

Student's Name \_\_\_\_\_ Teacher's Name \_\_\_\_\_

**Signature Page Instructions**

To make your life easier, we are requiring only one signature from you and your child for all of the documents you received in our packet. Thank you!

1. Read all policies and procedures in THIS packet.
2. After reading everything in the packet, sign at the bottom of this form.
3. Keep all items in the packet for your future reference.

**Signature Page**

- [Student Compact English/Spanish](#) (Click on the link to read)
- [EVE Discipline Handbook \(English\)](#) (Click on the link to read in Google Documents)
- [EVE Discipline Handbook \(Spanish\)](#) (Click on the link to read in Google Documents)
- [Parent Involvement Policy \(English\)](#) (Click on the link to read in Google Documents)
- [Parent Involvement Policy \(Spanish\)](#) (Click on the link to read in Google Documents)
- Student/Parent Handbook
- East Valley Elementary Discipline Handbook
- Annual Field Trip and Transportation Permission Form

**I acknowledge that I have read and understand all the information received in the East Valley Elementary packet above:**

**Parent/Guardian/Adult at home:**

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Parent Involvement Policy can be viewed at our EVE website. If you would like to have a hard copy, please contact the school office at 573-7600.

This document can also be accessed in Spanish on the website. If you would like a hard copy please contact the school office at 573-7600.

Este documento también se puede acceder en español en el sitio web. Si desea una copia impresa, comuníquese con la oficina de la escuela al 573-7600.

East Valley School District

and

East Valley Elementary

Student/Parent Handbook

**2025-26**

**Mission Statement:** *To empower and inspire all in the pursuit of excellence.*

**East Valley Elementary**

**573-7600**

**District Website**

**evsd90.org**

Principal: Mary Bowman

573-7620

Assistant Principal: Aaron Schilperoort

573-7621

Secretary: Hannah Slatter

573-7600

Assistant Secretary: Lizbeth Olivas Casas

573-7600

Counselor: Lisa Bartheld

573-7622

Student Learning Improvement Coordinator and Coach: Connie Faulkner

573-7611

**District Office**

**573-7300**

Superintendent: Russell Hill

573-7320

Assistant Superintendent: Matt Toth

573-7321

Transportation: Chris Burkett

573-7347

## East Valley Elementary

### **Principal's Message**

Dear East Valley Families,

It is with great pride and excitement that I welcome you to the 2025–26 school year at East Valley Elementary! Whether you are new to our school or returning for another year, I am honored to serve as your principal and to partner with you in your child's educational journey.

Each school year brings fresh opportunities to grow, reflect, and build stronger connections. One of my primary goals this year is to strengthen our family-school partnerships. Together, we can create a safe, welcoming, and enriching environment where all students thrive academically, socially, and emotionally.

Strong communication is the foundation of meaningful collaboration. We encourage you to take time to review our **Family Handbook**, **Discipline Handbook**, and the **District Calendar**, which outlines important dates and school-wide activities for the year. These resources, along with our **school website** at <https://eastvalleyelementary.evsd90.org>, are valuable tools to stay informed, engaged, and connected to what's happening at East Valley Elementary.

**Consistent attendance plays a critical role in student success.** Each day of learning builds on the last, and regular attendance ensures students stay connected to their peers, teachers, and the learning process. We understand that occasional absences are unavoidable, but we ask for your partnership in prioritizing school attendance and making every day count. Together, we can help your child develop strong habits that will support their success now and in the future.

At East Valley Elementary, we take a proactive approach to behavior and school culture. We are guided by the principles of **R.O.A.R.S.—Respect, Ownership, Attitude, Responsibility, and Safety**. These traits shape the way we learn and interact with one another, and we invite you to reinforce these values at home as well. By working together, we can build a school climate where everyone feels safe, supported, and respected.

We deeply value the role of families in student success. Our PTO and volunteers play a vital role in enriching school life, and we welcome your ideas, your time, and your voice. If you haven't yet had a chance to get involved, this year is a perfect time to start!

If you ever have questions, concerns, or simply want to connect, please feel free to stop by or call the office at 573-7620. I look forward to partnering with you and watching your child grow and shine this year.

Thank you for your continued support.

Sincerely,  
Mary Bowman  
East Valley Elementary  
Principal

### **Attendance:**

Regular attendance is essential to student success in school. Most subjects are taught in sequence, requiring understanding of each concept in the order of presentation. Persistent absenteeism creates a genuine hardship for a student, and is regarded as a very serious problem in your child's academic growth. **Chronic absenteeism is considered two or more absences per month.** All students have the responsibility to be in school on time, each day. Parents should set an example by stressing the importance of regular, on-time attendance, and by planning vacations and appointments on weekends, holidays, and after school hours, whenever possible. Parents will be contacted if chronic absences begin to disrupt the educational program.

[Attendance Information Requirement \(English\)](#)

[Attendance Information Requirement \(Spanish\)](#)

### **Absences:**

Every day of school is important to your child and we encourage regular attendance. On the other hand, a child should not be sent to school if he/she shows any sign of illness, including, but not limited to, a temperature. When your child has a temperature, wait until it is normal (98.6) for 24 hours before you send the child back to school.

When a student is absent, a phone call must be received from a parent or guardian. You need to call our attendance line at 573-7824 by 9:30 if your child is going to be absent, so that we can post attendance records, as well as account for the safety of each child. Absences are unexcused until a phone call is received.

### **Tardiness:**

Students who come late to school miss the beginning of the instructional day. Assignments, goals, and procedures are covered during this time period. Students that get picked up early also miss important instruction that cuts into their learning. Please help your child arrive on time and try to avoid picking them up early. When your child is tardy, please accompany them to the office to sign in. Parents will be contacted, if chronic tardiness begins to disrupt the educational program.

### **Picking up your child early from school:**

Any student being dismissed prior to the regular dismissal time must be picked up in the office, where the student must be “signed out” by the parent or guardian. **Please do not make this a regular practice, as it disrupts the child’s learning routine.** If the child is leaving the school with someone other than the parent or guardian, for safety reasons we will require a note informing the office of this change.

**Visitors and Volunteers:**

All adult visitors to the campus are required to obtain consent for the visit at the office.

**Before and After School:**

**Before school supervision begins at 9:25 A.M. Monday and 8:25 A.M. on Tuesday-Friday.** At that time, the playground and cafeteria are supervised so students can play or have breakfast. We **do not** have after-school supervision on the playground. Unless students are under the **direct** supervision of a staff member, they are expected to leave the school by **3:30 P.M.**

**Change in After-School Routines:**

If your child is leaving the school with someone other than the parent or guardian, or taking a different bus, a **note is required.** **In case of last minute changes, please call the office before 2:30 p.m., so that we have ample time to communicate the change to the teacher.**

**Student Pick-Up/Drop-Off Area:**

**Visitor parking** is available in front of the school. If you are dropping off your child before school, we ask you to use the drop-off lane in front of the school. We will have supervision at that location to assist you and your child. Children need to exit the vehicle on the sidewalk side, for safety purposes. In the afternoons, you will need to park in one of the designated available parking spots. Once you are seen by one of the supervisors, your child will be released to you. Children will not be released to cars in the drop-off lane, and you will be asked to move your car. Please be patient, as this process can take some time.

**If you do need to park, please remember you are required to use the designated crosswalk in front of the building for safety purposes.**

**Bus Information:**

Questions and concerns regarding bus route assignments and/or times should be directed to Chris Burkett, Transportation Supervisor, at 573-7347. If a student needs to ride a different bus, or is going to get off at a different stop, your child must bring a note from the

parent/guardian. This note is to be brought to the office to be approved, and stamped by our office personnel, or an administrator.

**Withdrawals:**

Please notify the school's office in writing if you are planning to move out of our school district. A week's notice would be greatly appreciated, so appropriate forms can be prepared for your child's new school. The school should receive a notice of withdrawal at least two days before the student's last day of attendance. With reasonable notice, the teacher can prepare the report and obtain information for the transfer slip. Please make sure all school property, such as books, are returned, so that a transfer to the next school can be done quickly.

**Daily Schedule**

Monday's 9:55am-3:25pm (Doors Open 9:25am) Breakfast Served 9:25-9:50am

Tuesday-Friday 8:55am-3:25pm (Doors Open 8:25am) Breakfast Served 8:25-8:50am

**Grade Level Lunch/Recess Times**

KB/K/4th 11:00-11:30 am

1st/3rd 11:30-12:00 pm

2nd/5th 12:00-12:30 pm

**Early Release Schedule**

8:55am-12:25pm (Doors Open 8:25 am) Breakfast Served 8:25-8:50am

**Grade Level Lunch/Recess Times**

KB/K/4th 10:30-11:00 am

1st/3rd 11:00-11:30 pm

2nd/5th 11:30-12:00 pm

**Last Day Release Schedule**

8:55am-11:25 pm (Doors Open 8:25 am) Breakfast Served 8:25-8:50 am NO LUNCH WILL BE SERVED

**Food Service:**

All breakfasts and lunches will be free for the following 2025-26 school year.

**Emergency School Closure:**

You will receive a phone call, text, or email alerting you of any changes to the regular school day schedule.

In addition to our website, any emergency closure or delayed start of school, will be announced on the radio stations listed below.

KFFM	107.3 FM	KIT	1280 AM	KMWX	1460 AM
KXDD	104.1 FM	KUTI	980 AM	KATS	94.5 FM
KXXS	92.9 FM	KARY	100.9 FM	KRSE	105.7 FM

**Spanish Language Radio Stations:**

KYXE 1020 AM

KZTB 96.7 FM

KZTA 96.9 FM

Parents can also call the district snowline at **573-7350** for information regarding school closures.

**Emergency Information:**

We are committed to ensuring safe and secure schools for our students, staff and community. Throughout the school year we prepare for 4 types of incident responses. During any emergency, we are committed to communicating with families as quickly, with as much information as we can provide. Please be assured that during an incident that presents danger, student and staff safety is our first priority, and communication will follow.

TYPE OF INCIDENT	BUILDING RESPONSE	COMMUNICATIONS PROTOCOL	WHAT PARENTS SHOULD DO
<b>Lockdown</b> (Response to threat of harm)	<ul style="list-style-type: none"> <li>Close &amp; Lock external entrances &amp; classroom doors</li> <li>Head count</li> <li>Run/ Barricade/ or Fight</li> <li>If students are outdoors and the threat is external, students will be brought indoors</li> </ul>	Families will be notified using our mass messaging service via email and text message. The message will also be added to the school and district websites as pop-up announcements and posted on our district Facebook page. We will continue to send follow-up communications with families and staff.	Parents are not allowed to enter or exit the school. Families should avoid going to the school so that they do not interfere with potential law enforcement or emergency vehicles and presence. Families should avoid calling the school so that phone lines are not tied up, but rather open for communication with first responders.
<b>Secure &amp; Teach</b> (Potential External Threat)  Examples: <ul style="list-style-type: none"> <li>Nearby police activity</li> <li>Strange person walking in the vicinity of the school</li> </ul>	<ul style="list-style-type: none"> <li>Close and lock external entrances &amp; classroom doors</li> <li>Continue to teach and move about in the classroom as needed</li> <li>If students are outside, they will be brought indoors</li> </ul>	We will send notifications to families and continue to send follow-up communications as needed. These messages will be sent using our mass message service via text and email. They will also be added as website pop-up announcements and posted to our Facebook page.	During secure & teach situations due to potential external threats, parents are not allowed to enter or exit the school. Families should avoid going to the school so that they do not interfere with potential law enforcement or emergency vehicles and presence. Families should avoid calling the school so that phone lines are not tied up, but rather open for communication with first responders.
<b>Secure &amp; Teach</b> (Internal Disturbance)  Examples: <ul style="list-style-type: none"> <li>Student/Staff Injury</li> <li>Internal Behavior</li> <li>Or other disturbance</li> </ul>	<ul style="list-style-type: none"> <li>Close and lock external entrances and classroom doors</li> <li>Continue to teach and move about in the classroom as needed</li> </ul>	We do not send notifications to our families because we don't feel there is threat to student safety.	Based on the situation, parents may or may not be allowed access to the school.
<b>Shelter in Place</b> (Response to chemical, biological, or radioactive event)	<ul style="list-style-type: none"> <li>Shelter in a safe area within the building</li> <li>Isolate environment</li> <li>Shut off HVAC systems</li> <li>Head Count</li> </ul>	We will send notifications to families and continue to send follow-up communications as needed. These messages will be sent via text and email. They will also be added as website pop-up announcements and posted to our Facebook page.	Parents are not allowed to enter or exit the school. Families should avoid going to the school so that they do not interfere with potential law enforcement/emergency vehicles and presence. Families should avoid calling the school so that phone lines are not tied up, but rather open for communication with first responders.
<b>Evacuate</b> (Response to fire or other internal threat)	<ul style="list-style-type: none"> <li>Immediately exit the building and go to the nearest rally point</li> <li>If rally point is unsafe, move to a safe area</li> <li>Modified transportation as needed</li> <li>Head count</li> </ul>	We will send notifications to families and continue to send follow-up communications as needed. These messages will be sent using our mass message service via text and email. They will also be added as website pop-up announcements and posted to our Facebook page.	Parents are not allowed to enter or exit the school. Families should avoid going to the school so that they do not interfere with potential law enforcement or emergency vehicles and presence. Families should avoid calling the school so that phone lines are not tied up, but rather open for communication with first responders.

### Parent/Teacher Conferences:

Parent-Teacher Conferences are held in all of the elementary schools.

Fall conferences will be held **November 3rd-7th**

Spring conferences will be held **March 30th-April 3rd**

**The children will be RELEASED FROM SCHOOL EARLY AT 12:25 (On Campus)**

Your child/children's teacher(s) will be sending you information, in advance, to schedule a conference with you. The purpose of the conference is to review your child's progress at school. Your attendance is one of the most important school activities in which parents can be involved. Here are some tips you may find helpful in preparing for conferences:

1. Prepare questions ahead of time to ask at the conference(s).
2. Pinpoint specific questions rather than talking in general terms.
3. Be on time and end the conference on time.
4. Relax! Teachers and parents are both striving for the same results.
5. Follow up on suggestions made at the conference.

### **What if you have a concern?**

If you have a concern regarding your child(ren), the following steps might be helpful:

1. If it is a classroom or specialist (music, P.E., library) situation, contact your child's teacher either by calling them directly through their extension number or the office. It is important to contact them before or after school, unless there is an emergency, so it does not disrupt the educational flow during the day. If the situation is not resolved, please contact the principal.
2. In any school-related situation - inside or outside the classroom - feel encouraged to contact the principal. The school principal is there to be of help to you, your child, and the learning process.
3. The school nurse is available during the week to assist with health problems, and can be reached through the school office.

**Remember . . . the situation or your concern cannot be addressed if you do not make someone aware of it!**

### **PTO Does Make A Difference!**

PTO promotes a strong home-school connection between students, parents, and staff by sponsoring social activities such as roller-skating, school assemblies, and family nights. Our PTO has also organized and completed major fundraising projects to purchase playground equipment, and classroom educational supplies. They are a supportive group and have provided many necessary items for staff and students to increase student learning. Parents are needed and encouraged to join and support PTO.

**Contact our school's office to get more information.**

### **Spirit Days**

We have scheduled "Spirit Days" throughout the year. These are days where students can dress according to certain themes/activities that have been planned. Dates are listed on the calendar.

### **Medications/Illness/Emergencies:**

If a child becomes ill or injured at school, every effort will be made to contact the parents or person designated as an emergency contact. \*\*\*\*\***PLEASE MAKE SURE YOUR CHILD'S STUDENT INFORMATION IS UP TO DATE WITH EMERGENCY NUMBERS.** \*\*\*\*\* If your child has severe allergies or a specific medical challenge, please schedule a meeting with the school nurse to develop a care plan.

**Regarding Medication:** The State of Washington has given all public schools very strict guidelines with regard to administering oral medication at school. These guidelines are mandatory and are necessary for the safety of all our students. The following are required in order for us to administer medication at school:

- **All medication must be brought to school in the original container and by the parent/guardian. If it is prescription medication, it must have the student's name, physician's name, drug name, and dose.**
- **We must have a completed medication form, which requires a doctor's signature on file. The form is available in the office.**

**These guidelines include all medications, including cough drops, vitamins, pain relievers, eye, ear, or nose drops.**

### **Health Room:**

If your child develops a health condition that will restrict school activities, particularly for physical education, the office should be notified immediately, followed by written instructions from your doctor. The secretary will distribute copies of the note on a need-to-know basis to the homeroom teacher, nursing office, principal, and others as needed. The original note will be filed in the office.

### **Homework Policy**

Homework is designed to be a constructive tool in the teaching/learning process. Homework can be an aid to learning.

Objectives:

- a. Help students develop independent study skills.
- a. Reinforce learning that has taken place at school.
- b. Bring the home and school closer together.
- c. Relate school learning to out-of-school interests.

Parents are encouraged to:

- a. Show a positive interest in homework and their child's other schoolwork.
- a. Provide children with a suitable place and a quiet time for homework.
- b. Cooperate with the teacher to make homework more effective.
- c. Serve as consultants about problems. Avoid doing the homework for the child.
- d. Notify the classroom teacher if homework becomes too emotional or tense.

If your child is using his/her time wisely in class, he/she should not have more than an average of thirty to sixty minutes of homework each night.

### **Lost and Found**

Lost and found is located in the hallway by the cafeteria. Unclaimed items are gathered up at the end of trimester and donated to charity. Please check the lost and found boxes and tables during conferences, or whenever you are in the building. It is important to write your child's name on the clothing so it can be easily identified.

### **Toys, Student Property, Money, Electronics/Cell Phones, and Pets**

Electronics, toys, and other valuable property or money should be left at home. The school cannot guarantee recovery of lost or stolen property. Cell phones are to remain turned off and in backpacks during the school day. Smart watches that are used as telecommunication devices will fall under the same guidelines. They are to remain off during the duration of the school day. Any such items found activated will be removed and held for an adult to pick up. Money should only be brought in small amounts, and for specific purposes, such as paying for lunch, or special events. **There is to be no buying, selling, or trading items at school or on the bus.**

Student pets are not allowed at school. Many of our students are allergic to certain animals. Please leave your pets at home.

### **Campus School Rules**

1. Students will walk quietly in the school building. Students will have a hall pass when leaving the classroom. Students will leave gum and candy at home.
2. Classrooms are a place where students feel safe, are supported, and are taught appropriate behaviors. Within a classroom setting, staff members are expected to maintain an orderly and positive environment. Each classroom will establish suitable behavior expectations based on respect for one another, and teachers will work with students to motivate them to make positive choices for their behaviors. Teachers will teach appropriate behaviors in the classroom, hallways, playground, cafeteria, and in assemblies. Grade level and subject area specialists will establish common procedures. Each teacher will provide a copy of his/her classroom discipline plan to the student and parent/guardian in his/her classroom.

**Refer to the East Valley Discipline Plan for expectations and consequences.**

### **Student Name & Image Disclosure**

Throughout the year, employees of the East Valley School District will take photos and videos of students during classroom activities and events. These images may be included in district-wide publications, presentations, Web pages, Facebook or other social media sites, press releases, newspaper articles, and other possible mediums.

As a parent/guardian, you choose how your child's image and name may be disclosed by the East Valley School District. If you are uncomfortable with your child's name and/or image being released for use in any of the above-mentioned purposes, you can choose to opt out. To opt-out, complete the Student Name & Image Disclosure form. This form can be accessed by visiting our website at [www.evsd90.org](http://www.evsd90.org) and selecting the Communications Department. Once you are on the Communications Department page, click on the link titled Image Disclosure and fill out all parts of the form. You may also request a hard copy from the school or district office.

If you do not choose to opt out, we will assume you have given the East Valley School District permission to release your child's name/image for the 2025-26 school year. Note that school yearbooks are considered internal publications and are not subject to these restrictions. If you do not want your child's name/photo to be included in these publications, [please notify your building principal in writing.](#)

### **Nondiscrimination Statement**

The East Valley School District does not tolerate discrimination in connection with any programs, activities, or employment based on race, color, national origin, sex, sexual orientation, including gender expression or identity, creed, religion, age, veteran or military status, disability, or the use of a trained dog guide or service animal by a person with a disability, and provides equal access to the Boy Scouts of America and other designated youth groups. Inquiries regarding compliance procedures may be directed to the school district Title IX, Section 504/ADA, and Civil Rights Coordinator, Mr. Mathew Toth, 2002 Beaudry Road, Yakima, WA 98901, [Toth.mathew@evsd90.org](mailto:Toth.mathew@evsd90.org), or (509) 573-7300.

**You can report discrimination and discriminatory harassment** to any school staff member, or the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below).

Harassment, intimidation, and bullying (HIB); discrimination; sexual harassment; and gender-inclusive schools. [English](#) and [Spanish](#)

### **Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)**

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

#### **What is HIB?**

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;

- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

### How can I make a report or complaint about HIB?

**Talk to any school staff member** (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB ([link](#)), but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer (Matthew Toth and [toth.matthew@evsd90.org](mailto:toth.matthew@evsd90.org), 509.573.7321) who supports prevention and response to HIB.

### What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take action to ensure that those who report HIB don't experience retaliation.

### [What is the investigation process?](#)

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you of the anticipated date for its response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

## What are the next steps if I disagree with the outcome?

### **For the student designated as the “targeted student” in a complaint:**

If you do not agree with the school district’s decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

### **For the student designated as the “aggressor” in a complaint:**

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district’s [HIB webpage](#) or the district’s *HIB Policy 3207 and Procedure 3207P*.

## Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

## What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student’s protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student’s ability to participate in, or benefit from, the school’s services, activities, or opportunities.

*To review the district’s Nondiscrimination Policy [3210](#) and Procedure [3210P](#), visit [Link](#).*

## What is sexual harassment?

**Sexual harassment** is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student’s educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district's Sexual Harassment Policy [3205](#) and Procedure [3205P](#), visit [Link](#).

### What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

### What can I do if I'm concerned about discrimination or harassment?

**Talk to a Coordinator or submit a written complaint.** You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: Matthew Toth, Assistant Superintendent, 2002 Beaudry RD., Yakima, WA, 98901 [toth.matthew@evsd90.org](mailto:toth.matthew@evsd90.org), 509.895.4147

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Matthew Toth, Assistant Superintendent, 2002 Beaudry RD., Yakima, WA, 98901 [toth.matthew@evsd90.org](mailto:toth.matthew@evsd90.org), 509.895.4147

Concerns about disability discrimination:

Section 504 Coordinator: Jeri Young, Director of Special Programs, 2002 Beaudry RD., Yakima, WA, 98901 [young.jeri@evsd90.org](mailto:young.jeri@evsd90.org), 509.573.7332

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Jeri Young, Director of Special Programs, 2002 Beaudry RD., Yakima, WA, 98901 [young.jeri@evsd90.org](mailto:young.jeri@evsd90.org), 509.573.7332

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

### What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

### What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the School Board and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure ([3210P](#)) and Sexual Harassment Procedure ([3205P](#)).

### I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure ([3210P](#)) and the HIB Procedure ([3207P](#)) to **fully resolve your complaint**.

### Who else can help with HIB or Discrimination Concerns?

#### Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: [ospi.k12.wa.us/student-success/health-safety/school-safety-center](https://ospi.k12.wa.us/student-success/health-safety/school-safety-center)
- Email: [schoolsafety@k12.wa.us](mailto:schoolsafety@k12.wa.us)
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: [ospi.k12.wa.us/policy-funding/equity-and-civil-rights](https://ospi.k12.wa.us/policy-funding/equity-and-civil-rights)
- Email: [equity@k12.wa.us](mailto:equity@k12.wa.us)
- Phone: 360-725-6162

#### Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: [www.oeo.wa.gov](http://www.oeo.wa.gov)
- Email: [oeoinfo@gov.wa.gov](mailto:oeoinfo@gov.wa.gov)
- Phone: 1-866-297-2597

### **U.S. Department of Education, Office for Civil Rights (OCR)**

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: [orc@ed.gov](mailto:orc@ed.gov)
- Phone: 800-421-3481

## **Our School is Gender-Inclusive**

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy [3211](#) and Procedure [3211P](#), visit [Link](#). If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Jeri Young, Director of Special Programs, 2002 Beaudry RD., Yakima, WA, 98901 [young.jeri@evsd90.org](mailto:young.jeri@evsd90.org), 509.573.7332

**East Valley School District**  
**FIELD TRIP & TRANSPORTATION**  
**PERMISSION FORM**

This year, your student at East Valley Elementary will have the opportunity to participate in their classroom field trip.

Experience has shown that sometimes permission forms are not returned for various reasons; therefore, we are asking parents to complete a parent permission form for all possible school trips this year.

A note informing you about the trip will be sent home at least one day in advance of any trip. You may choose to refuse permission by sending a note back to the school or by calling your child's school. We will honor your wishes. Thank you for your help.

If you choose to volunteer to join your child's class on the field trip, you will need to fill out a volunteer disclosure form well in advance of the field trip. You can pick up this form at the office or get it from the East Valley website at [www.evsd90.org](http://www.evsd90.org). You will find it in the quick links.

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By signing the **Signature Page** (on the front of this packet), you, as the parent/guardian, give permission for your child to attend any school-sponsored trip. You, as the parent/guardian, understand that transportation will be provided and that you will be given at least one day's notice prior to any event.

In case of an emergency, accident, or illness, and in the event that you cannot be contacted, you, as the parent/guardian, hereby give consent to surgical or medical treatment deemed necessary for your child by any licensed physician or hospital. In addition, you, as the parent/guardian, give authority to school personnel to exercise necessary judgment in obtaining medical care. Authorization shall remain effective for the current school year.

Student Name \_\_\_\_\_

Parent Signature \_\_\_\_\_