



Employee Handbook

2026-2027

West Valley School District #363 is an equal-opportunity employer. It does not discriminate against otherwise qualified applicants based on race, color, creed, religion, ancestry, age, gender, sexual orientation, gender identity, marital status, national origin, disability or handicap, genetic information, or veteran status. Inquiries regarding compliance procedures may be directed to the District's Title IX/RCW 28A.640 officer, Section 504 coordinator, and/or Affirmative Action officer. Persons who may need some accommodation in the hiring process should contact the Human Resources Office at (509) 924-2150.

Table of Contents

IMPORTANT INFORMATION	5
West Valley Mission Statement	5
West Valley Belief Statement	5
SCHOOL BOARD	6
ADMINISTRATION & DEPARTMENTS	7
STRATEGIC PLAN	8
OUR SCHOOLS	9
School District Map	10
COLLECTIVE BARGAINING AGREEMENTS.....	11
Employee Groups	11
<i>What are bargaining groups?</i>	11
<i>Am I a member of a bargaining group?</i>	11
<i>What do bargaining groups do?</i>	11
<i>Who do I contact from my group?</i>	11
<i>How do I get a copy of my group's contract?</i>	11
APPLICABILITY OF PERSONNEL POLICIES	11
REQUIRED TRAINING.....	12
NOTICE OF STUDENT RIGHTS AND THE PROCESSES FOR HIB, DISCRIMINATION, AND SEXUAL HARASSMENT CLAIMS.....	12
What is HIB?	12
<i>How can I make a report or complaint about HIB?</i>	12
What is discriminatory harassment?	14
What is sexual harassment?	14
<i>What can I do if I'm concerned about discrimination or harassment?</i>	14
Our School is Gender-Inclusive	16
Our School is Committed to Students and State Law	16
How do I make a complaint about willful noncompliance with state law?	16
EMPLOYMENT PRACTICES.....	18
Administering Medicine to Students	18
Dress Code and Appearance	18
Electronic Information System Use.....	18
<i>Staff Access to Electronic Information System/Internet</i>	18
<i>Acceptable Use Guidelines</i>	18
<i>Guidelines for Intra-district Email Use</i>	19
Federal Motor Carrier Safety Administration Mandated Drug and Alcohol Testing Program	20
Lactation Accommodation	20

Maintaining Professional Staff/Student Boundaries	20
<i>Unacceptable Conduct</i>	20
<i>Appearances of Impropriety</i>	21
<i>Reporting Violations</i>	21
<i>Disciplinary Action</i>	21
Nondiscrimination and Affirmative Action	22
Personal Devices	22
Respect and Civility	22
<i>Employee Expectations</i>	22
<i>Definition of Uncivil Conduct</i>	23
<i>Addressing Uncivil Conduct</i>	23
Safe and Drug-Free Schools, Community and Workplace	23
Safety	24
Sexual Harassment.....	24
<i>Complaint Options: Discrimination and Sexual Harassment</i>	24
Snow and Inclement Weather	25
<i>All Certificated Employees</i>	26
<i>Full-Time (260 day) Classified Employees & Administrators</i>	26
<i>Other Classified Employees</i>	26
Staff Safety	26
Student Supervision	26
Unprofessional Conduct.....	26
Use of Tobacco and Nicotine Products and Delivery Devices.....	26
PAYROLL INFORMATION	27
Attendance and Time Off.....	27
<i>When You Cannot Be At Work</i>	27
<i>Leave Time</i>	27
<i>Unpaid Leave Time</i>	27
<i>Leave Sharing Policy</i>	27
Annualized Pay	27
Changes of Name, Phone, Address	28
Direct Deposit	28
Online Employee Access	28
Pay Dates.....	28
Paystub Information	29
Paycheck Glossary of Terms.....	29

Salary Placement.....	30
<i>Classified Placement</i>	30
<i>Certificated Placement</i>	30
Time Sheet, Sign-In Sheets, and Cutoff Dates.....	31
Workers Compensation	31
TRANSPORTATION	31
Utilizing District Vehicles.....	31
2026-2027 STUDENT CALENDAR.....	32

IMPORTANT INFORMATION

The purpose of this Employee Handbook is to provide a summary of the policies and practices that affect employees in a convenient place. Employees should read this handbook and become familiar with the content every year. This handbook is not intended to be comprehensive or address all the possible applications and/or exceptions to the general policies and procedures described. For that reason, if you have any questions concerning the eligibility of a particular benefit or the applicability of a policy or practice to you, you should refer to the referenced WVSD Policies and Procedures or the collective bargaining unit you are a part of. If you still have questions, please address your specific questions to the Human Resources Department or your immediate supervisor.

Suggestions for additions and improvements to this handbook are welcomed and may be sent to the Executive Director of Human Resources, Sabre Dahl at sabre.dahl@wvsd.org

District policies, procedures, practices, and benefits described in this handbook may be modified or discontinued from time to time. For more information, employees may refer to the district website where all policies are included in their entirety, confer with their supervisor, or call the District office. It is the employee's responsibility to be knowledgeable of and adhere to District Policies and Procedures.

The District Policies and Procedures are located on the district's website: www.wvsd.org under School Board.

West Valley Mission Statement

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

West Valley Belief Statement

We Believe...

- In challenging individuals to high levels of personal/social and academic achievement;
- In contributing to the global society by preparing our students to think critically, solve problems, communicate effectively, and work together;
- In preparing our students to be socially and environmentally aware and active;
- In a learning environment that is safe, healthy, and nurturing;
- In involving parents/guardians in their child's education;
- In fostering the Board adopted West Valley School District Character Education Traits;

Respect

Honesty

Diligence

Responsibility

Citizenship

Trustworthiness

Caring

Courage

Fairness

Integrity

- In valuing every person as unique and deserving of respect and success;
- In providing innovative and diverse programs;
- In valuing our resources and managing them effectively;
- In partnering with a committed and dynamic community to provide a quality education system.

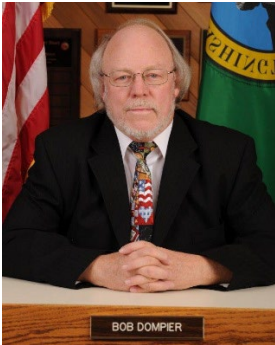
SCHOOL BOARD



Dan Hansen
Director District No. 1
dan.hansen@wvsd.org



Adam Mortensen
Director District 4
adam.mortensen@wvsd.org



Robert Dompier
Director District No. 2
robert.dompier@wvsd.org



Pam McLeod
Director District 5
pam.mcleod@wvsd.org



Amy Anselmo
Director District No. 3
amy.anselmo@wvsd.org

ADMINISTRATION & DEPARTMENTS

DISTRICT ADMINISTRATION OFFICE

Kyle Rydell	Superintendent	(509) 924-2150
Vicki Leifer	Assistant Superintendent	(509) 924-2150
Anna Barker	Administrative Assistant to Superintendent	(509) 924-2150
Julie Garza	Administrative Assistant to Assistant Superintendent	(509) 924-2150
Heidi Laughlin	District Data Coordinator	(509) 924-2150
Cari Roderick	CTE and Teaching & Learning Administrator	(509) 924-2150
Christine Coulston	Teaching & Learning Coordinator	(509) 924-2150
Ayesha Horton	Chief Financial Officer	(509) 924-2150
Sam Andrews	Staff Accountant	(509) 924-2150
Angie Tran	Accounts Payable Generalist	(509) 924-2150
Melissa Lund	Payroll Coordinator	(509) 924-2150
Riley Palmer	Payroll Generalist	(509) 924-2150
Sabre Dahl	Executive Director, Human Resources	(509) 924-2150
Kelli Wolfe	Human Resources Coordinator	(509) 340-7213
Libby Malek	Human Resources Generalist	(509) 924-2150
Tammy Kimberley	Community Relations Coordinator	(509) 924-2150

MAINTENANCE AND OPERATIONS DEPARTMENT

George Castor	Director of Custodial/Maintenance	(509) 922-5465
Vici Branum	Custodial & Maintenance Administrative Assistant	

TRANSPORTATION/NUTRITION SERVICES DEPARTMENT

Tim Morgan	Director of Transportation & Nutrition Services	
Allysen McNamara-Fella	Transportation Administrative Assistant	(509) 922-5467, Option 1
David Links	Driver Trainer & Router	
Tamara Ulrick	Nutrition Administrative Assistant	

TECHNOLOGY DEPARTMENT

Rod Neumann	Director of Technology	(509) 344-1064
Shanda Gorder	Technology Administrative Assistant	

PROGRAM ADMINISTRATORS

Tania Johnson	Categorical Programs Administrator
---------------	------------------------------------

VISION OF THE STUDENT EXPERIENCE

I am able to make connections between my school experiences and my future.

I am seen, heard, and celebrated for who I am.

I am challenged to grow as a learner, and I achieve my goals.

I am kind to myself and others.

MISSION

We will provide all students with challenging and meaningful experiences that ensure academic excellence, cultivate belonging, and inspire future ready learners who are flexible, self-advocating, and community minded.



CORE VALUES

Belonging

Foster a profound sense of belonging for every student. We strive to create a welcoming and inclusive environment where each individual feels valued, accepted, and supported through meaningful connections, open communication, and a commitment to understanding and respecting diverse backgrounds.

Empower students through personalized and inclusive education, establishing meaningful connections and purposeful engagement, to ensure every individual feels acknowledged, valued, heard, and empowered to contribute and thrive in both the classroom and the broader community.

Culture of Excellence

Cultivate a culture of excellence where everyone achieves at high levels and takes responsibility for their success and that of others. Through innovative teaching, we prioritize academic excellence, preparing students for the future. With a commitment to success for all, we provide impactful learning experiences, ensuring each individual has a pathway for growth and success as learners and responsible citizens, fostering a culture of greatness in our school community.

Better Together

Prioritize and embrace the interconnectedness of our school and the local community, recognizing the invaluable contributions of all members. Through collaboration, open communication, and shared commitment, we cultivate a welcoming environment that values and engages the entire community in the pursuit of collective growth and success.

GOALS, OUTCOMES, PERFORMANCE TARGETS

GOALS	OUTCOMES	PERFORMANCE TARGETS BY 2030
1 Culture of Safety and Belonging	- Increase the number of students who feel safe, seen, and heard. (Panorama Survey) - Increase the number of students in class learning. (Student Information System)	9 out of 10 students attend 90% or more school days each year.
2 Strong Foundations "PreK-3"	- Increase the number of students who are 1st grade ready by the end of kindergarten. (I-Ready and mCLASS DIBELS) - Increase the number of students meeting grade level standards in reading and math by the end of 3rd grade. (I-Ready and mCLASS DIBELS)	8 out of 10 students in every elementary school will be reading at grade level by 3rd grade as measured by i-Ready and mCLASS DIBELS.
3 Standards-Based Success	- Increase the number of students at or above grade level standards in math and English Language Arts (ELA). (Elementary: I-Ready and mCLASS DIBELS) (Secondary: IXL, ALEKS, Summit) - Increase the number of students making academic growth by at least one level in math and English Language Arts (ELA) annually. (Elementary: I-Ready and mCLASS DIBELS) (Secondary: IXL, ALEKS, Summit)	Elementary: 8 out of 10 students will be at or above grade level in ELA and math. Secondary: 7 out of 10 students will be at or above grade level in ELA and 6 out of 10 students will be at or above grade level in math.
4 Future Ready	- Increase the number of students graduating "on time". (Tableau Grad Rate - Adjusted 4yr, combined all schools) - Increase the number of 9th grade students on-track (earned 6 credits). (Grades) - Increase retention in college/training program at one year (Clearinghouse/Survey)	10 out of 10 high school students will graduate on time! 9 out of 10 9th grade high school students will be on track.

OUR SCHOOLS

Early Learning Center

8818 E. Grace, Spokane, WA 99212

509-922-5478

Dan Andrews, Special Services Director
Kristen Nicholson, Special Services Secretary
Athena Mays, Head Secretary

Ness Elementary

9612 E. Cataldo, Spokane, WA 99206

509-922-5470

Theresa Kendall, Principal
Sue Long, Head Secretary
Sarah Rehn, Building Secretary

Orchard Center Elementary

7519 E. Buckeye, Spokane, WA 99212

509-922-5473

Lindsay Stinger, Principal
Trish Borg, Head Secretary
Nature Schmitz, Building Secretary

Pasadena Park Elementary

8508 E. Upriver Dr., Spokane, WA 99212

509-922-5480

Brad Liberg, Principal
Jennifer Glenn, Head Secretary
Casandra Maher, Building Secretary

Seth Woodard Elementary

7401 E. Mission, Spokane, WA 99212

509-921-2160

Tyrone Hoard, Principal
Nikki Sears, Head Secretary
Laurie McCollum, Building Secretary

Outdoor Learning Center

8706 E. Upriver Dr. Spokane, WA 99212

509-922-5475

Jami Ostby Marsh, Director

Centennial Middle School

915 N. Ella Road, Spokane, WA 99212

509-922-5482

Karen Woolworth, Principal
Heather Wright, Assistant Principal
Sheila Farmer, Head Secretary
Jordan Sheldon, Registrar Secretary
Cathy LeBret, Building Secretary

West Valley City School

8920 E. Valleyway, Spokane, WA 99212

509-921-2836

Dusty Andres, Principal
Sadie Mitchell, Head Secretary
Lindsey Berger, Building Secretary

West Valley High School

8301 E Buckeye, Spokane, WA 99212

509-922-5488

Alison Daschbach, Principal
Kelsey Anderson, Assistant Principal
Jacob Mason, Dean of Students
Tara Gilbert, Head Secretary
Julie Sells, Registrar Secretary
Sally Mumaw, ASB Secretary
Abigail Lane, Building Secretary
Jennica Card, Building Secretary
Carlotta McGhee, Counseling Secretary

Dishman Hills High School

115 S. University, Suite A, Spokane, WA 99206

509-927-1100

Catheleen Scott, Principal
Alexander Laughery, Dean of Students
Megan Schmidt, Head Secretary
Lindsey Seidel, Registrar Secretary
Sarah Atkins, Building Secretary

Spokane Valley High School

2011 N. Hutchinson Spokane, WA 99212

509-340-1028

Eric Jurasin, Principal
Cecelia Johnson, Head Secretary
Angelia Lenz, Building Secretary
Cathy LeBret, Building Secretary

School District Map



COLLECTIVE BARGAINING AGREEMENTS

As a new employee, you may be represented by a bargaining unit; as such, your work activities are subject to a collective bargaining agreement (CBA) between the District and your employee organization. Not all positions are represented by a CBA. All collective bargaining agreements are available online via the [District website](#). Your collective bargaining agreement is an extremely important document and it should be read carefully.

Some employees and administrators are non-represented. Their work conditions are established by Board Policy. Board policies are posted on the [District website](#).

Employee Groups

West Valley Education Association	Cheri Stockman, President	cheri.stockman@wvsd.org
West Valley PSE Maintenance & Operations	Gerad Canright, President	gerard.canright@wvsd.org
West Valley PSE Secretaries, Nutrition Services & Paraeducators	Lisa Diaz, President	lisa.diaz@wvsd.org
West Valley Extra-Curricular Association	Craig Whitney, President	craig.whitney@wvsd.org
West Valley Principal Association	Lisa Skay, President	lisa.skay@wvsd.org

What are bargaining groups?

Bargaining groups are labor organizations representing various groups within the school district represented by (ie...teachers, custodians, cooks, paraeducators, etc.)

Am I a member of a bargaining group?

You are eligible to become a member by electing to join, but you are not automatically enrolled upon hire.

What do bargaining groups do?

Bargaining groups negotiate the groups' contract and all elements thereof on the members' behalf.

Who do I contact from my group?

Each bargaining group has elected officers. Each bargaining group president is listed above, along with the email address for that person.

How do I get a copy of my group's contract?

Copies of Collective Bargaining Agreements are located on the West Valley School District website under Our District>Departments>Human Resources. The Collective Bargaining Agreements, as well as Salary Schedules are listed on the right-hand side of the page.

APPLICABILITY OF PERSONNEL POLICIES

The West Valley School District Board of Directors recognizes that, except where expressly provided to the contrary, personnel policies apply to the staff of the district. However, where there is a conflict between the terms of a collective bargaining agreement and the district's policy, the law provides that the terms of the collective bargaining agreement shall prevail regarding the staff covered by that agreement.

When a matter is not specifically provided for in the appropriate negotiated contract, the district's policies shall govern.

Collective Bargaining Agreements and Salary Schedules are posted on the district's website under [Human Resources](#).

REQUIRED TRAINING

The District provides required specialized training for specific jobs. Contact your supervisor if you have questions about job-specific required training.

All employees are required to **annually** complete online training modules. Notifications for this training are e-mailed to each employee's district or personal e-mail address. The website for required training can be accessed [here](#) when the training period is open. Currently, the training, which is aligned with Washington State school employment requirements, is provided through the online service [Vector Trainings](#).

Additional training and professional development are planned and provided by the District as required by the State and as needs are determined through safety and incident reviews, student achievement data, and staff performance reviews.

NOTICE OF STUDENT RIGHTS AND THE PROCESSES FOR HIB, DISCRIMINATION, AND SEXUAL HARASSMENT CLAIMS

[Our Schools Protect 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 or complaint 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 (Vicki Leifer, vicki.leifer@wvdsd.org) 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. To find forms, navigate to www.wvdsd.org. Click on “Family Resources”, “Report a Concern”, and “Bullying & Harassment”.

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](#), 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 against 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 [3210](#), visit www.wvsd.org and click on "Our District" then "School Board" and finally "Policies and Procedures".

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 [3205](#), visit www.wvsd.org and click on "Our District" then "School Board" and finally "Policies and Procedures".

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: Sabre Dahl, Executive Director of Human Resources
2805 N Argonne Rd., Spokane Valley WA 99212
sabre.dahl@wvdsd.org
509-924-2150

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Sabre Dahl, Executive Director of Human Resources
2805 N Argonne Rd., Spokane Valley WA 99212
sabre.dahl@wvdsd.org
509-924-2150

Concerns about disability discrimination:

Section 504 Coordinator: Dan Andrews, Special Services Director
2805 N Argonne Rd., Spokane Valley WA 99212
dan.andrews@wvdsd.org
509-922-5478

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Vicki Leifer, Assistant Superintendent
2805 N Argonne Rd., Spokane Valley WA 99212
vicki.leifer@wvdsd.org
509-924-2150

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:

- A summary of the investigation results.
- A determination of whether the school district failed to comply with civil rights laws.
- Any corrective actions or remedies that are needed.
- 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 [3210](#) and Sexual Harassment Procedure [3205](#).

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 [3210](#) and the HIB Procedure [3207](#) 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 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 [3211](#), visit www.wvsd.org and click on "Our District" then "School Board" and finally "Policies and Procedures". If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

Vicki Leifer
Assistant Superintendent
vicki.leifer@wvsd.org
509-924-2150

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

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 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)

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

EMPLOYMENT PRACTICES

Administering Medicine to Students

Employees who have not completed authorized medication training are not to distribute or administer medication. Students should be sent to the school health room in the office for an authorized personnel to distribute or administer any medications. Unauthorized distribution or administration of medicines to students can have serious legal consequences. For more information see School Board Policy [3416](#) and/or Procedure [3416](#).

Dress Code and Appearance

The general appearance of all District employees, especially those who interact with the public, is an important aspect of the professional image the District wishes to reflect. Unless otherwise required by department or building rules, employees may choose their work clothing consistent with the essential functions of their job and reasonable standards of professionalism, safety, cleanliness, and hygiene.

Building principals and department directors may require employees to change clothing and/or discontinue practices of dress that are inconsistent with the criteria in the immediately preceding sentence, or that have a negative impact on the educational process or District operations, as authorized by law. Similarly, building or department directors may require staff to cover tattoos, which are deemed disturbing (e.g. a corpse, naked person) or inappropriate for a school setting (e.g. a swastika, racial slurs, alcohol, tobacco, etc.)

Building principals and department directors shall monitor employee dress according to the contents of this policy and shall have the authority to make building and department rules and regulations to implement this policy. Such rules, if developed, shall be included in the building or department handbooks or other communication to employees.

Electronic Information System Use

In accordance with [Policy](#) and [Procedure](#) 2022, all West Valley School District staff are expected uphold the following technology use guidelines and responsibilities

Staff Access to Electronic Information System/Internet

Staff will employ electronic mail on a daily basis at work as a primary tool for communications. The district may rely upon this medium to communicate information, and all staff will be responsible for checking and reading messages daily.

The network is provided for staff and students to conduct research and communicate with others. Communications over the network are often public in nature; therefore, general rules and standards for professional behavior and communications will apply.

Every precaution to ensure confidentiality must be taken when electronic mail and telecommunications are used by employees to share confidential information about students or other employees.

Network administrators may review files and communications to maintain system integrity and to ensure that staff members are using the system responsibly. Users should not expect that files stored on district servers will be private.

The network supervisor will report inappropriate behaviors to the employee's supervisor who will take appropriate disciplinary action. Any other reports of inappropriate behavior, violations, or complaints will be routed to the employee's supervisor for appropriate action. Violations may result in a loss of access

Acceptable Use Guidelines

Network

- Subscriptions to mailing lists, bulletin boards, chat groups and commercial online services and other information services must be pre-approved by the superintendent or designee.

- Use of the system for charitable purposes must be approved in advance by the superintendent or designee.

Security

- System accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
- Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.
- Communications may not be encrypted so as to avoid security review.
- Users should change passwords regularly and avoid easily guessed passwords.

Personal Security

- Personal information such as addresses and telephone numbers shall remain confidential when communicating on the system. Students shall never reveal such information without permission from their teacher or parent/guardian with subsequent approval of the superintendent/designee.
- Students shall never make appointments to meet people in person that they have contacted on the system without district and parent permission.
- The Internet or Washington K-20 Education Network shall not be used to develop software nor install, use, store or distribute copyrighted software on any server, server device, or computer owned, leased, or installed by permission and operated by the West Valley School District, without the specific written consent of the West Valley School District.

Copyright

- The unauthorized installation, use, storage or distribution of copyrighted software or materials on district computers is prohibited. Additionally, the Internet or Washington K-20 Education Network shall not be used to develop software nor install legal or illegal copyrighted software. and/or disciplinary action. When applicable, law enforcement agencies may be involved.

General Use

- Users should frequently delete e-mail and unused files.
- Nothing in these regulations is intended to preclude the supervised use of the system while under the direction of a teacher or other approved user acting in conformity with district policy and procedure.

Disclaimer

- The West Valley School District does not warrant that any function of the Internet, Washington K-20 Education Network, or any other network accessible through the Internet or Washington K-20 Education Network, shall meet any specific requirements of any individual user of Internet or the Washington K-20 Education Network, will be error free and uninterrupted; nor is the West Valley School District liable for any direct or indirect, incidental, or consequential damages sustained or incurred in connection with the school district's or individual's use, operation, or inability to use Internet or Washington K-20 Education Network nor due to information gained or obtained by the school district's or individual's use or inability to use the Internet or Washington K-20 Education Network including access to any public network.

Guidelines for Intra-district Email Use

General Communication

Appropriate school-related, intra-building and intra-district communication may be sent via e-mail.

Promotion of District Fundraising Events throughout the District ("AllWV Users")

Activities and events must be school-sanctioned, non-profit, and benefit students (i.e., carnivals, walk-a-thons, fun runs, car washes, spaghetti feeds, etc.).

Fundraising announcements/messages must be sent to the district office (in care of intra-district email designee) for pre-approval. The designee will review and, when appropriate, send via e-mail.

Only one message per event may be sent.

Inappropriate Use of "All WV Users" Email

Politically-based messages.

Selling of personal/private property/advertisements.

Personal announcements (i.e., social invitations, baby's birth).

From time to time, the district will make a determination on whether specific uses of the system are consistent with the regulations stated above. Under prescribed circumstances non-student or staff use may be permitted, provided such individuals demonstrate that their use furthers the purpose and goals of the district.

Federal Motor Carrier Safety Administration Mandated Drug and Alcohol Testing Program

The West Valley School District Board of Directors directs the superintendent to establish programs and procedures as mandated by and following Federal Motor Carrier Safety Administration (FMCSA) controlled substances and alcohol testing rules. Detailed guidance is provided in [policy 5202](#) and [procedures 5202P](#).

Lactation Accommodation

The district will provide reasonable break time for an employee to express breast milk for two (2) years after the child's birth each time the employee has the need to express the milk and providing a private location, other than a bathroom, with may be used by the employee to express breast milk. If a private location is not available, the district shall work with the employee to identify a convenient location and work schedule to accommodate their needs. Further information is available in House Bill [#2266](#).

Maintaining Professional Staff/Student Boundaries

The West Valley School District Board of Directors expects all staff members to maintain the highest professional, moral, and ethical standards in their interaction with students. Staff members are required to maintain an atmosphere conducive to learning through consistently and fairly applied discipline and established and maintained professional boundaries.

The interactions and relationships between staff members and students should be based upon mutual respect and trust, an understanding of the appropriate boundaries between adults and students in and outside of the educational setting, and consistency with the educational mission of the schools.

Staff members will not intrude on a student's physical and emotional boundaries unless the intrusion is necessary to serve an educational or physical, mental, and/or emotional health purpose. An educational purpose is one that relates to the staff member's duties in the district. Additionally, staff members are expected to be sensitive to the appearance of impropriety in their conduct and the conduct of other staff when interacting with students. Staff members will discuss issues with their building administrator or supervisor whenever they suspect or are unsure whether conduct is inappropriate or constitutes a violation of this policy.

Further detailed guidance regarding maintaining professional staff-to-student boundaries can be found in policy and procedures [5253](#) and [5253P](#).

Unacceptable Conduct:

Examples of inappropriate boundary invasions by staff members include, but are not limited to, the following:

- Any type of inappropriate physical contact with a student or any other conduct that might be considered harassment under the board's policies [3207](#) – Prohibition of Harassment, Intimidation, and Bullying and [3205](#) – Sexual Harassment;
- Showing pornography to a student;
- Singling out a particular student or students for personal attention and friendship beyond the professional staff-student relationship;
- Socializing where students are consuming alcohol, drugs, or tobacco;

- For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to refer the student to appropriate guidance/counseling staff;
- Sending students on personal errands unrelated to any educational purpose;
- Banter, allusions, jokes, or innuendos of a sexual nature with students;
- Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
- Addressing students or permitting students to address staff members with personalized terms of endearment, pet names, or otherwise in an overly familiar manner;
- Maintaining personal contact with a student outside of school by phone, email, Instant Messenger or Internet chat rooms, social networking websites, or letters (beyond homework or other legitimate school business) without including the parent/guardian;
- Exchanging personal gifts, cards, or letters with an individual student;
- Socializing or spending time with students (including but not limited to activities such as going out for beverages, meals or movies, shopping, traveling, and recreational activities) outside of school-sponsored events, except as participants in organized community activities;
- Giving a student a ride alone or being alone in a vehicle in a non-emergency situation; and/or
- Unnecessarily invading a student's privacy (e.g. walking in on the student in the bathroom).

Appearances of Impropriety:

To help you avoid the appearance of impropriety, please follow the following guidelines and report to your supervisor if you observe others not adhering to these guidelines:

- Generally, all adult-to-student interaction in our schools or at school-sponsored events should occur in open, public spaces. Avoid being alone with an individual student out of the view of others;
- If you need to meet with a student one-on-one for educational or emergency purposes and an open public area is inappropriate, the meeting should be conducted in a room that can be (or is being) observed, or in a room with the door left open and another adult is notified about the meeting. Inviting or allowing individual students to visit the staff member's home can create an actual impropriety or the appearance of impropriety.
- If you request to meet with a student, you should always give the student the option to meet with another adult present.
- District employees must never give a non-related student a ride home alone unless they have the written permission of the child's parents or in the case of an emergency.
- All communication between you and your students should be transparent and about school or program activities. In order to keep professional boundaries in conversations and relationships, avoid personal family friend language and communications unrelated to your role as a District employee.
- Electronic communications with students should be conducted via your District email or google hangouts (remember every email is a public record). Do not text students or otherwise privately message students via social media
- District employees must not maintain personal relationships (i.e. "friends") with current District students on social networking sites. Refer to District Social Media Policy [4015](#).

Finally, all District employees with out-of-school connections with District students should report those connections to their supervisor. For example, if you have a social relationship with a school family or student, please make sure to disclose this relationship to your school principal (an email saying, "The Jones' kids frequently have playdates at my house with my son." or, "I am Jamison's godparent and I often drive her home after school.")

Reporting Violations:

Students and their parents/guardians are strongly encouraged to notify the principal (or other administrators) if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

Staff members are required to promptly notify the principal (or other administrators) or the superintendent if they become aware of a situation that may constitute a violation of this policy.

Disciplinary Action:

Staff violations of this policy may result in disciplinary action up to and including dismissal.

The violation will also be reported to the state Office of Professional Practices. Violations involving sexual or other abuse will also result in referral to Child Protective Services and/or law enforcement following the board's policy [3421](#) on Child Abuse, Neglect, and Exploitation Prevention.

Nondiscrimination and Affirmative Action

The District will provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion, and training. The West Valley School District complies with all Federal and State rules and regulations and does not discriminate based on race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

This holds for all students who are interested in participating in education programs and/or extra-curricular activities.

The West Valley School District, as a recipient of public funds, is committed to undertake affirmative action which will make effective equal employment opportunities for staff and applicants for employment. Such affirmative action will include a review of programs, the setting of goals, and the implementation of corrective employment procedures to increase the ratio of aged, persons with disabilities, ethnic minorities, women, and Vietnam veterans who are underrepresented in the job classifications in relationship to the availability of such persons having requisite qualifications. Affirmative action plans may not include hiring or employment preferences based on gender or race, including color, ethnicity, or national origin. Such affirmative action will also include recruitment, selection, training, education, and other programs. The current Affirmative Action Plan is posted on the District Website under Human Resources.

Title IX Coordinator – Sabre Dahl, sabre.dahl@wvsd.org
2805 N Argonne Road, Spokane WA 99212; 509-924-2150

Section 504 Coordinator – Dan Andrews, dan.andrews@wvsd.org
2523 N. Park Rd Spokane WA 99212; 509-922-5478

Civil Rights Compliance Coordinator – Sabre Dahl, sabre.dahl@wvsd.org
2805 N Argonne Road, Spokane WA 99212; 509-924-2150

For additional information, refer to the district's Nondiscrimination and Affirmative Action [Policy 5010](#).

Personal Devices

Employees need to be aware that when they use their personal devices i.e.: cell phones, tablets, computers, etc. to perform school district activities, they are subject to a public records request. The public records request law requires a school district to respond to the request within five (5) days. If the district receives a request affecting an employee, the employee will be notified promptly. The district will work with the employee to obtain the records requested. If an employee receives a records request, they must notify the Human Resources Office promptly as the five (5) day window begins on the day the employee received the request. Personal information maintained on personal devices is not subject to the public records request.

Respect and Civility

This District believes a safe, civil environment of mutual respect and orderly conduct is essential to high student and staff satisfaction and achievement. The District expects the core value of respect to be manifested in the daily behavior of all constituents. Uncivil conduct on District property or at District-sponsored activities is prohibited because, like other forms of disruptive behavior, it may interfere with an employee's ability to accomplish their work and the school's ability to educate its students.

Please refer to the District's Civility Policy [5117](#).

Employee Expectations

In support of this policy, employees are expected to:

- Treat each other and students with dignity and respect;
- Engage in open and authentic communication;
- Exhibit professional judgment in handling interpersonal disputes;
- Exercise respect, courtesy, and concern for the dignity and cultural background of others;
- Use appropriate language and tone in all interactions;
- Remain open-minded and share important information when problem-solving;
- Model behaviors and actions that promote openness, collaboration, and respect;
- Use clear, concise, and courteous oral and written communication to arrive at goodwill solutions;
- Extend common courtesy to others such as saying please and thank you;
- Be respectful of others even when in disagreement;
- Address incivility when it is observed;
- Seek to understand others' points of view first and assume positive intentions of all involved.

Definition of Uncivil Conduct

For this policy, "uncivil conduct" includes but is not limited to, the following:

- Using vulgar, obscene, or profane gestures or words;
- Using insulting or disrespectful nonverbal behaviors toward or in connection with another;
- Taunting jeering or inciting others to taunt or jeer an individual;
- Raising one's voice at another individual, and/or repeatedly interrupting another individual who is speaking;
- Gesturing or behaving in a manner that puts another in fear for his/her safety including invading the personal space of an individual after being directed to move away, physically blocking an individual's exit from a room or location, or remaining in a classroom or school area after a teacher or administrator in authority has directed one to leave or other similar disruptive conduct.

Addressing Uncivil Conduct

Stakeholders are expected to:

- Calmly and politely caution or warn any speaker who is engaged in uncivil conduct. If the conduct does not cease, politely end the conversation;
- Employees should first attempt to resolve differences with another employee first in a private conversation. If that is not feasible or successful, request an appropriate administrator to conduct a private conference with all parties of concern;
- Resolve personal complaints or grievances with a supervisor's decision or action by requesting a problem-solving conference with the supervisor or with the administrator's supervisor;
- Persons who observe or experience uncivil behavior have an obligation to intervene, reflect back to the offender on the impact of that behavior, or report the uncivil behavior to a supervisor;
- Supervisors have an obligation to address reports of uncivil behavior to Human Resources. Employees who engage in uncivil behavior may be subject to corrective action. Retaliation for reporting allegations of uncivil conduct will result in discipline.

Safe and Drug-Free Schools, Community and Workplace

The West Valley School District Board of Directors has an obligation to staff, students, and citizens to take reasonable steps to assure safety in the workplace and to provide safety and high-quality performance for the students that the staff serve.

"Workplace" is defined to mean the site for the performance of work done in connection with a federal grant. That includes any school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event where students are under the jurisdiction of the school district where work on a federal grant is performed.

For more detailed guidance see policy [5201](#).

Safety

We all share the responsibility to maintain our workplace in the safest possible manner for ourselves, our students, and visitors to the District. Should you notice a dangerous situation of any kind, please notify your supervisor so it may be corrected. Safety is an area in which we can all participate to make our work environment as safe as possible.

Our responsibility as employees is to carry out the tasks assigned in our job in such a way as to ensure our safety, as well as the safety of those around us.

Sexual Harassment

The West Valley School District Board of Directors recognizes its responsibility to provide a working environment that is free from all types of discrimination, including sexual harassment. West Valley School District is committed to providing a work environment where all staff members and students can work together comfortably and productively. Sexual harassment is defined as verbal, visual, or physical advances made within the work setting and unwelcome by the person for whom they are intended; be it employee to employee or employee to student. Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature.

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

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

Examples of Sexual Harassment:

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

You can report sexual harassment to any school staff member or to the district's Title IX Coordinator, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: [Policy 5011: Sexual Harassment](#); [Procedure 5011: Sexual Harassment](#)

Complaint Options: Discrimination and Sexual Harassment

Informal Complaint Process

Anyone may use informal procedures to report and resolve complaints of sexual harassment. Informal reports may be made to any staff member, although staff will always notify complainants of their right to file a formal complaint and the process for same. Staff will also direct potential complainants to an appropriate staff member who can explain the informal and formal complaint processes and what a complainant can expect.

Formal Complaint Process

Complaint to the School District

Anyone may initiate a formal complaint of sexual harassment, even if the informal complaint process is being utilized. The superintendent or designated compliance officer may conclude that the district needs to conduct an investigation based on information in his or her possession, regardless of the complainant's interest in filing a formal complaint.

Step 1. Write Out Your Complaint

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or

incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

Step 2: School District Investigates Your Complaint

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response

Step 3: School District Responds to Your Complaint

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School District

If a complainant disagrees with the superintendent's or designee's written decision, the complainant may appeal the decision to the district board of directors, by filing a written notice of appeal with the secretary of the board within ten (10) calendar days following the date upon which the complainant received the response.

Complaint to OSPI

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: Equity@k12.wa.us | **Fax:** 360-664-2967

Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit OSPI's [website](#), or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

Other Discrimination Complaint Options

Office for Civil Rights, U.S. Department of Education

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | [OCR Website](#)

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | [Human Rights Commission Website](#)

Snow and Inclement Weather

Occasionally it is necessary to alter the District's operating schedule due to snow and/or inclement weather. When this occurs, employees will be notified by our emergency notification system and employees will receive a phone call and text message regarding our situation. If no notice is given, school is on a regular schedule. The local radio, TV stations, District website, Facebook, Instagram, and Twitter accounts are also good sources of information.

If you miss part or all of the day due to inclement weather, the following leave policies and provisions may be applied:

All Certificated Employees: When school is closed due to inclement weather, staff will not report to work. Certificated staff will make up the day with the students on the designated make-up day(s). When there is a 2-hour delay in the start of school, certificated employees will report to work the same amount of time as the delay (i.e. a certificated employee reporting to work at 8:30 a.m. for a 9:00 a.m. start would report at 10:30 a.m. for an 11:00 start.)

Full-Time (260 day) Classified Employees & Administrators: Full-time employees need to report to work as usual. If you are unable to report to work, you will need to use vacation, personal, or emergency leave for the unworked hours.

Other Classified Employees: Paraeducators, school office secretaries, and bus drivers should not report to work. Time will be made up with the students on the designated make-up days(s). When there is a 2-hour delay, employees will report to work for the same amount of time as the delay. (i.e. 2-hour school delay will report 2 hours later to work)

Staff Safety

The West Valley School District Board of Directors recognizes that safety and health standards should be incorporated into all aspects of the operation of the district. Rules for the safety and prevention of accidents shall be posted in compliance with OSHA and WISHA requirements. All hazardous chemicals will be identified and properly labeled.

A copy of relevant Material Safety Data Sheets (MSDS) shall be kept at each site, and all MSDS at the District office. Staff members will be trained in the use of these chemicals specific to their respective jobs.

Proper records will be maintained to verify that all of the preventive and safety measures are in place. Injuries and accidents shall be reported to the district office.

The District shall have at least one staff member at each school/work site who holds a valid certificate of first aid training from the Department of Labor and Industries, U.S. Bureau of Mines, American Red Cross, or equivalent training provided by the district nurse or other licensed personnel. Each school and work site shall have first aid supplies readily accessible.

Student Supervision

As we all know, students **must** be supervised. See e.g. WAC-181-98. If you are responsible for a student or group of students and experience a personal emergency requiring you to leave your position, you must ensure that you arrange with a colleague or supervisor so that no student is left unsupervised. Also, if you are responsible for supervising students, you must ensure your student's safety. This means that you know the safety protocols for your specific classroom or the space in which you are supervising students (this may be a bus, a sports field, a lab, etc.) If you have questions or concerns regarding the safety protocols applicable to you and the space in which you work, please contact your supervisor immediately.

Unprofessional Conduct

The West Valley School District Board of Directors recognizes its responsibility to protect students from physical and/or emotional harm. Staff members are expected to exhibit "good moral character and personal fitness" as they teach or supervise students. Staff members shall not engage in unprofessional conduct as defined in [WAC 180-87](#). The Washington State Code of Professional Conduct can be viewed [here](#).

Use of Tobacco and Nicotine Products and Delivery Devices

The West Valley School District Board of Directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district, and all members of the community, have an obligation as role models to refrain from the use of tobacco products and delivery devices on school property at all times. Tobacco products and delivery devices include, but are not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices, "vapor pens," non-prescribed inhalers, nicotine delivery devices, or chemicals that are not FDA-approved to help people quit using tobacco, or devices that produce the same flavor or physical effect of nicotine substances and any other smoking equipment, device, material or innovation.

Any use of such products and delivery devices by staff, students, visitors, and community members shall be prohibited on school district property. Possession by, or distribution of tobacco products to, minors is prohibited. This shall include all district buildings, grounds, and district-owned vehicles.

The use of Federal Drug Administration (FDA) approved nicotine replacement therapy in the form of a nicotine patch, gum, or lozenge is permitted. However, students and employees must follow applicable policies regarding the use of medication at school.

Notices advising students, district employees, and community members of this policy shall be posted in appropriate locations in all district buildings and at other district facilities as determined by the superintendent and shall be included in the employee and student handbooks. Employees and students are subject to discipline for violations of this policy, and school district employees are responsible for the enforcement of the policy. [4215](#).

PAYROLL INFORMATION

Attendance and Time Off

When You Cannot Be At Work

A fundamental requirement of your job is that you be at work on time, every day. If you must be late or absent, telephone your supervisor as early as possible but no later than one hour before the start of your work day. In the event of an emergency, you may have someone else call your supervisor so that necessary arrangements can be made. You will record your absence via the electronic absence management system, Red Rover.

Leave Time

Family and personal situations that arise which cannot be scheduled during non-work days may be accommodated using the limited number of personal leave days which are granted to meet these situations.

Each West Valley School District employee is critical to fulfilling the educational needs of our students. Absences have an impact on student learning and achievement. For that reason, it is imperative that you follow building and/or District procedures when you are absent as they are designed to reduce the student impact of your absence.

Requests for annual leave must be submitted as early as possible to your supervisor, and in a timeframe consistent with the provisions of the governing collective bargaining agreement. In the absence of contract language, the expectation is that requests be made not later than 24 hours in advance.

Sick leave may only be used for illness, emergencies, and mandatory religious observance days (limit of two (2) days per school year). Sick leave cannot be used for personal leave.

The District adheres to the provisions of the Family Medical Leave Act (FMLA) and agrees to extend these provisions to employees who meet the eligibility requirements outlined in the FMLA. Please contact the Human Resources Department to initiate an FMLA request.

Unpaid Leave Time

Leaves that extend beyond your annual leave and sick leave allocation **must be approved in advance** and, if approved, will be without pay. **Certificated:** Leave without pay must be approved by the Superintendent. **Classified:** Your supervisor may approve one (1) day of leave without pay. Any additional days must be approved by the Superintendent.

Unpaid leave may only be requested when annual leave and/or sick leave is exhausted.

Leave Sharing Policy

A district employee is eligible to receive donated leave if the staff member suffers from, or has a relative or household member suffering from an illness, condition, injury, impairment, or physical or mental condition which is of an extraordinary or serious nature; is a victim of domestic violence, sexual assault, or stalking; or who has been called to serve in the uniform services which has caused, or is likely to cause, the staff member to go on leave-without-pay status (all paid leave must be exhausted). For more information on leave sharing, consult board policies, Human Resources, or the applicable bargained agreement.

Annualized Pay

West Valley School District operates on an annualized-pay method. What that means is the total number of days you will work in the current school year, multiplied by both the number of hours in your contracted time and your hourly rate is calculated and then divided into equal payments through June or August depending on 12 month contract schedule.

For example: A newly hired para educator will begin working 4.5 hours daily for West Valley on the first day of school. The number of paid days in the contract year is 190 and the hourly rate is \$18.50. The employee can expect to receive a gross amount of \$1,318.13 every month from September—August.

$$4.5 \text{ hrs} \times 190 \text{ days} \times \$18.50/\text{hr} = \$15,817.50 \div 12 = \$1,318.13$$

Employees who are hired midyear will be paid using the same method. For example, if the above employee was hired on October 4th the number of paid days will be adjusted to reflect the actual number of days they will work, but their monthly pay will still be balanced:

$$4.5 \text{ hrs} \times 169 \text{ days} \times \$18.50/\text{hr} = \$14,069.25 \div 11 = \$1,279.02$$

This method of pay is used for all classifications of West Valley School District Employees.

Payroll questions? Please contact:

- Riley Palmer at (509) 924-2150

Changes of Name, Phone, Address

Please keep the Payroll Office informed of any name, telephone, or address change. All address or telephone changes must be made through the Employee Records System.

For name changes, you will need provide a copy of a new social security card along with the form in the Employee Records System.

Direct Deposit

Direct deposit is the process by which your paycheck is electronically deposited to your checking or savings account.

With direct deposit, funds become available in your bank account on payday. All employees are required to participate in direct deposit and must provide a voided personal check or letter from your bank for account verification. **If you plan to close the account for your current direct deposit, it is imperative to stop direct deposit before you close your account. Changes to direct deposit can be made through the Employee Records System.**

Online Employee Access

Online "Employee Access" through Skyward allows employees to view and print paycheck information, leave balances, and W-2 information; this access is provided to all employees.

Pay Dates

Payday for all employees is the last working day of each month.

2026-2027 Pay Dates

9/30

10/31

11/30

12/31

1/31

2/28

3/31

4/30

5/30

6/30

7/31

8/31

Paystub Information

You can access your paycheck history through Skyward Employee Access under Check History. **Please review your paycheck monthly for accuracy. It is the responsibility of the employee to bring any discrepancies to their payroll specialist's attention.**

Wage Statement

WEST VALLEY SCHOOL DISTRICT								
Check Detail Information		Exemptions	Period Start	Period End	Check Date	Check Nbr	Gross Pay	Net Pay
***		FED S-0	01/01/2026	01/31/2026	01/30/2026	9000003532	1,819.94	1,394.75
Pays	Rate	Factor	Amount	Hours	Calendar YTD	Additional Information		
CLASS BASE PAY	1,819.9400	1.0000	1,819.94	126.0000	1,819.94	12,739.52/9,099.70 (Contract Balance/Paid to Date)		
Totals:			1,819.94	126.0000	1,819.94			
Deductions	Amount	Calendar YTD	PreTax	Benefits		Amount	Calendar YTD	Taxable
SERS Plan 2	125.03	125.03	Y	SEBB DIST CONTR		1,307.00	1,307.00	
FICA	108.50	108.50		SERS Plan 2		128.67	128.67	
UMP CDHP E/S	70.00	70.00	Y	FICA		108.50	108.50	
PSE SNAP DUES	31.85	31.85		Workers' Comp		25.80	25.80	
Fed Inc Tax	28.32	28.32		Medicare		25.37	25.37	
Medicare	25.37	25.37		WA Paid FML		5.87	5.87	
WA Paid FML	14.69	14.69		Unemployment 00		0.00	0.00	
WA Cares	10.56	10.56						
Workers' Comp	9.23	9.23						
Emp Pd LTD 60%	1.64	1.64						
Totals:			425.19	425.19	Totals:		1,601.21	1,601.21

Check Detail Information:

Check Date: The date your check is deposited.

Gross Wages: Amount before deductions

Net Pay: Amount after deductions.

Pays:

Under Pay you will find your base pay for the month as well as any additional items paid for the month such as Teacher Leader stipends, Additional hours, etc. You may see multiples on your base pay if you are paid out of multiple funds.

Under Additional Information, adding the two numbers together would give you the total amount of that contract.

Deductions:

This area has all the mandatory and voluntary deductions being withheld from your gross monthly pay. If there is a "Y" in the PreTax column then the amount is taken out of your gross wages before taxes are calculated.

Benefits:

This area lists the contributions that the district makes on your behalf and are **not paid** out of your wages. These are paid by the District

Paycheck Glossary of Terms

Pays: Amounts received as Wages. These include an employee's contract for their regular position which is designated by the job title plus may include some of the below items. **This is not a complete list.**

- Staff Development: Time paid to certificated staff for inservice time per their CBA.
- Sub Prep: Time paid to certificated staff who cover another teacher's class during their prep period.
- Sports/Enrichment: Stipends received for extracurricular and/or enrichment contracts. (Baseball, Teacher Leader Stipend, Advisor, Publications, etc)
- Transfer: Stipend paid to certificated staff who voluntarily or involuntarily move classrooms/buildings.
- Elem Combo Cl: Stipend paid to certificated staff in elementary schools who have combined grade classes.
- Inservice Time: Time paid to classified staff who are eligible for inservice time per their CBA.

Rate: Rate at which hours are paid. For contracted staff, this will reflect the base monthly amount. For other pays, this will reflect the hourly rate at which time is calculated.

Factor/Hours: This will reflect 1 for your base pay. For other pays, this will reflect the amount of hours being paid.

Amount: Monthly earnings amount. Multiplying the listed rate by the listed factor/hours will equal this amount.

Additional Information: This column reflects the balance left to be paid on your contract as of that month and the amount of your contract that has been paid to date of that month. The two numbers combined equal your contract total.

Deductions: An amount which is subtracted from gross earnings. This would include items such as Union Dues, VEBA, Medical Flex, a second direct deposit amount, Deferred Compensation (DCP), retirement, Medical premiums, etc.

Benefits: A portion of an employee's benefits that are covered by an employer.

Employee Deductions and Employer Paid Benefits may include:

- Dues: A regular payment that you make to be a member of a union.
- Child Support: Funds dictated by the Division of Child Support as a payment that a noncustodial parent makes through payroll deduction as a contribution to the costs of raising their child/ren.
- Addtl Dir Dep: An amount designated to be sent to a second bank account of the employee.
- Emp Pd LTD %: An amount designated by the employee through their My SEBB Account to be paid toward Long Term Disability. This can be changed monthly through My SEBB Account.
- Fed Inc Tax: Federal Income Tax.
- FICA: Federal Insurance Compensation Act. i.e. Social security which is an insurance plan, relating to life insurance and old age pensions, required by the Federal government to specified groups, on a contributory basis.
- Garnishment: Monies directed through court order be seized to satisfy a debt owed by a debtor to a plaintiff creditor.
- Get Program: Washington's 529 plan, elected by employees to be paid through payroll deduct.
- HSA: Health Care Savings account. An account elected by an employee who has coverage under a qualified high deductible health care plan.
- Medical FSA: Flex Savings Account. An account elected by an employee that is used to pay for certain out-of-pocket health care costs.
- Medicare: Amount withheld by the district from your paycheck that helps cover the cost of the Medicare program.
- PERS, SERS, TRS: Washington State retirement plans for employees of School Districts.
- Wa Paid FML: WA State Paid Family Medical Leave.
- Unemployment: Monies contributed to the unemployment insurance fund to protect against potential wage loss in the case of unemployment by the worker.
- VEBA: A tax-free health reimbursement account.
- Workers Comp: Monies contributed for insurance providing wage replacement and medical benefits to employees injured in the course of employment.

Salary Placement

Classified Placement

Placement on the appropriate salary schedule is based on your position and union affiliation. Your appropriate salary schedule and information regarding compensation are located in your collective bargaining agreement or can be obtained from Human Resources.

Certificated Placement

Staff are placed on the certificated salary schedule based on degrees, credits, and verified professional teaching experience. The District mandates that transcripts be official and will need a list of previous employers and addresses to verify your years of professional teaching experience. A verification form will be provided for each employer to be filled out and signed by the employee through the Employee Records System.

For advancement on the certificated salary schedule, all credit and clock hours must be completed and documentation (official transcripts and clock hour verification forms along with credit approval forms) must be received in Human Resources **by September 30th** to advance on the salary schedule for the current year. All credits and/or clock hours received after September 30th will not be recognized until the following school year.

Reminders:

- Credit approval forms, signed by your supervisor, must accompany your official transcripts and clock-hour verifications and can be found in the Employee Records System.
- 10 clock hours = 1 college quarter credit. As written in WAC 181-85, all clock hours must be earned through an “approved provider”. To verify that a course provider is an approved provider, annual lists are available from OSPI at: <http://www.k12.wa.us/certification/clockhours.aspx>.
- If you have reached the top of the salary schedule, you do not need to submit your credits and clock hours to Human Resources and do not need to fill out credit approval forms. Keep copies of transcripts and clock hour verifications for your records for re-certification purposes to OSPI.
- OSPI requires clock hours for the renewal of your certificate. You manually input the clock hour information to your account in "eCert", OSPI's certification system.

It is the employee's responsibility to keep a record of their clock hours, so keep copies of all clock hour documents submitted to Human Resources.

Time Sheet, Sign-In Sheets, and Cutoff Dates

To ensure proper payment, all payroll time sheets must be turned in at the building level. Please check with your location to find out the proper procedure. All time sheets and sign-in sheets must be received in the Payroll Office by the **2nd** day of each month unless that day falls on a holiday or weekend and then it is due on the work day following holiday/weekend. Contracted regular time is paid over 12 months, September through August or July through June depending on your classification.

Workers Compensation

West Valley School District is self-insured through our local Educational Service District (ESD) Worker's Compensation Trust. Please document all incidents and injuries by completing an Accident/Incident Report Form and submitting it to the Payroll or Human Resources Department at the District Office.

TRANSPORTATION

Utilizing District Vehicles

In order for employees to be able to utilize district vehicles, the Transportation office must have a Driving Record Release of Interest form on file for the employee in order to allow for an abstract to be pulled. It can take up to 10 days for an employee to receive approval to use district vehicle.

The Driving Record Release of Interest form can be found on the West Valley School District website (www.wvsd.org) under Our District, then Departments, then Transportation, and then under the Staff Resources & Forms link. The form needs to be signed and then submitted to Allysen McNamara-Fella either through interdistrict mail or by emailing the form to Allysen.McNamara-Fella@wvsd.org.

2026-2027 STUDENT CALENDAR



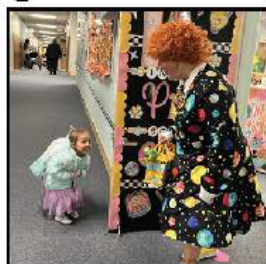
Aug 20 & 24	Building Staff Retreats - No Students
Aug 25	All Staff Kickoff! - No Students
Aug 26	School begins for Ness, Orchard Center, Pasadena, Seth Woodard, Centennial MS, West Valley HS, & Spokane Valley Endeavor
Aug 26-28	Kindergarten Conferences Virtual Learning Center Launch Meetings City School Launch Meetings
Aug 31	School begins for Early Learning Center, Kindergarten Students, Virtual Learning Center, Dishman Hills HS, City School In-Person Instruction, Spokane Valley Core and Academy Launch Meetings
Sept 4-7	Labor Day Weekend and No School
Oct 12	Staff PD Day - No Students
Nov 4-6	Fall K-8 Conferences (Early Release and K-8 No School)
Nov 11	Veterans Day - No School
Nov 25-27	Thanksgiving Break - No School
Dec 21-Jan 1	Winter Break - No School
Jan 18	Martin Luther King Jr. Day - No School
Feb 10-12	Winter/Spring K-8 Conferences (Early Release and K-8 No School)
Feb 15	President's Day - No School
Feb 16-19	Mid Winter Break - No School
Mar 15	Emergency Makeup Day - No School if unused
Apr 12-16	Spring Break - No School
May 31	Memorial Day - No School
Jun 1	Emergency Makeup Day - No school if unused
Jun 16	Last Day of School (Early Release)
Jun 17	Emergency Makeup Day
Jun 18	Juneteenth Observed - WVSD Offices Closed

AUGUST					FEBRUARY				
M	T	W	T	F	M	T	W	T	F
3	4	5	6	7	1	2	3	4	5
10	11	12	13	14	8	9	10	11	12
17	18	19	20	21	15	16	17	18	19
24	25	26	27	28	22	23	24	25	26
31									
SEPTEMBER					MARCH				
M	T	W	T	F	M	T	W	T	F
	1	2	3	4	1	2	3	4	5
7	8	9	10	11	8	9	10	11	12
14	15	16	17	18	15	16	17	18	19
21	22	23	24	25	22	23	24	25	26
28	29	30			29	30	31		
OCTOBER					APRIL				
M	T	W	T	F	M	T	W	T	F
			1	2				1	2
5	6	7	8	9	5	6	7	8	9
12	13	14	15	16	12	13	14	15	16
19	20	21	22	23	19	20	21	22	23
26	27	28	29	30	26	27	28	29	30
NOVEMBER					MAY				
M	T	W	T	F	M	T	W	T	F
2	3	4	5	6	3	4	5	6	7
9	10	11	12	13	10	11	12	13	14
16	17	18	19	20	17	18	19	20	21
23	24	25	26	27	24	25	26	27	28
30					31				
DECEMBER					JUNE				
M	T	W	T	F	M	T	W	T	F
	1	2	3	4		1	2	3	4
7	8	9	10	11	7	8	9	10	11
14	15	16	17	18	14	15	16	17	18
21	22	23	24	25	21	22	23	24	25
28	29	30	31		28	29	30		
JANUARY					JULY				
M	T	W	T	F	M	T	W	T	F
				1				1	2
4	5	6	7	8	5	6	7	8	9
11	12	13	14	15	12	13	14	15	16
18	19	20	21	22	19	20	21	22	23
25	26	27	28	29	26	27	28	29	30

Staff Training - No Students
 School Begins/Ends

Makeup Day if Needed
 K-8th Conferences

No School
 Early Release



Late Starts are every Friday
with schools running 1 hour late.
Schools and buses run 1 hour late, with the exception of:
DHHS - No students on Wednesdays
ELC/City/SVHS - No students on Fridays

West Valley High School has Late Start as usual during K-8 conference days.

Additional calendars can be found on the WVSD website: <https://www.wvsd.org/>