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

2026-27

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 TOSA: Tina Krish	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: ED Price	573-7347

East Valley Elementary

Principal's Message

Dear East Valley Families,

Welcome to the 2026–27 school year at East Valley Elementary!

Whether you are joining us for the first time or returning for another year, I am excited to welcome you to our Jaguar family. It is an honor to serve as your principal, and I look forward to partnering with you to make this a successful and memorable year for every student.

At East Valley Elementary, we believe that student success is strongest when schools and families work together. Building meaningful connections between home and school remains one of our highest priorities. When families stay informed, engaged, and connected, students feel supported, confident, and ready to learn.

To strengthen that partnership, we will continue to use ParentSquare as our primary communication platform. Through ParentSquare, families will receive important school updates, event reminders, classroom information, and timely communication from both teachers and the school.We encourage you to take time to review our **Handbook/Discipline and PBIS Handbook**, and the **District Calendar**, which outlines important information, dates and school-wide activities for the year.

In addition, I will share a weekly Principal Newsletter through ParentSquare. This newsletter will serve as a window into the wonderful things happening at East Valley Elementary. Each week, families can expect:

• Important upcoming dates and school events
• Highlights of student learning and classroom activities
• Celebrations of student accomplishments and achievements
• Information about school programs and opportunities to get involved

One of my favorite parts of the newsletter is showcasing our students. Throughout the year, we will celebrate the incredible learning, leadership, creativity, and kindness that make our Jaguars shine. We want families to feel connected not only to their child's classroom but also to the larger East Valley Elementary community.

Regular school attendance continues to be an essential part of student success. Every day provides valuable opportunities for learning, relationship-building, and growth. We appreciate your partnership in helping students arrive on time, ready to learn, and engaged in their school experience.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.

Our school community is guided by the R.O.A.R.S. expectations of Respect, Ownership, Attitude, Responsibility, and Safety. These values help create a positive, welcoming environment where every student feels safe, supported, and valued. We encourage families to reinforce these expectations at home as we work together to develop confident learners and responsible citizens.

We also invite you to become actively involved in our school community. Our PTO, volunteers, and family partnerships play an important role in creating opportunities for students and strengthening the connections that make East Valley Elementary such a special place.

Thank you for entrusting us with your child's education. We are excited to begin another year of learning, growth, and partnership. Together, we will continue to create a school where every student is known, valued, and encouraged to reach their full potential.

If you ever have questions, concerns, or simply want to connect, please do not hesitate to contact our office at (509) 573-7620.

We look forward to an amazing year ahead!

Mary Bowman
Principal
East Valley Elementary School

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
Lockdown (Response to threat of harm)	• Close & Lock external entrances & classroom doors • Head count • Run/ Barricade/ or Fight • If students are outdoors and the threat is external, students will be brought indoors	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.
Secure & Teach (Potential External Threat) Examples: • Nearby police activity • Strange person walking in the vicinity of the school	• Close and lock external entrances & classroom doors • Continue to teach and move about in the classroom as needed • If students are outside, they will be brought indoors	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.
Secure & Teach (Internal Disturbance) Examples: • Student/Staff Injury • Internal Behavior • Or other disturbance	• Close and lock external entrances and classroom doors • Continue to teach and move about in the classroom as needed	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.
Shelter in Place (Response to chemical, biological, or radioactive event)	• Shelter in a safe area within the building • Isolate environment • Shut off HVAC systems • Head Count	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.
Evacuate (Response to fire or other internal threat)	• Immediately exit the building and go to the nearest rally point • If rally point is unsafe, move to a safe area • Modified transportation as needed • Head count	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 2nd-6th**
Spring conferences will be held **April 5th-9th**
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 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 2026-27 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, 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 School Protects Students from Harassment, Intimidation, and Bullying (HIB)

We strive to make our school a safe and inclusive environment 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 explains what HIB is, what to do when you see or experience it, and how our school responds to it.

What is HIB?

State law (RCW 28A.600.477(5)(b)(i)) defines HIB as "any intentional electronic, written, verbal, or physical act including, but not limited to, one shown to be motivated by any characteristic in RCW 28A.640.010 and 28A.642.010 (discrimination based on a protected status) or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

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

HIB often involves one student having, or appearing to have, more power than another student. While HIB often appears as repeated behaviors, it is important to take single serious incidents seriously. It usually happens more than once or is very likely to happen again. HIB is against the law in our schools.

HIB policy only applies to actions between students. It does not cover harassment, intimidation, or bullying of an employee, volunteer, parent/legal guardian, or community member.

How can I make a report about HIB?

Talk to any school staff member, start with whoever you feel most comfortable with, such as a teacher, counselor, coach, or other school staff. You can report HIB by telling school staff in person or in writing (written reports can be made in your home language; please ask your school or district for support with translation). You can make your report anonymously/without giving your name or confidentially (asking that your name not be shared with other students or parents/caregivers involved). No student will be disciplined based only on an anonymous or confidential report.

If a staff member learns about, sees, or hears HIB happening, they must act quickly to stop the behavior(s) and keep it or them from happening again. Our district also has a HIB Compliance Officer (Matthew Toth and toth.matthew@evsd90.org, 509.573.7321) who helps prevent and respond to HIB.

What happens after I make a report about HIB?

When you report HIB, school staff must act quickly to stop the behavior and prevent it from happening again. If you and the school agree the problem is resolved, then no further action may be needed. But, if you feel that you or someone you know is facing HIB that is unresolved, severe, or keeps happening, you should ask for an official HIB investigation by completing an Incident Reporting Form [link].

The school must also make sure that students who report HIB are not treated badly for speaking up. This is called retaliation, and it is not allowed.

What is the investigation process?

The HIB investigation begins if you submit the HIB Incident Report Form [link] and the incident meets the definition of HIB toward a student. When you submit the Incident Reporting Form, the HIB Compliance Officer or the staff member leading the investigation must notify the families of the students involved that a

complaint was received. They must make sure a prompt and thorough investigation takes place. The investigation is usually finished within five school days. If it takes longer, the school will keep you updated, generally once a week, until it is done.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must share the results with you within two school days.

This response should include:

- A summary of what the investigation found
- A decision about whether the HIB was substantiated (found to have happened)
- Any steps the school will take to address the problem
- Clear information about how you can appeal the decision

If HIB is confirmed, the school will address it.

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

For the student named as the "targeted student" in a complaint:
If you disagree with the school district's decision, you may appeal. To appeal, send a written request asking the superintendent (or the person they've assigned) to review the investigation. They will send you a written decision.

For the student named as the "aggressor" in a complaint:
A student found to be an "aggressor" in a HIB complaint may not appeal the decision of the investigation itself. They can, however, appeal any corrective actions (consequences) that come from the HIB investigation findings.

What information may I have about other students?

Student privacy laws limit what the school can tell you about any intervention or discipline given to another student. You will be told whether HIB was found to have happened and that steps were taken, even if the details of those steps impacting all students involved cannot be shared.

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*.

How do I make a HIB complaint about a staff member?

This process is for concerns about one student harassing, intimidating, or bullying another student. If your concern is about a staff member's behavior, ask your school for information on how to report it.

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because of a **protected status**, including their race, ethnicity, color, national origin, immigration or citizenship status, sex, gender identity, gender expression, sexual orientation, homelessness, religion, creed, disability, neurodivergence, 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 behavior that is threatening, harmful, or humiliating. It happens when the behavior is based on a student's protected status and is serious enough to create a hostile environment. A **hostile environment** is created when behavior 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 the link.

What is sexual harassment?

Sexual harassment is unwelcome behavior or communication that is sexual in nature and seriously 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 accept unwelcome sexual behavior or communication to receive something in return, such as a better grade or a place on a sports team.

Examples of sexual harassment include:

- Pressuring a person for sexual actions or favors.
- Unwelcome sexual touching.
- Written, graphic, or electronic messages that are sexual in nature.
- Sharing sexually explicit texts, emails, or pictures.
- Making sexual jokes, spreading sexual rumors, or making suggestive comments.
- Physical violence, including rape and sexual assault.

Our school does not discriminate based on sex. We prohibit sex discrimination in all education programs, activities, 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 learns about possible discriminatory harassment or sexual harassment, it must investigate and take steps to stop the unwanted behavior. The school must address any effects of the harassment on the student at school, including eliminating the hostile environment, and prevent the harassment from happening 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 to report your concerns, ask questions, or learn more about how to resolve your concerns. If English isn't your first language, you can request an interpreter or prepare the complaint in your language. If you have a disability and need accommodations to make a complaint, let the school know your disability needs.

> Concerns about discrimination:
> Civil Rights Coordinator: Matthew Toth, Assistant Superintendent, 2002 Beaudry RD., Yakima, WA, 98901 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, 509.895.4147
>
> Concerns about disability discrimination:
> Section 504 Coordinator: Tami Scrivner, Director of Special Programs, 2002 Beaudry RD., Yakima, WA, 98901 scrivener.tami@evsd90.org, 509.573.7332
>
> Concerns about discrimination based on gender identity:
> Gender-Inclusive Schools Coordinator: Tami Scrivner, Director of Special Programs, 2002 Beaudry RD., Yakima, WA, 98901 scrivener.tami@evsd90.org, 509.573.7332

To **submit a written complaint**, describe the behavior or incident that you believe may be discriminatory. 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 so the school district can investigate it promptly. You must submit your complaint within one year of the behavior 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 will make sure your complaint is investigated promptly and thoroughly. The investigation will be completed within 30 calendar days unless you agree to a different timeline. If exceptional circumstances require more time, the Civil Rights Coordinator will notify you in writing and tell you the expected date for the response.
When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. The response will include:

d. A summary of the investigation results.

e. A determination of whether the school district failed to comply with civil rights laws.

f. Any corrective actions or remedies that are needed.

g. Information about how to appeal the decision.

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

If you disagree with the decision about your complaint, you may appeal the decision to the School Board. You may then file a complaint with the Office of Superintendent of Public Instruction (OSPI). For more information about this process, including important deadlines, see the school 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 be discrimination if it is based on a protected status. 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 address your concerns.

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, whether or not they have legally changed their name.
- Update students' gender designation so they are accurately reflected in school records.
- Provide students with access to restrooms and locker rooms that align with their gender identity.
- Ensure students can participate in sports, physical education classes, field trips, and overnight trips consistent with their gender identity.
- Keep students' health and education information private and confidential.
- Allow students to wear clothing that reflects their gender identity and enforce dress codes without regard to a student's gender or perceived gender.
- Create an inclusive, respectful environment and 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, or visit the link. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Tamie Scrivner at scrivener.tami@evsd90.org or 509.573.7332

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above on page 2.

Our School is Committed to Students and State Law

Students have the right to learn in schools that follow state law and protect their rights. Willful noncompliance happens when a school district leader or school board member does something—or fails to do something—that they knew, or reasonably should have known, would violate state law. Under ESHB 1296, OSPI is responsible for investigating complaints about willful noncompliance and working to find fair solutions.

These laws include requirements related to:

- Civil rights and nondiscrimination (RCWs 28A.640 and 28A.642)
- Harassment, intimidation, or bullying (RCW 28A.600.477)
- Curriculum requirements and instructional materials policies (RCWs 28A.150.230, 28A.300.475, 28A.320.170, 28A.320.230, and 28A.320.235)
- Use of restraint or isolation (RCW 28A.600.485)
- Student discipline (chapter 28A.600 RCW)

How do I make a complaint about willful noncompliance with state law?

You must first use available complaint processes to try to resolve your concern. This means the available complaint processes start with your school district, even if the school district superintendent or a school board member is the subject of your complaints. School personnel are not allowed to retaliate for making a formal complaint.

If no available complaint processes are available, you must check OSPI's website for other OSPI complaint procedures at How to File a Complaint, and follow any applicable processes. If none exist, or you have completed all other processes, you must send written notice to the district superintendent at least 30 calendar days before filing a complaint with OSPI.

Complaints to OSPI must be submitted within 30 calendar days after a final decision in the local complaint process, when one applies. The complaint must be in writing and include enough information to describe the concern and the actions or failures to act that may be willful noncompliance. You may send the complaint by mail, email, or hand delivery to OSPI.

When OSPI receives a complaint that meets the requirements for investigation, it will open an investigation. OSPI will send you a written notice of the allegations under investigation. After the investigation is complete, OSPI will issue written findings to you and your school. These findings will state whether noncompliance occurred and may require the school to take actions to fix the issue.

Who else can help with HIB, Discrimination, or Willful Noncompliance Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level, even if the complaint involves the school or school district. School personnel should not retaliate against students or families for making a formal complaint.

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, as well as complaints alleging willful noncompliance with state law under ESHB 1296.

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

e. Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center

f. Email: schoolsafety@k12.wa.us

g. 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
- Email: equity@k12.wa.us
- Phone: 360-725-6162

OSPI Office of Legal Affairs (For more details on the willful noncompliance complaint process)

- Website: ospi.k12.wa.us/educator-support/educator-conduct/state-law-noncompliance-complaints
- Email: OLA@k12.wa.us

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

- Website: www.oeo.wa.gov
- Email: 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: www.ed.gov/
- Email: ocr@ed.gov
- Phone: 800-421-3481

Our School is Committed to Safety at School Activities and Events

Washington State wants school activities and events, like athletic competitions, performances, and other extracurricular activities, to be safe for everyone who takes part in them or watches them.

What does state law say?

Washington State law has long banned intimidation, force, and threats of violence at school events. ESB 5272 (which takes effect in 2026) made those protections stronger. It now also covers officials and volunteers at extracurricular athletic activities, and it has created new consequences for breaking the law. For non-students, if they are convicted of a crime, they may be banned from school activities for up to 18 months, receive a fine, or go to jail for no more than 6 months. For students, other school consequences, including removal from school, may also apply under RCW 28A.600.015.

How is this different from HIB?

This is different from our school's HIB policy, which deals with conduct between students through a school process. ESB 5272 covers more people and more situations and is enforced through criminal law and school discipline procedures instead of the school's HIB process.

The expectations in this section are broader. They apply to everyone at school activities — students, parents, and community members alike — and they cover behavior toward everyone involved, not just students. This section and the HIB section work together but cover different situations.

What should I do if I experience or witness this conduct?

- **Call 911** if there is an immediate safety concern
- **Report to a coach, event supervisor, school administrator, or other trusted adult** as soon as possible. They can connect you with the right support and make sure the right steps are taken
- **If a student was the target** of the conduct, you may also be able to file a report under our school's HIB policy — see the HIB section of this handbook for more information

Who can I contact with questions?

For questions about safety at school events, contact your school principal or Matthew Toth at toth.matthew@evsd90.org or (509) 573-7321.
For questions about whether conduct student-to-student may also be HIB, contact the HIB Compliance Officer: Matthew Toth at toth.matthew@evsd90.org or (509) 573-7321.

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. 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_____