

Central Valley Elementary School

TO ENGAGE, EDUCATE, AND EMPOWER OUR COMMUNITY FOR THE 21ST CENTURY

CENTRAL VALLEY SCHOOL

1556 Hwy 81 NE

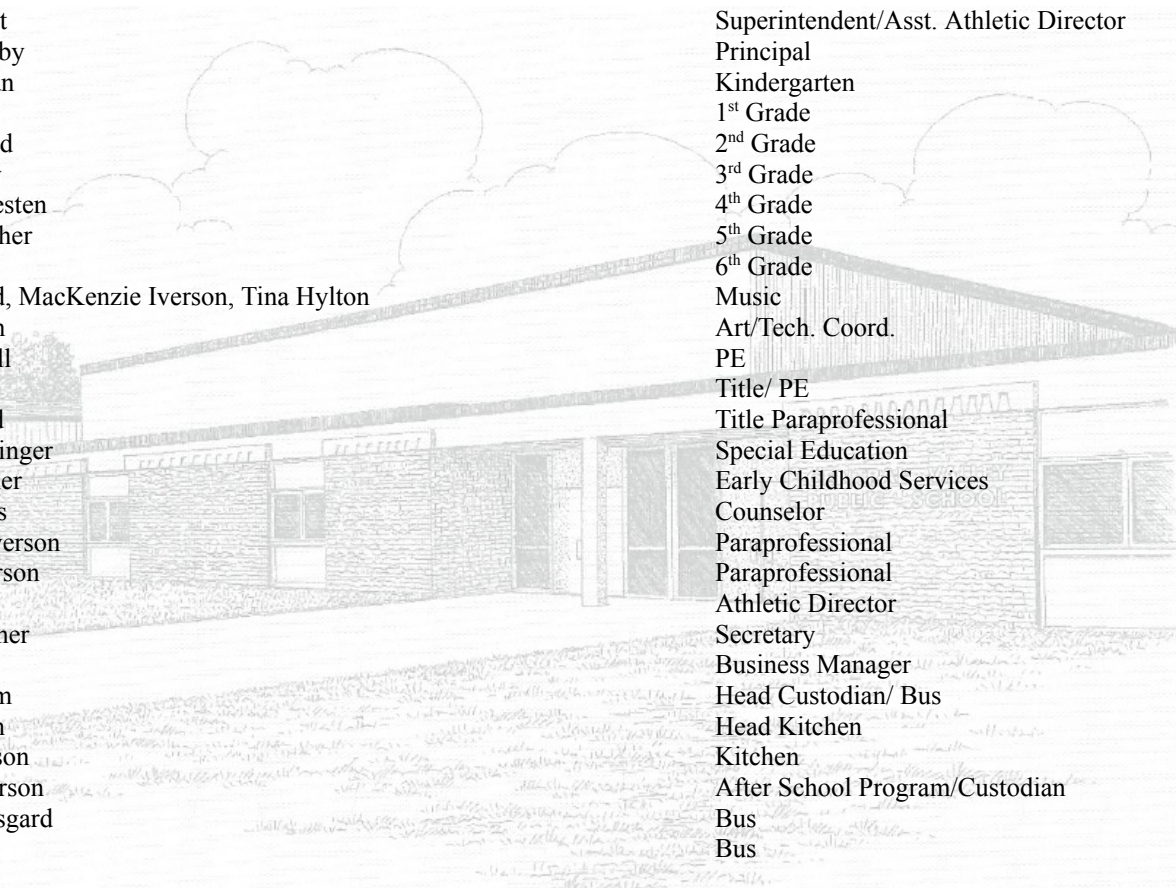
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2026-2027



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1st Grade
2nd Grade
3rd Grade
4th Grade
5th Grade
6th Grade
Music
Art/Tech. Coord.
PE
Title/ PE
Title Paraprofessional
Special Education
Early Childhood Services
Counselor
Paraprofessional
Paraprofessional
Athletic Director
Secretary
Business Manager
Head Custodian/ Bus
Head Kitchen
Kitchen
After School Program/Custodian
Bus
Bus

Welcome to Central Valley Public School. Central Valley School Administration and Faculty extend a warm welcome to you for the coming school year. This handbook has been prepared for you for the purpose of clarifying most of the rules and regulations students will be expected to follow while attending Central Valley School. Not all rules and regulations are covered in this handbook because it is impossible to cover every situation. Various situations arise from time to time that will be addressed on an individual basis or more formally through School Board Policy. It is the responsibility of each student to become familiar with this handbook, and it is recommended that parents, as well, read it so that they, too, are aware of its contents.

Central Valley Students Will:

1. Have command of and use reading skill,
2. Have the ability to gather information for the express purpose of developing ideas, opinions, and leisure activities,
3. Express ideas clearly in oral and written forms,
4. Demonstrate command of mathematical concepts,
5. Develop social skills needed to function cooperatively in society,
6. Learn independently, and
7. Assume the responsibilities of a good citizen.

NONDISCRIMINATION POLICY STATEMENT

The Central Valley School District supports the provisions of Title IX of the Educational Amendments of 1972, Title VI of the Civil Rights Act of 1964 and section 504 of the Rehabilitation Act of 1973 which commit all schools to the elimination of discrimination on the basis of race color, national origin, sex, and handicap to those programs and activities offered to its students. It is the expressed intent of the Central Valley School District to provide equal opportunity for all students, free from limitations of race, color, national origin, sex, and handicap.

Inquiries regarding compliance with Title VI, IX, and Section 504, may be directed to:

Jeremy Brandt, Superintendent

Central Valley School

847-2220

This concept of equal education opportunity will serve as a guide to the Governing Board, the Administration and staff in making decisions relating to the employment of personnel, school facilities, curriculum, activities, and regulations affecting students and employees.

ABSENCES AND TARDINESS

Students in all North Dakota Public Schools are governed by state attendance laws. These laws require all children between the ages of 7 and 16 to be in attendance every day school is in session. The law provides local school boards authority to establish standards for attendance. The school board recognizes regular attendance as necessary to ensure continuity in the educational process. Classroom learning experiences are a meaningful and essential part of any educational system. Time lost from class is irretrievable, particularly a student's opportunity for interaction and exchange of ideas with teachers. The absent student loses the benefits of lectures, discussions, and participation with other students. This school district, therefore, considers encouragement of consistent and timely attendance a major responsibility. **Parents are to call the school by 8:35 AM if their child will not be in school that day or needs to leave school early.**

The following regulations will apply to student absences:

Good attendance in school should be a top priority for our students. Daily attendance is the responsibility of the students and their parent(s)/guardian(s). The district attendance policy limit is: 20 absences per year.

Absences in excess of this maximum may result in the student's loss of promotion to the next grade level. Absences which count toward the limit include illness, appointments (including dental, doctor, and court), vacations, truancy, etc. Additional medical absences will be granted if there is a written doctor's excuse stating the student should not be in school. A written doctor's excuses should be turned in within 5 days of the student returning to school. Absences for school related activities are not counted against the limit. Administrative discretion may be used to excuse excess absences.

The school will notify the parents when a student reaches more than 5 absences in any quarter of the school year. Parent meetings will be held as needed for excessive absences.

If you know your child is going to be absent from school, we encourage you and/or your child to talk to his/her teachers and try to do some work ahead of time.

*Tardy – Student arrives at school before 10:15am, but after 8:35am

* ½ Day absence – Student arrives at school after 10:15am or leaves before 2:00 pm

ACADEMIC HONESTY

Central Valley Elementary School requires all students to demonstrate honesty in preparing and presenting materials, as well as in testing situations. Academic dishonesty, cheating, or plagiarism involves an attempt by the student to show possession of a level of knowledge or skill that he or she does not possess. Examples include copying and/or turning in another student's work as your own, using unauthorized materials for assignments and tests, and using words and ideas from a source without giving credit to the original source. Students determined to have committed any act of academic dishonesty may lose credit on the assignment, quiz, or test and will be required to complete an alternate assignment.

ASBESTOS

The reduction of asbestos contamination in our school continues. Some areas toward this end are:

1. Awareness training for new custodial employees.
2. Asbestos briefing for new instructors.
3. Semi-annual re-inspection.
4. The Operation and Maintenance Plan and The Asbestos Management Plan are available at the superintendent's office.
5. All of the immediate response items identified in the initial inspection are corrected.
6. Most identified discrepancies are corrected or will be corrected before school starts this fall.
7. New teachers and employees will be made aware of our asbestos program.

BEFORE AND AFTER SCHOOL PROGRAM

This program is intended for parents who have a NEED for childcare – If you do not have a NEED, please do not have your students use the program.

Central Valley School will be providing a before and after school program to all of our elementary students (K-6) free of charge. This service will begin at 7:15 AM to the start of school and from 3:15 PM – 5:30 PM. Situations where it will not be available or cancelled are

- 1) Scheduled late starts (mornings only)
- 2) Scheduled early outs such as the last day of school (afternoons only)
- 3) Weather related late starts/early outs/cancellations

Parents agree to:

- >Drop students off no earlier than **7:15 AM** and pick up no later than **5:30 PM.**
- >Send breakfast for before school or a snack for after school if desired.
- >Visit with staff regarding concerns related to their child or the program.
- >Follow up on any communication from staff.
- >Maintain current and accurate contact information (home and work).

****Consequences for picking up after 5:30p.m. or dropping off earlier than 7:15a.m.**

1st time Picking up Late – Warning

2nd time Picking up Late – 1 Week loss of Program

3rd time Picking up Late – Complete loss of Program

****Behavior**

If a student is exhibiting behavioral misconduct, it shall be dealt with by the Supervisor of the program. More severe incidents (may include, but not limited to, bullying, physical altercations, outbursts, etc.) will be reported to the building principal and handled. Students may receive 1 week suspensions from the use of the program for misconduct and repeated offenders may lose the use of the program for the remainder of the year. This will be determined by the administration based on their investigations of the incidents, the seriousness of the infraction, and recurring incidents.

BULLYING

Bullying (as defined below) will not be tolerated on Central Valley grounds, property, or at school events. Any reports or witnessing of bullying will be investigated immediately by the administration and proper procedure will be followed in accordance with NDCC 15.1-19. Please refer to the schools adopted policy on bullying for all procedures and definitions. A full copy of our bullying policy can be obtained from the school office or on the CV website.

"Bullying" means:

a. Conduct that occurs in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:

(1) Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;

(2) Places the student in actual and reasonable fear of harm;

(3) Places the student in actual and reasonable fear of damage to property of the student; or

(4) Substantially disrupts the orderly operation of the public school; or

b. Conduct that is received by a student while the student is in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:

(1) Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;

(2) Places the student in actual and reasonable fear of harm;

(3) Places the student in actual and reasonable fear of damage to property of the student; or

(4) Substantially disrupts the orderly operation of the public school.

BUS BEHAVIOR

Any student that rides a bus other than his or her own route must have his/her parents notify the office by written note or telephone call. A bus permission slip will then be given to the student to present to the bus driver. This also applies to non-bus students. Misbehavior on the buses is covered by the following policy:

First Offense: The bus driver will speak with the individual students involved.

Second Offense: The bus driver, student and administrator will meet. Parents will be notified.

Third Offense: The student will lose bus-riding privileges for 1 week. Parents will be notified.

If any subsequent behavior issues arise, a meeting will be scheduled between the bus driver, student, parents/guardians, and administration.

Any variation from a student's normal mode of transportation should be reported to the office for liability reasons.

CARE OF TEXTBOOKS, ETC.

We expect students to take proper care of textbooks, workbooks, library books, and other school property. The cost of these items continues to increase considerably each year. If excessive wear, damage, or loss of the above items; your child may be held accountable for charges. We also expect children to keep their desks, lockers and clothing in a neat, orderly manner.

CHILD ABUSE OR NEGLECT

North Dakota State Law mandates that schoolteachers and administrators having knowledge of, or reasonable cause to suspect that a child coming before him/her official or professional capacity is abused or neglected, shall report the circumstances to the division of community services of the social services board of North Dakota.

CHURCH -SCHOOL RELATIONS

School activities over which Central Valley School has sole control will not be scheduled on Wednesday evenings after 6:00 pm. If necessary, exceptions to this rule may be waived at the discretion of the administration.

COMPLAINT PROCEDURES

The following steps will be used in dealing with complaints that may pertain to school employees, teachers, bus routes, treatment of students, curriculum offerings or supervisors in charge:

1. Conference with the personnel involved
2. Conference with the principal and personnel involved
3. Conference with the superintendent, principal and personnel involved
4. Formal complaint written and signed.

A formal complaint must be written and signed and directed to the principal involved, or parents may appear for a conference with the principal. The principal in turn will consult with the superintendent and perhaps the school board as the need arises. Please make your complaints to the appropriate school personnel and NOT to individual school board members.

COMPUTER, INTERNET, AND DEVICE USE

Central Valley will follow the Chromebook Policy for computer conduct, prohibited use, offenses, and consequences protocol.

CUMULATIVE RECORDS

Information about a student and his/her family is collected upon school entry and throughout the time each student is enrolled in the Central Valley School District. This information is kept current and is maintained in a cumulative record file. Information contained in the record file includes: basic information about each student and his/her family, attendance records, grades and/or progress reports, health information, test records, and special individual test results and records for students with special needs.

Should a student transfer to another school system, parents will be contacted for release of the records to

the new school. No individual or agency outside the school will be permitted to inspect a child's record without written consent of parents or a court order. Parents are, of course, entitled to review their child's cumulative record.

DISCIPLINE/DETENTION/BEHAVIOR MATRIX

When a student violates a rule or procedure, teachers can provide a consequence. The consequence will be administered calmly and with consistency, natural and logical in relation to the unwanted behavior, applied immediately after the behavior occurs, considerate of a student's culture, background, and dignity, and applied in a neutral fashion.

Each teacher will develop their own consequences for their classroom using the format below.

- First Offense - remind/prompt expected behavior to class.
- Second Offense - verbal warning.
- Third Offense - Parent contact and 1st Classroom Consequence
- Fourth Offense - Parent contact 2nd Classroom Consequence
- Fifth Offense - administrator-managed consequence and conference between parents/guardians, classroom teacher, student, and principal.

DRESS CODE

All students are expected to dress in an appropriate manner. Any apparel which causes an obvious distraction or disturbance will be questioned. No apparel that advertises an alcoholic beverage, breweries, tobacco, drugs, or drug paraphernalia shall be worn to school. No dress that contains writing that is obscene or disrespectful or promotes drinking or using drugs shall be worn to school. (Big Johnson, Coed Naked Sports, or similar shirts are not to be worn to school.) Students of either sex are not to wear hats or caps during school hours, except for special dress days. Caps/hats should be removed upon entering the building and put back on only when exiting the building.

1. Students are not to wear backless tops, tube tops, halter tops, or any top that show a person's belly (midriff), short-shorts or skirts (shorter than an individual's hands when his/her arms are held straight at his/her sides), or clothes that show a person's underwear (this includes bras, bra straps, and thongs), skirts deemed too short, or clothes with revealing holes in them. Visible straps on clothing must be at least two inches wide.
2. No student is to wear a headband or any type of clothing that signifies membership in a certain gang.
3. Chains are considered **weapons** and will not be worn to school at any time. Chains attached to pocketbooks, worn as belts, or worn around the neck are not to be worn at any time on school premises. A chain which has weight & substance is different from a necklace.
4. No outside jackets or coats will be worn during the school day. (Exceptions will be made during very cold weather.)

Students will be confronted by teachers/administrators on an individual basis when students' wear inappropriate clothes. Alternate clothing will be provided in the office for students not following the dress code.

ELIGIBILITY

Elementary Students must be passing all classes to participate in school-sponsored activities. Grade checks will be held every Thursday beginning ~~with~~ the 3rd Thursday after the start of the year. Teachers are expected to have their grades up to date in the gradebook every Thursday morning. The grade check will be based on the student's cumulative yearly grade. If a student is failing any classes at grade checks, they will be ineligible beginning the following Monday through the following Sunday.

FIRE AND DISASTER EMERGENCY PROCEDURES

Central Valley has developed a Fire and Disaster Emergency Procedure Plan for the purpose of protecting the health and safety of every school student and the school staff in case of fire, tornado, or other disaster. The students and staff will practice drills that will make them aware of what to do in case of an emergency.

GRADING

The Elementary School will use the following grading scale to determine earned grades for the students:

A – 94-100

B – 87 -93

C – 77 - 86

D – 70 - 76

F – Below 70

HOMEWORK POLICY

Homework policies will be decided at the discretion of the classroom teacher. If you have any questions, please contact your student's teacher.

ILLNESS DURING THE DAY

We have no regular nursing service available at school. Students who have a temperature or who have an illness are encouraged to remain at home to get better.

When students become ill during the school day, their parents will be called and asked to pick up their child immediately. If we are unable to contact a parent, the emergency contact will be called.

We encourage parents to keep their children at home until they have been fever-free for 24 hours without the use of over-the-counter products and 24 hours after the last bout of diarrhea or vomiting due to an illness.

EXCLUSION OF ILL INDIVIDUALS FROM SCHOOL

The district will follow the guidelines and recommendations of the Traill County District Health with regard to infectious diseases or illnesses.

IMMUNIZATION RECORDS

The law requires that **ALL** students entering any grade in school must have on file, or submit a completed Certificate of Immunization signed by a physician, public health nurse, or other authorized person as required before they can be admitted to school.

LICE

When lice or nits are detected, the student's parent/guardian shall be contacted immediately and information on treatment will be sent home with the student and the student shall be sent home as soon as practicable with an informational letter and the instructions for treatment. Siblings and students who may have shared head attire may also be checked. The student will not be readmitted until free of both lice and nits as stated by medical personnel. Notification to parents of other students who may have been in contact with the head lice will receive treatment information.

LOST AND FOUND

Central Valley School maintains an area where found items can be turned in, and lost items may be reclaimed. It would help if personal items were marked with names, so that lost items could be promptly returned to their rightful owners. Lost items, that are not claimed, will be disposed of after a reasonable amount of time.

MEDICATION

Only upon written consent of the parent or legal guardian, may a trained member of the school staff assist in or supervise the administration of any medication. In order for us to give a student non-aspirin or Tylenol at school, we must first have all the proper paperwork filled out and the medication must be provided by the parent.

PARENT-TEACHER CONFERENCES

We encourage all parents to attend the two scheduled conferences. One conference is set in the fall, the other in the spring. Notices about these conferences and times will be communicated at a later date.

PERSONAL COMMUNICATION DEVICES (Policy FFI)

The Central Valley School District prohibits students from using personal electronic devices during instructional time. Prohibited devices include laptops, ipads, smartphones, cell phones, bluetooth-enabled devices, tablets, smartwatches or other wearable devices, gaming devices, and any other devices as defined under N.D.C.C. 15.1-07-39.

All personal electronic communication devices must be turned off, securely stowed away, and inaccessible to students during instructional time. Exceptions to this policy include school-owned devices provided to students, school-approved devices used by students, medical-provider recommendation, and a required accommodation.

Disciplinary Measures:

- **1st Violation: confiscate device, email parent, return device at end of the day**
- **2nd Violation: confiscate device, face to face meeting with parent, student, and administrator to develop a compliance plan**
- **3rd Violation: confiscate device, return device to parent during meeting and review compliance plan, and disciplinary action including possible detention, ISS, OSS, and expulsion.**

PETS

No pets should be brought to school. No pets are allowed to be transported by district buses. Please refer to policy ACAC regarding service animals and animals used for educational purposes.

PERSONAL PROPERTY

Students may bring personal property to the school. However, we encourage students and parents to make sure that expensive items (handheld video game systems, tablets, iPods, cell phones, etc.) are left at home. If students bring them to school or on the school bus, they are responsible for keeping track of them. The school assumes no responsibility for any personal items that go missing while at school, on the school bus, or at school functions.

REPORT CARDS

Report cards will be e-mailed out four times a year (after each nine-week period). Parents will have the ability to check their student's grades online throughout the year using PowerSchool.

SCHOOL CANCELLATIONS AND EARLY DISMISSAL

Reports of school cancellations or early dismissal will be announced over WDAY, KFGO, KNOX, KMAV Radio and KXJB, KVLV, & WDAY TV, Grand Forks Herald website, the Fargo Forum website, and the CV Facebook Page. Please listen carefully for these announcements during questionable weather conditions. An Instant Alert will also be sent out to all parents/students describing the late start/early dismissal/cancellation. Please contact the office if you do not receive instant alert messages when you

are supposed to. You can also update your information for instant alerts by following the directions on our school website.

SCHOOL HOURS

The Central Valley school will be in session from 8:35 AM until 3:15 PM Monday through Friday. Any student arriving before 8:15 am or staying after 3:15 shall report to the before and after school program in the elementary computer lab, however, no student may arrive before 7:15 am or stay later than 5:30 pm

SCHOOL PLANNERS

Students in grades 3 - 6 will receive school planners. If you lose your planner, replacements can be purchased in the office.

STANDARDIZED TESTING PROGRAM

During the school year, standardized achievement tests will be given to students in the spring. In addition, cognitive ability tests will be given to grades 3-8 & 10. We will make an effort to get these test results to you by the end of the school year. Other tests will be given as needed or requested by the State. We encourage you to talk with your child's teacher(s), counselor and/or principal about test results. It is important to keep in mind, however, that no test is perfect, and children react differently to test situations. No single test should be taken as an absolute measure of aptitude, ability, and/or achievement.

STAYING FOR AFTER SCHOOL EVENTS

Students may stay for events that start no later than **5:30 PM**. Students shall have permission from home to stay for an event, and must attend the before and after school program until the event starts unless they are accompanied by a parent or guardian. A parent/guardian/adult must attend the event with the student.

STUDENT SUPPORT SYSTEMS

Central Valley School has several systems in place to support students academically, socially, and emotionally.

1. Counselor: The counselor provides weekly lessons to all classes in elementary. She also is available on a needs basis for all students.
2. Multi-Tiered System of Supports: The classroom teacher will try a variety of in-class interventions to attempt to target and solve the problem that the student is having. If these interventions are unsuccessful, a formal meeting will be held with parental permission between the teachers involved with the student and the principal.
3. Title 1: Targeted interventions are provided for students who qualify through district wide assessments for extra support in reading and math.
4. Free and Reduced Meals: Families may apply for free and reduced meals. If families qualify, they can also take part in the backpack program provided for weekend meals.

VIRTUAL LEARNING BECAUSE OF WEATHER

During the school year, the district may offer virtual instruction when weather or other conditions make it unsafe to attend school in person. Attendance will be taken on these days. The classroom teacher will provide a schedule for the virtual learning day. During the time in which there is virtual instruction, students are required to be online. If a student is not online, the student will be marked absent for the day.

NORTH DAKOTA'S COMPREHENSIVE MODEL SCHOOL POLICY FOR TOBACCO USE **Definitions For purposes of this policy:**

- **Electronic smoking device** means any device that can be used to deliver aerosolized or vaporized nicotine to the person inhaling from the device, including, but not limited to, an e-cigarette, e-cigar, e-pipe, vape pen, or ehookah.

- Possession of tobacco products means:

- a. Actual physical possession of the tobacco product while on school property;

- b. Use or consumption of the tobacco product while on school property;

- c. Tobacco product located in the student's locker, car, handbag, backpack, or other belongings while on school property; or

- d. Appearance by a student on school property after having consumed or ingested the tobacco product that is noticeable by breath odor.

- **Smoking** means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco, nicotine, or plant product intended for inhalation, including hookah and marijuana, whether natural or synthetic. "Smoking" also includes the use of an electronic smoking device. This excludes any FDA-approved nicotine replacement therapy.

- **School property** is defined in NDCC 15.1-19-10(6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.

- **Tobacco product** means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means, including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus. Tobacco product also includes any electronic smoking device.

- **Tobacco use** means smoking and the heating, inhaling, chewing, absorbing, dissolving or ingesting any tobacco product.

Rationale for Regulating Possession & Use

The health hazards of tobacco use have been well established. This policy is established to:

1. Reduce the high incidence of tobacco use in North Dakota.
2. Protect the health and safety of all students, employees, and the general public.
3. Set a non-tobacco-use example by adults.
4. Assist in complying with smoking restrictions in state and federal law (NDCC 2312-10 and 20 U.S.C. 7973).

Tobacco use is the leading cause of preventable death and disability in North Dakota. To support and model a healthy lifestyle for our students, the Central Valley School Board establishes the following tobacco-free policy.

Use & Possession Prohibitions

1. **Students:** Possession and/or use of tobacco products by students on school property is prohibited at all times.

2. **Staff/Visitors:** The use of tobacco products by all school employees and visitors on school property is prohibited. This policy includes all events on school property that are not sponsored by, or associated with, the school at all times.

3. **Additional:** The District will not allow advertising of tobacco products on school property or in any school publications. This includes clothing that advertises tobacco products.

The District will not accept any gifts (such as curriculum, book covers, speakers, etc.) or funds from the tobacco industry.

Communicating to Students, Staff, & Public

This policy will be printed in employee and student handbooks. The District shall comply with all smoking prohibition posting requirements in NDCC 23-12-10.4 and post such notices in other highly visible places in all district schools and property, such as, but not limited to: school playgrounds, athletic

fields and school-sponsored events (on district property). Parents will be sent notification in writing, and the local media will be asked to communicate this tobacco-free policy communitywide.

Responsibility for Violations

All individuals on the district's premises share in the responsibility for adhering to and enforcing this policy. The Superintendent shall develop regulations for the enforcement and implementation of this policy.

Tobacco Cessation Services

Individuals requesting assistance with tobacco cessation services will be referred to NDQuits, the North Dakota Department of Health multi-media tobacco cessation program. This is a free cessation service provided to citizens of North Dakota.

WEAPONS

The Central Valley School Board determines that possession and/or use of a weapon by a student is detrimental to the welfare and safety of the students and school personnel within the district.

No student will knowingly possess, handle, carry, or transmit any weapon or dangerous instrument in the school building, on school grounds, in any school vehicle or at any school-sponsored activity. Such weapons include but are not limited to any knife, razor, ice pick, explosive smoke bomb, incendiary device, gun (including pellet gun), slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, chains, or any object that can reasonably be considered a weapon or dangerous instrument.

Violation of this policy requires that the principal initiate proceedings for the suspension and/or expulsion of the student involved immediately.

SEXUAL HARASSMENT

A learning and working environment that is free from sexual harassment will be maintained in the Central Valley Public School District. It will be a violation of policy for any member of the district staff to harass another staff member or student, or for students to harass employees or other students, through conduct or communication of a sexual nature as defined by this policy, whether **quid pro quo** or as creation of a hostile environment. Further, this District will not tolerate the harassment of any staff member or student by any third party. This prohibition shall be in effect in any building or on any property or in any vehicle belonging to or used by the Central Valley Public School District or at any school-related activity.

Any person who believes he or she has been the victim of sexual harassment by any employee or student of the school district, or any third person with knowledge or belief of conduct which may constitute sexual harassment, should report the alleged acts immediately to any teacher, counselor, or administrator, or directly to the board president. The person receiving the complaint shall refer it to the District Title IX Coordinator (Jeremy Brandt) for investigation. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status or affect future employment, work assignments, or grades.

Administrators and supervisors will make it clear to their staff and students that sexual harassment is prohibited by board policy and is grounds for disciplinary action. Administrators will use staff meetings and in-service sessions and student assemblies to inform employees and students of their rights and remedies under the law.

A substantiated charge against a school district staff member will subject such member to disciplinary action, which may include discharge.

A substantiated charge against a student in the school district will subject that student to disciplinary action, which may include suspension or expulsion, consistent with student disciplinary policies.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct or communication of a sexual nature when (1) submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education, advancement, or grade, (2) submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment or education, or (3) such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or creating intimidating, hostile, or offensive employment or education environment,

Sexual harassment, as defined above, may include, but is not limited to:

1. Sexual or "dirty" jokes.
2. Sexual advances.
3. Pressure for sexual favors.
4. Unwelcome touching, such as patting, pinching, or constant brushing against another's body.
5. Displaying or distributing sexually explicit drawings, pictures, and written materials.
6. Graffiti of a sexual nature.
7. Sexual gestures.
8. Touching oneself sexually or talking about one's sexual activity in front of others.
9. Spreading rumors about or rating other students as to sexual activity or performance.

The right to confidentiality, both of the complaint and the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of harassment and to take disciplinary action when this conduct has occurred.

Notice of this policy will be circulated to all district schools and departments and incorporated in the teacher and student handbooks.

The districts Grievance Procedure and Harassment Policy is available in the district policy manual.