



# COLLEGE PLACE PUBLIC SCHOOLS

## EMPLOYEE HANDBOOK

2020-2021

**College Place School District No. 250**  
**1755 S College Avenue**  
**College Place, WA 99324**  
**Phone - 509-525-4827**  
**Fax - 509-525-3741**



Staff,

Thank you for being an important part of the College Place Public Schools family! Each one of us plays an important role in helping our district accomplish our goal of “Focusing on kids and their learning.” You have a choice of where you choose to be each day and we are thankful you choose to spend it with us.

As we head into the 2020-2021 school year, we face unprecedented challenges, but with them come unprecedented rewards. As you are aware, we will begin the year with full remote learning until October 19, 2020 or later if the conditions do not permit. We will continue to monitor our local county conditions with the health department ongoing and make decisions weighing all the factors outlined by the state. Our goal is to return safely onsite, as we know this is where students learn best. Please be prepared for flexibility, grace, and creativity throughout these challenging times. Please communicate early and often with your supervisors if you have concerns or questions. As we navigate this pandemic there will be decisions made daily that will have a ripple effect that at times we might not fully comprehend. When these impact you, ask for clarification so that we are able to get you the information you need to be successful.

It is important this year, even more than ever, to lead with love, patience, and compassion. Our country is hurting, our community is hurting, our families are hurting, we are hurting, and our students are hurting. Remember in times of frustration that student behaviors are signals; be detectives to determine where those are triggered. What we expect to see in remote settings and in person will be a pandemic-impacted version of our new reality. Please continue to lead with heart. Thank you again for choosing to be a part of the College Place family. This handbook will assist you in your work in College Place Public Schools, as it is guide to our policies and procedures. Please take the time to review and let us know if you have any questions (Human Resources 509-525-4827). Your acknowledgement means that you have read and understand the important role you play in ensuring that every one of our students has the right to come to school in a place with adults who will watch out for them and keep them safe.

Every school district employee is required to know how to handle a report of

harassment, intimidation, bullying or discrimination, as it may be YOU that a student or colleague chooses to let know that they are hurting. Be ready to listen, care, and love these kids who are entrusted to and your teammates who work alongside you and ask the simple question of “How are you doing?” You don’t need to have all the answers, but do need to refer these students to a counselor or administrator to get the support they need.

Thank you for your willingness to be the one to make a difference for others. On behalf of the CPPS School Board and leadership team of the district, we thank you for all you do for our students and community.

Sincerely,

A handwritten signature in black ink that reads "Jim Fry". The signature is written in a cursive, flowing style.

Jim Fry, Superintendent

***Vision:***  
***Focusing on kids and their learning***

***Mission:***

As a College Place graduate, I will distinguish myself by communicating, leading, learning and serving with integrity. I am driven by a lifelong commitment of respect of others, the community and myself.

***College Place Public School District Guiding Principles***

- All students have positive, personalized relationships where they feel connected, valued and inspired to learn and contribute.
- Responsive, learner-centered environments engage and rigorously challenge each student.
- Students are connected to their community through real-life learning experiences, mentorships and adult advocacy.
- All students learn through relevant, project-based, and collaborative experiences.

***Pillars of Character***

- Leadership Development
- Selflessness in Service
- Team
- Disciplined Life
- Integrity

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## **DEFINITION**

With the exception of those items covered by statute or Board policy, this employment guide is an outline of district services for all staff and not a binding document such as a negotiated agreement. Failure to adhere to all District policies may result in disciplinary action up to and including termination.

### **Board Policies and Procedures**

A paper copy of the Board Policies and Procedures may be reviewed at the College Place School District Office or, Click on the link to Policies and Procedures to view them in their entirety.

[Policies and Procedures](#)

### **Employee Agreements**

Certificated Negotiated Agreement

[WWVEA CBA 2020-2021](#)

Classified Negotiated Agreement

[Educational Service Employees of College Place Public Schools CBA 2020-2021](#)

Off Schedule Agreement

[Off Schedule Classified Handbook](#)

## **CONFORMITY TO LAW**

This handbook is subject to the provisions of federal and state law, as amended. If any provision included in this Employee Handbook should be found to be contrary to law by a tribunal of final jurisdiction, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law. All other provisions or applications shall continue in full force and effect.

The District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers, and patrons that is free from discrimination, sexual harassment, harassment, intimidation, or bullying. This prohibition shall apply to all District employees, volunteers, parents/guardians, and students, including conduct between students, between adults, and between adults and students.

## **Nondiscrimination and Affirmative Action (Policy 5010, 5010P)**

College Place Public Schools will provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion, and training. In addition to employment nondiscrimination of age (40+) and marital status, College Place Public Schools does not discriminate in any programs or activities on the basis of race, religion, creed, color, national origin, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a person with a disability, and provides equal access to the Boy Scouts and other designated youth groups. Persons needing accommodation in the application process or need this announcement in an alternative format may contact the College Place Public Schools Administration Office. The 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 under-represented 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 following employee has been designated to handle questions and complaints of alleged discrimination.

Civil Rights, Title IX and Section 504 Coordinator.

James Fry

[fry@cpps.org](mailto:fry@cpps.org)

(509) 525-4827

1755 South College Avenue

College Place, Washington, 99324.

Click on the link to the Nondiscrimination Policies and Procedures to view them in their entirety.

[Policy 5010](#), [Procedure 5010P](#); [Policy 3210](#), [Procedure 3210P](#).

## **Sexual Harassment Policy (5011, 5011P; 3205, 3205P)**

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

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

A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or

The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

### **Examples of Sexual Harassment:**

Pressuring a person for sexual favors

Unwelcome touching of a sexual nature

Writing graffiti of a sexual nature

Distributing sexually explicit texts, e-mails, or pictures

Making sexual jokes, rumors, or suggestive remarks

Physical violence, including rape and sexual assault

**You can report sexual harassment** to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). Click on the link to the Sexual Harassment Prohibited Policies and Procedures to view them in their entirety.

[Policy 5011](#), [Procedure 5011P](#); [Policy 3205](#), [Procedure 3205P](#)

### **Discrimination and Sexual Harassment Complaint Process:**

If you believe that you or a student have experienced unlawful discrimination, discriminatory harassment, or sexual harassment, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who is listed above. This is often the fastest way to revolve your concerns.

### **Complaint Process to the School District**

#### **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 needs 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 you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

### **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](mailto:Equity@k12.wa.us) | *Fax:* 360-664-2967

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

### **Prohibition of Harassment, Intimidation and Bullying (Policy 3207 and 3207P)**

The College Place School District strives to provide students with optimal conditions for learning by maintaining a school environment where everyone is treated with respect and no one is physically or emotionally harmed. In order to ensure respect and prevent harm, it is a violation of district policy to be harassed, intimidated, or bullied by others in the school community, at school sponsored events, or when such actions create a substantial disruption to the educational process. The school community includes all students, school employees, school board members, contractors, unpaid volunteers, families, patrons, and other visitors. Student(s) will not be harassed because of their race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics. Any school staff who observes, overhears, or otherwise witnesses harassment, intimidation or bullying or to whom such actions have been reported must take prompt and appropriate action to stop the harassment and to prevent its reoccurrence. Click on the link to the Prohibition of Harassment, Intimidation and Bullying Policies and Procedures to view them in their entirety. [Policy 3207](#), [Procedure 3207P](#)

**Aggressor-** is a student, staff member, or other member of the school community who engages in the harassment, intimidation, or bullying of a student.

**Targeted Person-** is a person against who harassment, intimidation, or bullying has allegedly been perpetrated.

**Harassment, Intimidation and Bullying:** means any intentionally written message or image including those that are electronically transmitted, verbal, or physical act including but not limited to one shown to be motivated by race, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics that:

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

Conduct that is "substantially interfering with a student's education" will be determined by considering a targeted student's grades, attendance, demeanor, and interaction with peers, participation, and other indicators. Conduct that may rise to the level of harassment, intimidation, and bullying may take many forms, including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, ostracism, physical attacks or threats, gestures, or acts relating to an individual or group whether electronic, written, oral, or physically transmitted messages or images. There is no requirement that the targeted student actually possess the characteristic that is the basis for the harassment, intimidation, or bullying.

**Incident Reporting Form-** may be used by students, families or staff to report incidents of harassment, intimidation, or bullying. Forms are available at the District office or online.

[Incident Reporting Form](#)

**Retaliation-** when an aggressor harasses, intimidates, or bullies a student who has reported incidents of bullying. College place School District prohibits acts of reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying.

**Staff-** includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, classified staff, substitute and temporary teachers, volunteers, or paraprofessionals (both employees and contractors).

## **Drug-Free Schools, Community, and Workplace ([Policy 5201](#))**

### **Maintaining Professional Staff and Student Boundaries (Policy 5253 and 5253P)**

#### **Purpose**

The purpose of this policy is to provide all staff, students, volunteers and community members with information about their role in protecting children from inappropriate conduct by adults. This policy applies to all district staff and volunteers. For purposes of this policy and its procedure, the terms “district staff,” “staff member(s),” and “staff” also include volunteers.

#### **General Standards**

The board expects all district staff to maintain the highest professional standards when they interact with students. District staff are required to maintain an atmosphere conducive to learning by consistently maintaining professional boundaries.

Professional staff/student boundaries are consistent with the legal and ethical duty of care that district employees have for students.

The interactions and relationships between district staff 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 district.

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

The board recognizes that staff may have familial and pre-existing social relationships with parents or guardians and students. Staff members should use appropriate professional judgment when they have a dual relationship to students to avoid violating this policy, the appearance of impropriety, and the appearance of favoritism. Staff members shall pro-actively discuss these circumstances with their building administrator or supervisor. The superintendent/designee will develop protocols for reporting and investigating allegations and develop procedures and training to accompany this policy. Click on the link to the Maintaining Professional Staff and Student Boundaries Policies and Procedures to view them in their entirety. [Policy 5253](#), [Procedure 5253P](#)

#### **Use of Technology and Electronic Resources**

The board supports the use of technology to communicate for educational purposes. However, district staff are prohibited from inappropriately communicating with students on-line or from engaging in any conduct on social networking websites that violates the law, district policies or procedures, or other generally recognized professional standards.

#### **Use of Personal Electronic Devices**

In accordance with all district policies and procedures, students and staff may use personal electronic devices (e.g. laptops, mobile devices and e-readers) to further the educational and research mission of the district. School staff will retain the final authority in deciding when and how students may use personal electronic devices on school grounds and during the school day. Staff may possess and use personal electronic devices on District property, in District facilities or while attending a District-

sponsored activity, subject to the following limitations and consistent with any other rules as may be or as have been established. Staff should not use a personal electronic device in a manner that interferes with their job duties. Staff should silence personal electronic devices while on duty, when such device is not used for District-related business. Staff should not use personal electronic devices to audio or video record students, unless there is a legitimate educational or disciplinary purpose. If questions exist as to what is a legitimate educational or disciplinary purpose, staff should consult with an appropriate administrator. Photos and recordings of students will follow District policy and appropriate laws. Staff whose conduct violates this policy may face discipline and/or termination consistent with the district's policies and procedures, acceptable use agreement, and collective bargaining agreements, as applicable. [Policy 2022](#), [Procedure 2022P](#)

### **Cell Phone Use**

Please limit personal phone use to urgent matters during work time.

## **MISCELLANEOUS EMPLOYMENT INFORMATION**

### **DRESS CODE**

Employees are expected to demonstrate good judgment and professional taste. Courtesy towards others and a professional image are the factors one needs to use to assess whether they are dressing in attire that is appropriate. Staff should be setting the example for students of what it looks like to be a professional.

### **SAFETY AND ACCIDENT REPORTING**

The health and safety of all employees is important. Employees of College Place Public Schools must report ALL accidents to their immediate supervisor as soon as possible after the accident has occurred. Unsafe work conditions known to staff must be reported to a supervisor immediately. Accident reporting documents are available through your school or business office. Both the school district and its individual employees shall abide by applicable safety standards set forth in the Washington Industrial Safety and Health Act.

### **PAY DATE**

Pay checks shall be issued electronically on the last business day of each month.

### **EMPLOYEE ABSENCE – NEW PROCESS to begin July 2020 through READYSUB**

All Employee absences will be scheduled through Readysub. Unscheduled absences such as sick days also need to be reported immediately to the Supervisor and scheduled through Readysub.

The use of business leave will be allowed immediately preceding or following a school holiday, **provided a substitute is available**. In no instance shall more than two (2) teachers from John Sager Middle School, two (2) teachers from College Place High School, and four (4) teachers from Davis Elementary School be allowed business leave on the same day.

#### **Leave Sharing - Policy 5406 and 5406P**

The district has a leave sharing program that is intended to extend leave benefits to a staff member who otherwise would have to take leave without pay or terminate his or her employment with the district.

[5406 Leave Sharing Policy](#), [5406P Leave Sharing Procedure](#)

### **TECHNOLOGY WORK ORDER**

All requests for technology assistance are required to be placed through the online helpdesk link below. This link is available on your computer desktop. [Help Desk](#)

### **DISTRICT CALENDAR**

An annual district calendar can be found on the district web page.  
[School Year Calendar](#)

### **EARLY RELEASE / LATE START / SNOW DAYS**

Employees will work their assigned hours per day on early dismissal or late start days. The principal or supervisor may dismiss early on major holidays, early dismissal days i.e. Thanksgiving and Christmas. On days that school is cancelled due to unforeseen needs, staff members contracted to work 10 months or less, is not required to report to work. A makeup date will be scheduled at a later time. On 2-hour delay mornings, all staff must report as close to their normal scheduled time as safety allows. Please review your collective bargaining agreement for additional details.

### **KEYS TO DISTRICT FACILITIES**

The District Office will issue keys and/or key cards to employees. Employees are responsible for the keys and/or key cards they have been issued. In the event the District's facilities are compromised by the loss of keys and/or key cards, the employee may be held financially liable as a result. The District Office will be the only authority to duplicate keys. Unauthorized duplication of District keys is grounds for dismissal.

### **USE OF DISTRICT VEHICLE**

District employees shall use the districts vehicles when available, they will not be reimbursed for mileage. It is the employee's responsibility to check for vehicle availability.

### **USE OF PERSONAL VEHICLE (Policy 6213, 6213P)**

When a district vehicle is not available, an employee, required to travel in accordance with assigned duties for the District in their private vehicle, shall be reimbursed for mileage. Reimbursement is on a per-mile basis at the prevailing OFM Per Diem rate upon receipt of the completed appropriate form in the business office. Click on the link to the Use of Personal Vehicle Policy and Procedure to view them in their entirety.  
[Policy 6213](#), [Procedure 6213P](#)

Unauthorized District use of personal vehicles is prohibited.

Transporting of students in personal vehicle is strongly discouraged. Should the need arise prior approval from the administrator is necessary. All staff transporting students in a private vehicle will possess a type II license. No staff member may recruit students for any privately arranged field trip or excursion without administrator permission. Click on the link to view the Field Trips, excursions, and Outdoor Education Policy in its entirety. [Policy 2320](#), [Procedure 2320P](#)

### **TRAININGS - SAFESCHOOLS TESTING**

In order to stay compliant with the safety laws in the state of Washington, OSHA, WISHA, and DOSH, College Place School District, in cooperation with ESD 123, assigns annual online trainings for all staff. Allotted time is given to staff to complete the training.

## **WHO's WHO?**

### **SCHOOL BOARD**

Mandy Thompson .....School Board Chairman  
Todd Stubblefield .....School Board Vice Chairman  
Melito Ramirez .....School Board Member  
Doug Case.....School Board Member  
Troy Fitzgerald.....School Board Member

Regular School Board Meetings for the 2020-2021 school year will be held at a building in the school district beginning at 6:00 p.m. and held on the fourth Tuesday of each month. If there are cancellations, postponements, changes of location or start time or additional special board meetings, a notice will be provided to the local newspaper and posted on the district's website.

### **ADMINISTRATION AND SUPPORT STAFF**

#### **District Office Staff**

**Jim Fry** Superintendent [jfry@cpps.org](mailto:jfry@cpps.org)  
Civil Rights Compliance Officer  
Title IX Officer  
Section 504 Coordinator  
Director of Grounds/Maintenance  
Director Transportation  
Director of Health Services

**Julie James** Director of Business and Finance [jjames@cpps.org](mailto:jjames@cpps.org)  
Director of Food Service  
Risk Management  
Public Records Requests

**Heather Murray** Director of Special Ed, Curriculum, Assessment and Instruction [hmurray@cpps.org](mailto:hmurray@cpps.org)

**Marissa Waddell** Director of Human Resources and Special Programs [mwaddell@cpps.org](mailto:mwaddell@cpps.org)

**Kerri Ramirez** Executive Assistant to the Superintendent [kramirez@cpps.org](mailto:kramirez@cpps.org)  
CEDARS Administrator  
Skyward Student Management and Security

**Terrie Hall** Payroll and Benefits [thall@cpps.org](mailto:thall@cpps.org)

**Jessika Gonzalez** Accounts Payable & Transportation Secretary [jgonzalez@cpps.org](mailto:jgonzalez@cpps.org)

**Irene Ureno** Human Resources & Special Programs Administrative Assistant [iureno@cpps.org](mailto:iureno@cpps.org)

**Anna Bostwick** Business and Finance Administrative Assistant [abostwick@cpps.org](mailto:abostwick@cpps.org)

**Amy Fanning** Special Education Administrative Assistant [afanning@cpps.org](mailto:afanning@cpps.org)

**Breann Del Castillo** Nutrition Services Records Clerk [bdelcastillo@cpps.org](mailto:bdelcastillo@cpps.org)

**Crystal Smith** District School Nurse Supervisor [csmith@cpps.org](mailto:csmith@cpps.org)

**Carman Gerking** Transportation Supervisor [cgerking@cpps.org](mailto:cgerking@cpps.org)

**Mike Nygaard** Maintenance Supervisor [mnygaard@cpps.org](mailto:mnygaard@cpps.org)

**Kelly Fitzgerald** School Psychologist [kfitzgerald@cpps.org](mailto:kfitzgerald@cpps.org)  
**Travis Stapleton** Technology - Network <https://helpdesk.imesd.k12.or.us/otrs/customer.pl>  
**Juan Gonzalez** Technology - Network <https://helpdesk.imesd.k12.or.us/otrs/customer.pl>

### **Davis Elementary School**

**Mark Ferraro** Building Principal [mferraro@cpps.org](mailto:mferraro@cpps.org)  
**Chris Plucker** Assistant Principal [cplucker@cpps.org](mailto:cplucker@cpps.org)  
**Blake Limburg** School Counselor [blimburg@cpps.org](mailto:blimburg@cpps.org)  
**Fabiola Gutierrez** Building Secretary [fgutierrez@cpps.org](mailto:fgutierrez@cpps.org)  
**Jeanne Waddell** Assistant Building Secretary [jsmith@cpps.org](mailto:jsmith@cpps.org)  
**Lupe Ureno** Assistant Building Secretary [lureno@cpps.org](mailto:lureno@cpps.org)

### **John Sager Middle School**

**Scott Kasenga** Building Principal [skasenga@cpps.org](mailto:skasenga@cpps.org)  
**Gabriela Esquivel** School Counselor [gesquivel@cpps.org](mailto:gesquivel@cpps.org)  
**Cindy Fish** Building Secretary [cfish@cpps.org](mailto:cfish@cpps.org)  
**Dana Hessler** Assistant Building Secretary [dhessler@cpps.org](mailto:dhessler@cpps.org)

### **College Place High School**

**Robert Aguilar** Building Principal [raguilar@cpps.org](mailto:raguilar@cpps.org)  
**Ambra Bryant** Assistant Principal [abryant@cpps.org](mailto:abryant@cpps.org)  
**Rita Silva –Ponds** School Counselor [rsilva-ponds@cpps.org](mailto:rsilva-ponds@cpps.org)  
**Lori Bartlow** Building Secretary [lbartlow@cpps.org](mailto:lbartlow@cpps.org)  
**Edith Martinez** Assistant Secretary [emartinez@cpps.org](mailto:emartinez@cpps.org)

The district will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The district will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. District programs will be free from sexual harassment. Auxiliary aids and services will be provided upon request to individuals with disabilities. James Fry, Superintendent, 1755 S College Ave. College Place, WA 99324. (509)525-4827, [jfry@cpps.org](mailto:jfry@cpps.org), Civil Rights Compliance Officer, Title IX Officer, 504 program Coordinator.