student that in case of an emergency school closure:

- Students who ride the bus will remain at school until transportation is available.
- Students who walk or drive to school will be sent home.
- In either case, if no one is at home, it is the parents’ responsibility to make the student aware of an alternate place to go in an emergency.

SEVERE WEATHER REMINDERS:

1. Between 4:30 a.m. & 7:00 a.m. area radio and television stations will announce any school cancellations or starting time delays. The district website, www.wvsvd.org will also contain information about school closures and delays.

2. If no announcements about West Valley schools are broadcast from the radio, television, or on the district
website, schools are open!

3. If schools are closed for emergency reasons for one day, they will be open the following day unless information to the contrary is announced by radio, television, or on the district website.

4. Please do not call school officials or radio stations about school closures. Listen to your radio or television, or log on to the website, www.wvsd.org for the latest information.

USE OF SCHOOL FACILITIES

The Board of Directors believes that West Valley Schools are owned and operated for its patrons. The public is encouraged to use school facilities, and in some instances may be assessed a fee for such use to ensure funds intended for educational purposes are not expended.

Application for use of school facilities should be made to the appropriate building principal, however, the Business Manager or designee reserves the right to make the final decisions regarding the public use of school facilities.

District authorization for use of school facilities shall not be considered an endorsement or approval of the activity group or organization, nor for the purposes or beliefs it may represent.

Class I: (No fee assessed)

- West Valley school-related groups and organizations (*i.e.* PTO)
- Community education activities (community schools)
- Scheduled meetings of chartered youth groups (Boy Scouts, Girl Scouts, Camp Fire etc.)
- District-authorized usage
- Community civic-oriented groups such as Kiwanis, Chamber of Commerce, etc., if the activity is directly for the betterment of West Valley School District’s students. For other uses, these groups may rent the facilities per the Class II schedule.
- Intergovernmental Agreements—West Valley School District may allow other governmental agencies use of the facilities on a case-by-case basis.
- Other district-authorized use

Class II:

Other groups not listed in Class I which provide activities for the betterment of adults in the community.

Class III:

School facilities exist for the purpose of facilitating the best possible instructional purposes for the children attending West Valley Schools. The facilities are not intended to be income-producing properties and, therefore, our commitment toward that end is limited to those groups or individuals we perceive as community-enriching endeavors.

Groups or organizations in this classification are subject to rental fees that shall be established by the Business Manager or his/her designee. These fees will be commensurate with the prevailing rate in the community.

Rental fees may be assessed for the use of gymnasiums, cafeteria/multipurpose rooms, auditoriums, cafeteria with kitchen, and classrooms.
When required, additional charges for district staff will be assessed. All staff are required to be on duty a minimum of 1/2 hour prior to function and 1/2 hour after function. In all cases a 2-hour minimum will be charged for all staff. In every instance, the Business Manager or designee has the authority to decide whether staff services are required.

The Business Manager or designee has authority to require a damage deposit.

ANNUAL PESTICIDE AND AHERA NOTICE

WVSD applies several types of pesticides for use in controlling dandelions and other unwanted weeds. We use Round-up, Arsenal, Esplanade 200 SC and Weed-B-Gone for spot spraying of our grounds. WVSD contracts the annual spring spraying of all athletic play fields for weed control. The products used for this spraying are Esplanade™ 200 SC, Portfolio® 4F, Barricade® 4FL, Agri Star® Glystar® Original, Syl-Tac®, Barricade 4FL and Foundation™. We also contract the fence line sterilant spray. The product used is Espalande™ 200 SC. WVSD also sprays and or applies insecticides for controlling insects, bees, and yellow jackets. We use ant traps, Tempo®SC Ultra (by commercial application) and wasp and hornet spray from Ortho.

The next district-wide spraying of athletic and play fields will be May of 2020. If you would personally like to be notified in advance of these applications, please send a letter with your name, address and phone number to: West Valley School District Maintenance Department, 7211 E. Nora, Spokane WA 99212. If you wish to obtain information on our spray program, please call the Maintenance Director, George Castor at (509) 922-5465.

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Act (AHERA), WVSD contracted with NE Washington Educational Service District 101 of Spokane, Washington to conduct the Three-year Asbestos Re-Inspection of all school buildings. During April 2019, an EPA accredited asbestos Inspector and Management Planner performed the required inspection, reassessed each category of asbestos containing building materials (ACBM) and noted any significant changes from the previous inspections.

Re-inspection will assist the school district in the process of safely managing each ACBM within our District.

The AHERA Re-Inspection Report and Management plans are available to the general public and can be reviewed anytime during normal school hours. Maintenance Director George Castor is available at (509) 922-5465 to answer any AHERA related questions.

INCONSISTENCIES BETWEEN THIS NOTICE AND LAW OR POLICY

Any inconsistence between this Notice and the law or School District policy or procedure is inadvertent. Washington and federal law and District policy/procedure thus take precedent as to any such inconsistency.
MISSION STATEMENT: Each West Valley student will have a rigorous and relevant education achieved through strong relationships to maximize readiness for college, career and citizenship.

We believe in partnering with our community to prepare our students for College, Career, Citizenship.

We do this by creating unique, high-rigor programs that respond to the needs of our students, staff and community.