

# APPLE VALLEY ELEMENTARY SCHOOL



## STUDENT / PARENT HANDBOOK 2017 - 2018

Apple Valley Elementary School  
7 North 88<sup>th</sup> Avenue  
Yakima, Washington 98908  
Office: (509)972-5510  
Fax: (509)972-5511  
Website: [www.av.wvsd208.org](http://www.av.wvsd208.org)

 Apple Valley Cougars

West Valley Child Care: (509)930-7876  
West Valley Child Care (Apple Valley): (509) 965-1172  
Transportation Department: (509)972-5590  
Child Nutrition Department: (509) 972-6040



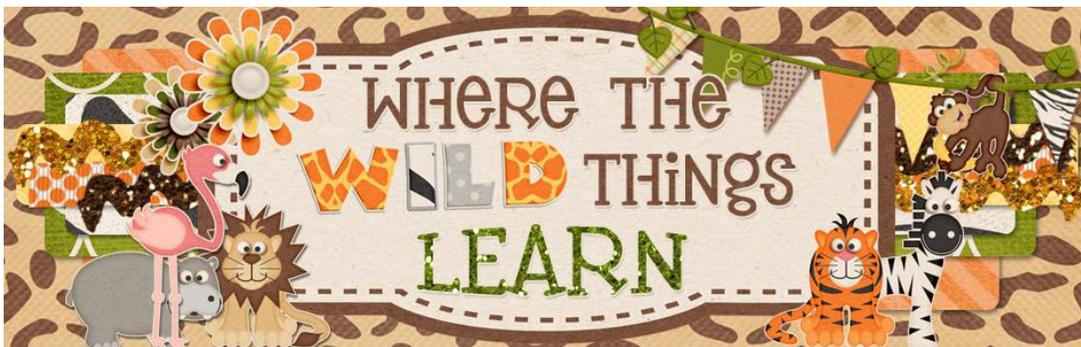
## Welcome to Apple Valley Elementary School

### Home of Courage the Cougar

We are pleased to have you and your child/children as members of the Apple Valley Elementary School Community. The Student / Parent Handbook is available to you online at [www.av.wvsd208.org](http://www.av.wvsd208.org) under the Parents / Community tab. Please take time to read and discuss the handbook with your child/children. We hope this handbook will serve as a handy reference for information about our school. As you can see, this handbook contains a great amount of information including: General Information, Student Services, Health Services, Parent Involvement, Cougar Pride, and the West Valley School District 208 policies. We have attempted to anticipate questions about our school and provide appropriate answers in this booklet. If you need further clarification about any information contained within, please do not hesitate to contact the school.

We invite parents to become involved in a meaningful and positive way at our school. Our PTO is strong and active with a variety of activities for our students and teachers.

We look forward to working closely with you and your children during the upcoming school year. Thank you for taking the time to review the handbook with your child/children. If you have any questions, please contact Mrs. Sutton.





The mission of the West Valley School District is to ensure that all students achieve their highest level of knowledge, skills, and attitudes necessary to be responsible and productive citizens, effective communicators, creative problem solvers, and life-long learners.

<b>Dr. Michael Brophy</b>	Superintendent	972-6005
<b>Dr. Peter Finch</b>	Assistant Superintendent of Teaching and Learning	972-6007
<b>Angela Watts</b>	Assistant Superintendent of Business and Finance	972-6006
<b>Heidi Sutton</b>	Apple Valley Elementary Principal	972-5510
<b>Amie French</b>	Apple Valley Elementary Secretary	972-5510

### **West Valley School District Board of Directors**

**Michael Thorner - President, Area #2**  
**Mike Meyer - Vice President, Area #1**  
**Mike Carey - Director, Area #3**  
**Jeffrey Smith - Director, Area #4**  
**Dave Jaeger - Director, Area #5**  
**Korie Wyckoff - Student Representative**  
**Chloe Williams - Student Representative**



## **Apple Valley Parent Teacher Organization - PTO**

**Kira Palmer, President**  
**Meghan Alderson, Vice President**  
**Kathy Naught, Treasurer**  
**Jamie Matthews, Secretary**

**LIKE the Apple Valley PTO on Facebook: [Apple Valley Elementary PTO](#)**



The Parent Teacher Organization at Apple Valley Elementary is excited to welcome you back to school! The Apple Valley PTO is a very supportive group of people whose desire and vision is to enrich the students, school and faculty at Apple Valley. We have many wonderful activities planned for this year such as: cookie dough sales, Pizza Wednesday, Popcorn Friday, Family Bingo, the James Jog-A-Thon and much, much more! The Apple Valley PTO looks forward to working side by side with parents and teachers to reach our goals and to continue the long history of Apple Valley Elementary being an exceptional school. As always, you may participate in as much or as little as you would like. We appreciate all your support. Playground equipment, assemblies, books, and other special gifts are examples of purchases made possible by our PTO. We would be delighted to have YOU join the PTO and contribute in our efforts to making our school the best it can be.



# APPLE VALLEY ELEMENTARY STAFF



<b>Kindergarten</b>	Mrs. Crawford	crawfordd@wvsd208.org
	Mrs. Johnson	johnsonkelly@wvsd208.org
	Mrs. Lambert	lambertj@wvsd208.org
<b>Grade 1</b>	Mrs. King	kingc@wvsd208.org
	Ms. Abeyta	abeytam@wvsd208.org
	Mrs. Allen	allens@wvsd208.org
	Mrs. Jetton	jettons@wvsd208.org
<b>Grade 2</b>	Mrs. Scott	scottb@wvsd208.org
	Mrs. Biglow	biglowr@wvsd208.org
	Mrs. Edwards	edwardsj@wvsd208.org
<b>Grade 3</b>	Mrs. McDonald	mcdonaldp@wvsd208.org
	Mrs. Fannin	fanninc@wvsd208.org
	Mrs. Panattoni	panattonia@wvsd208.org
<b>Grade 4</b>	Mrs. VanDeBrake	vandebrake@wvsd208.org
	Mrs. Barber	barberl@wvsd208.org
	Ms. Masengale	masengalek@wvsd208.org
<b>P.E.</b>	Mrs. McDonald	mcdonaldmadeline@wvsd208.org
	Mr. Hancock	hancockw@wvsd208.org
	Mrs. Grothe	grothec@wvsd208.org
<b>Music</b>	Mrs. Williams	williamsk@wvsd208.org
<b>Instructional Coach</b>	Mrs. Alderson	aldersonm@wvsd208.org
<b>Psychologist</b>	Mrs. Rouleau	rouleauj@wvsd208.org
<b>Resource</b>	Mrs. Walker	walkera@wvsd208.org
<b>Developmental Learning Center</b>	Mrs. Kegley	kegleyk@wvsd208.org
<b>Speech</b>	Mrs. Mendez	mendezk@wvsd208.org
<b>Speech Paraeducator</b>	Mrs. Hefflinger	hefflingerd@wvsd208.org
<b>Library Paraeducator Paraeducators</b>	Ms. Abeyta	abeytac@wvsd208.org
	Ms. Goldsmith	goldsmithh@wvsd208.org
	Mrs. Greene	greenej@wvsd208.org
	Mrs. Mears	mearsl@wvsd208.org
	Mrs. Smith	smithk@wvsd208.org
	Ms. Wells	wellsj@wvsd208.org
	Mrs. Wise	wiseb@wvsd208.org
<b>Head Custodian</b>	Ms. Deardeuff	AVcustodian@wvsd208.org
<b>Custodian (PM)</b>	Mr. Thoboism	thoboism@wvsd208.org
<b>Kitchen Cook</b>	Mrs. Benoit	AVkitchen@wvsd208.org
<b>Nurse (Tuesday - Thursday)</b>	Mrs. Kaplan	kaplanl@wvsd208.org
<b>Nurse (Mondays and Fridays)</b>	Mrs. Hagarty	hagartyj@wvsd208.org
<b>Office Paraeducator</b>	Mrs. Call	calla@wvsd208.org
<b>Secretary</b>	Ms. French	frencha@wvsd208.org
<b>Principal</b>	Mrs. Sutton	suttonh@wvsd208.org

# West Valley School District #208

## Instructional Calendar

### 2017-2018

#### July

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

#### August

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
<28>	29	30	31	

#### September

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

#### October

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30*	31*			

#### November

M	T	W	TH	F
		1*	2*	3*
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

#### December

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22

July 10 - Aug. 3 Jump Start  
 Aug. 15-17 Summer Institute  
 Aug. 21 New Staff Orientation  
 Aug 28 Teacher Contracted Day

#### 1st Semester Dates (86 Days)

Aug. 29 First Day of School  
 Sept. 4 Labor Day - No School  
 \*Oct. 30 - Nov. 3 K-8 Parent Conferences  
     Early Release Graders K-4 (12:10 pm)  
     Early Release Grades 5-8 (11:00 am)  
 Nov. 10 Veteran's Day (observed) - No School  
 Nov. 22-24 Thanksgiving - No School  
 Dec. 18-Jan. 1 Winter Break-No School  
 Jan. 2 Classes Resume  
 Jan. 15 MLK Jr. Day - No School  
 Jan. 19 No School - Snow Makeup Day (if needed)  
 Jan. 22 No School - Available Building Optional Day

#### 2nd Semester Dates (94 Days)

Feb. 16 No School - Snow Makeup Day (if needed)  
 Feb. 19 President's Day - No school  
 \*March 26 - 30 K-4 Parent Conferences  
     Early Release Grades K-4 (12:10 pm)  
 \*March 27 - 30 Grades 5-8 Parent Conferences  
     Early Release Grades 5-8 (11:00)  
 April 2-6 No School - Spring Break  
 May 28 Memorial Day - No School  
 June 8 High School Graduation  
 June 13 Last Day of School  
     Early Release Grades 5-12 (10:00 am)  
     Early Release Grades K-4 (11:10 am)  
 June 19-21 Summer Institute

Jump Start - K-7 Summer School
School Begins/Ends
No School - Semester Break Day
<> No School - Required Work Day for Certificated Staff
Summer Institute (Certificated)
*Fall Conference - Early Release K-8
*Spring Conference - Early Release K-6

#### January

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

#### February

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

#### March

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26*	27*	28*	29*	30*

#### April

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

#### May

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

#### June

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22

# DAILY SCHEDULE

8:55am - 3:30pm

8:30am	Breakfast in gym
* 8:40am	First Bell - Students should not arrive before this time.
* 8:45am	Students may enter the classrooms.
* 8:55am	Tardy Bell
* 10:30 - 10:45am	First Recess
11:45am - 12:15pm	Lunch
* 12:15 - 12:45pm	Lunch Recess
* 2:15 - 2:30pm	Last Recess
* 3:30pm	School Dismissed

\* Bell Schedule



# COUGAR PRIDE

Polite  
Responsible  
Independent  
Determined  
Effort

## PRIDE

At Apple Valley our goal is to work with our students as they learn and grow into responsible positive role models in our school and society. Through our positive interventions and discipline procedures, students will demonstrate respect towards themselves and others. Our commitment is to establish and maintain appropriate student behavior while assisting in developing self-discipline. The teachers at Apple Valley do an excellent job of managing student behavior within their classroom. School and classroom expectations are taught for our playground, our courtyard, the library, and in the kitchen area for lunch. Students earn Cougar Pride tickets when showing traits of our PRIDE and positive behaviors. Tickets can be earned on the bus and any location in our building. We want to recognize students who are making positive decisions and promote good behavior. These tickets are then included in a drawing for a collection of fabulous prizes.

**“You Can’t Hide That Cougar Pride!”**

# GENERAL INFORMATION

## ARRIVAL AND DEPARTURE

Children should arrive at school no earlier than 8:40am, unless they are having breakfast which starts at 8:30am in the school gym. Upon arrival, students will wait in the courtyard with 4<sup>th</sup> grade patrol students until the first bell at 8:40. Students can then walk through the K-1 playground to their respective areas and place backpacks at their teacher's back doors. Kindergarten classes and Mrs. Jetton and Ms. Abeyta's classes will place their backpacks at the designated cones on the K-1 playground. At the 8:55am bell students line up at the cones or their outside doors to enter the classrooms.

During school hours, students may not leave the school boundaries for any reason without a note signed by a parent, teacher, or principal. On the rare occasions when students must leave during the school day, they are required to check out and back in at the office. When parents need to pick up a student during the school day, **they must report to the office** (not the child's classroom) and sign the child out. The student's teacher will then be called and the child will be released to meet his/her parent in the office. Students will not be called out of class until a parent / guardian / emergency contact has arrived to check them out.

**Your cooperation will help ensure the safety of your child.**

## ARRIVAL BY BUS

Students who normally ride the bus are expected to return home by bus unless the parents have made other arrangements through the office. To get off at another stop, the child must give the bus driver a parent note that has been signed by the office.

Students who don't normally ride the bus, but wish to go to a friend's house, must bring a parent note to this effect to the office. If you are planning a party, club meeting, or other event for a group of children, please arrange transportation as our buses are very crowded and cannot accommodate extra groups of riders.

**Students will not be allowed to call parents from school to seek permission to go to a friend's house. These plans must be made *before* the child arrives at school in the morning.**

## Kindergarten Bus Riders

**All kindergarten students must be met at the bus stop in the afternoon.** If parents want their child to walk from the bus stop home with an older Apple Valley sibling or have a non-Apple Valley older sibling meet the bus, parents must contact the Transportation Department to make these arrangements.



## School Bus Conduct, Expectations and Rules

Students who ride the school bus are expected to comply with all school rules while waiting for the bus in the morning. Furthermore, in order to maintain safety, the West Valley School District has developed the following rules and expectations for students:

- Respect yourself and others.
- Follow the directions of the driver/substitute driver.
- Remain seated while the bus is in motion.
- Keep hands and feet to yourself.
- Use inside or classroom voice.

- Use appropriate language.
- No eating or drinking (except water).
- No electronic devices.
- Wait at the bus stop 10 feet from roadway. Do not approach the bus until the driver opens the door.
- Wait for the driver's signal before crossing the road. Only cross in front of the bus.
- Do not get the mail until the bus has pulled completely away from the stop.
- Students are expected to go directly home from the bus stop.

## **West Valley School District School Bus Discipline Procedures**

### **School Bus Discipline Policy**

Appropriate student behavior on the bus is critical in maintaining a safe environment for all students riding the bus. West Valley School District has developed a progressive disciplinary policy for transporting students on our buses. Discipline tickets are issued for minor and major infractions.

### **Minor Ticket Definition**

This is an example of possible infractions that would warrant a minor ticket.

- Moving seats while bus is in motion.
- Yelling, pushing or shoving, throwing paper or littering on the bus, etc.

**Minor Ticket #1:** Parent may expect to receive a letter in the mail informing you that your child has received a bus ticket and the reason for the ticket.

**Minor Ticket #2:** Parent will receive a call from the Transportation Center and a letter in the mail informing you that your child has received a bus ticket and the reason for the ticket.

**Minor Ticket #3:** Parent will receive a letter in the mail (same as first minor ticket). All subsequent minor tickets shall be treated as a major infraction.

### **Major Ticket Definition**

This is an example of possible infractions that would warrant a major ticket.

- Assault/Fighting
- Explosives/Weapons
- Extortion (coercing money or property)
- Failure to identify oneself
- Profanity or profane gestures
- Possession / Distribution of tobacco products, drugs, drug paraphernalia or alcohol
- Harassment / Intimidation / Bullying
- Refusal to comply with a reasonable driver request
- Theft of school or personal property
- Knowingly departing the bus at other than assigned stop
- Intimate displays of affection
- Spraying perfume / cologne on the bus, etc.
- Refusal to look at the driver and wait for the signal to cross the roadway

A first referral for any behavior deemed to “Endanger the driver and/or other students on the bus (dangerous conduct)” will result in suspension from the bus and/or school for the remainder of the semester (minimum 20 days) or school year.

**Major Ticket #1:** Minimum of three (3) days suspension of bus riding privileges. Parent will receive a call from building administrator.

**Major Ticket #2:** Secondary ten (10) day suspension; elementary four to ten (4-10) day suspension of bus riding privileges. Parent will receive a call from building administrator.

**Major Ticket #3:** Bus riding privileges suspended for twenty (20) days. Parent will receive a call from building administrator.

**Major Ticket #4:** Bus privileges suspended for remainder of the school year. Parent will receive a call from building administrator.

Appeal Process: Parent wishing to appeal disciplinary actions should refer to West Valley School District policy appeal process 3241.

#### Procedure for handling major bus tickets:

1. Driver talks to the student about the infraction and writes the ticket, marking the appropriate major offense. Driver is to make sure of the facts first hand (not hear say) and discuss rules / expectations with the student. The ticket should be written upon return to the bus garage to ensure accuracy, legibility and get Supervisor’s initials on the ticket.
2. FOR AM INCIDENTS: Tell the student he / she will be receiving a ticket. Driver will return to the bus garage, and write the ticket. Make a copy of the ticket and leave it with the secretary for e-mailing to the appropriate principal. Retain the gold copy and give remaining copies to the principal of the school as soon as possible (same day).

FOR PM INCIDENTS: Tell the student that he / she will be receiving a ticket and that it will be given the next AM. In the morning, leave a photocopy of the ticket on the secretary’s desk for e-mail notification to principal, then take ticket (keep gold copy) and student into the office of the principal after AM run.

In all cases, give major bus tickets (keep gold copy) to principal / vice-principal in person with a short explanation. Parents do not receive a copy of major tickets prior to principal receipt.

#### Communication

Communication to the building administrator regarding tickets is very important. After a ticket is written, a copy should be left in the Transportation Office, and the secretary will e-mail the building principals to give notification of the ticket.

#### Appeal Process

Parents wishing to appeal disciplinary actions should refer to West Valley School District Student Discipline Policy Appeal Process 3241.

Due to the number of students with allergies riding our buses, WVSD has the following procedures in place regarding eating/drinking and use of perfumes/after shave/scented hand lotions or other air borne contaminants. Several students enrolled in our district have food allergies and/or asthma that cause them to have a severe reaction when exposed to allergens.

### **Eating/Drinking Procedure for W.V.S.D. Buses**

- Students will not be allowed to eat or drink except for water on the bus when riding on their daily bus routes to/from school.
- Students that are riding on a bus for a field trip or sporting events may be allowed to eat with the teacher or coaches', permission. Eating/drinking will be allowed only if there are teachers/chaperones/coaches present on the bus to monitor students for choking or adverse allergic reactions.

### **Air Borne Contaminants - Perfumes/After Shave/Scented Hand Lotion etc.**

- Students will not be allowed to use perfume, cologne, after shave, heavily scented hand lotions, etc. on the buses.
- Students may bring non-aerosol products in their backpacks and apply it once they are off the bus.

In accordance with WAC 392-145-021(3); the following operating procedures are required to assure maximum passenger safety:

**Heavy, sharp, bulky and/or other articles which may be hazardous in the event of an accident or an emergency stop shall not be transported unsecured in the passenger area of any school bus. Specific attention is directed to items such as skis, ski poles, vaulting poles, large musical instruments, riser platforms, etc. In no case will items be secured in such a manner as to impede access to any exit. Items which shall not be transported within the passenger area of a school bus include all forms of animal life (except service animals), firearms, weapons, breakable containers, flammables, and all other articles which could adversely affect the safety of the school bus and passengers. Teachers and all other school district staff members shall be annually notified that students shall not be requested to transport prohibited items between home and school on a school bus.**

\*\* Students that come to the bus with balloon bouquets and/or glass containers will be sent back to the office to call a parent for a ride home. \*\*

### **ARRIVAL BY WALKING**

Students who choose to walk to school must use appropriate safety measures. Children walking to school should try to walk in a group with others. Parents need to instruct children on the safest route, appropriate behavior, and what to do in an emergency. Students should use sidewalks and crosswalks. To assist in their safety, Apple Valley Elementary and the West Valley School District have established a School Safety Patrol. Please remind students to cross where safety patrols are stationed and to follow their directions.

### **ARRIVAL BY PRIVATE VEHICLE**

Over the years, the number of parents who choose to drive their children to school has increased dramatically. Unfortunately, our school parking lot is not large enough to accommodate this high number of vehicles. Please help us keep all children safe by abiding by these rules.

## Apple Valley Pick-Up/Drop-Off Lane

1. Drive slowly, no more than 5 miles per hour when using the pick-up/drop-off lane or parking lot.
2. During the hours of 8:30 - 9:00 a.m. and from 3:15 - 4:00 p.m. the circular drive in front of the school may be used only for the purpose of picking up and dropping off children. There is no parking in the pick-up lane.
3. In the morning, use the right-hand lane to drop off students off at the curb. **Drivers must stay in their vehicles.**
4. At the end of the day, your child must wait at the front of the gym until it is their turn to be loaded into your car in the pick up line.
5. At the end of the day we have an Apple Valley staff person who will direct you to pull forward and exit the lot after your child has been secured in the car. This is the only designated spot students may get into your car. Student may not get into cars from the sidewalk from any other spot unless the car line has ended and all remaining students are waiting at the main sidewalk. Pull forward as cars exit which allows more cars to safely enter the pick-up lane.
6. You must park your car in a designated spot and use the patrol manned crosswalk to come into the courtyard to pick up your child. No student may be allowed in the parking lot unless they are taken by the hand by the parent.
7. Never block the school buses or bus lanes. Do not load or unload beside the bus.

## Parking Lot

1. Parents who have school business during the day should park their vehicles in a **designated parking spot. Do not park in the pick-up/drop-off lane.**
2. **Handicapped parking spaces are reserved** for those authorized to use them. These spaces may not be used for picking up or dropping off children. If using the handicap designated spaces, please display the state-issued handicap parking permit.
3. **Please be watchful for patrol students** as they direct and monitor the crosswalk for safety. Always be on the look out for students. Never stop your car in the crosswalk!

## Arrival By Bike

1. Bicycles must be walked and parked upon arriving on school grounds and remain parked until school is dismissed.
2. It is the parent's responsibility to decide if the child is mature and responsible enough to ride a bike safely to school.
3. The school assumes no responsibility for bikes at school.
4. Riders must obey traffic rules that apply to vehicles.  
**Skateboards are not allowed on campus.**

## School Patrol

The purpose of the school patrol is to assist members of the student body at designated crossings. These crossings have been determined to be the safe walking routes. The safety patrol strives to provide a model to foster the development and use of good safety habits by the entire student body at Apple Valley. Your child must cooperate with the School Patrol. Their job is to help keep your child safe.

**Patrols will be located at the crosswalks from 8:30-8:50 and then from 3:30 until the buses depart.**

## ATTENDANCE - WVSD Board Policy 3121, 3122

The West Valley School District has six elementary schools, each of which serves specific residential areas. To attend Apple Valley, students must reside within the Apple Valley boundaries or be granted a transfer from another West Valley elementary school. At the present time West Valley elementary schools are accepting out of district students, as space is available.



**If your child will be absent, please inform Mrs. Call (972-5510) before 9:00am. In order to excuse your child's absence, you must call the office or send a signed, dated note explaining the reason for absence within two (2) days of your child's return to school. When checking out early for appointments, lunch, etc., parents must sign their children out and back in at the office. Please also send a signed, dated note for these special circumstances.**

### Excused and Unexcused Absences

Students are expected to attend and be on time to school each day. Teachers are responsible to submit absence and tardiness records to their building office, where such absence and tardiness records are transcribed into the student's record. In grades K-4, an absence for more than an hour a day shall be counted as a half-day absence. When a student's tardiness becomes frequent or disruptive, the student shall be referred to the principal or counselor for counseling, parent conferencing, and/or disciplinary action. All sanctions imposed for failure to comply with the attendance policies and procedures shall be implemented in conformance with state and district regulations regarding corrective action or punishment.

### Unexcused Absences

Failure to submit any type of excuse statement signed by the parent guardian within two days of being absent will constitute an unexcused absence. This type of absence is also defined as truancy. The school will contact the home to correct the problem. After two unexcused absences in one month, a parent-student-principal conference will be held. Washington attendance laws mandate that the school notifies the juvenile courts after a child accumulates seven (7) unexcused absences in one month or ten (10) absences in one year. Your assistance in helping us comply with the law is appreciated.

### Excused Absences

The following are valid excuses for absences and tardiness. Assignments and/or activities not completed because of an excused absence or tardiness may be made up in a manner provided by the teacher:

- A. Participation in school-approved activity: To be excused, a staff member must authorize this absence, and the affected teacher must be notified prior to the absence unless it is clearly impossible to do so.
- B. Absence due to illness, health condition, family emergency or religious purposes: When possible, the parent is expected to notify the school office on the morning of the absence and send a signed note of explanation with the student on his/her return to school. A parent may request that a student be excused from attending school in observance of a religious holiday. In addition, a student, upon the request of his/her parent, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property.
- C. Absence resulting from disciplinary actions or short-term suspension. As required by law, students who are removed from a class or classes as a disciplinary measure, or students who have been placed on short-term suspension, shall have the right to make up assignments or exams missed during the time they were denied entry to the classroom.
- D. Pre-approved Absences: This category of absence shall be counted as excused for purposes pre-approved by the principal and the parent. An absence may not be approved if it causes a serious adverse effect on the student's educational progress.

### **Tardies**

It is very important for children to arrive at school on time. Late entries are disruptive to the classroom and cause the late student undue stress. Please make every effort to get your child to school by **8:55am**. When children are late, their parents **must** check them in at the office. According to State guidelines, students arriving between 8:55am and 9:05am will be considered tardy. Students who arrive after 9:05am will be considered absent for the first period of school. Tardies will be excused or unexcused according to the same standards as absences. When a student's tardiness becomes frequent or disruptive, the student shall be referred to the principal or counselor for counseling, parent conferencing, and/or disciplinary action in accordance with state and district regulations.

### **Early Dismissal - WVSD Board Policy 3124**

Students with excellent attendance tend to be excellent learners. For this reason, *please do your best to schedule medical appointments during non-school hours*. If you find it necessary to pick up your child early, you must check in at the office first and sign out your child. Students who are checked out more than ten minutes before the end of the school day, will be considered absent for the last period of school. Students checked out within the last ten minutes of the school day will be marked as an Early Dismissal. Please send a written excuse to the teacher that morning so that she may plan for your child's absence.

### **Accident/Illness at School - WVSD Board Policy 3418**

The Board recognizes that schools are responsible for providing first aid or emergency treatment in case of sudden illness or injury to a student, but that further medical attention is the responsibility of the parent or guardian. When a student is injured it is the responsibility of staff to see that immediate care and attention is given the injured party until relieved by a superior, a nurse or a doctor. Word of the accident should be sent to the principal's office and to the nurse. The principal or designated staff should immediately contact the parent in order to arrange for care or treatment of the injured student.

In the event that the parent or emergency contact cannot be reached and in the judgment of the principal or person in charge immediate medical attention is required, the injured student may be taken directly to the hospital and treated by the physician on call. However, an injured or ill student should only be moved if a first aid provider has determined that it is safe to do so, or that it is safe to transport the student in a private vehicle. Students with head or neck injuries should only be moved or transported by emergency medical technicians. When the parent is located, he/she may then choose to continue the treatment or make other arrangements.

The district is not qualified under law to comply with directives to physicians limiting medical treatment and will not accept such directives.

The Superintendent shall establish procedures to be followed in any accident, and for providing first aid or emergency treatment to a student who is ill or injured.

If a student is injured at Apple Valley, he/she will be administered first aid when necessary by the health aide, office personnel or the principal. Apple Valley has a health room where a sick child can wait for a short time until a parent arrives to take them home. The parents will be contacted in serious cases. If the parent is unable to be reached, the alternate numbers, which have been provided by the parent, will be called to find someone to pick up the child. Please assist us by leaving up-to-date emergency and work numbers. If necessary, paramedics from the Yakima Fire Department will be called.

### **Family Educational Rights and Privacy Act of 1974 (FERPA) Disclosure - WVSD Board Policy 3231**

In accordance with the Family Educational Rights and Privacy Act of 1974, parents/guardians have the right to inspect and review all official records pertaining to your child(ren) which are maintained by the West Valley School District.

In the event of a student transfer to another educational institution, educational records will be sent upon request by the receiving institution. Also, subpoena requests will be honored after you have been notified. Student records will not otherwise be released by the West Valley School District without expressed written consent.

The West Valley School District makes available as “directory” information the following: student names/information as published in activity and athletic programs and brochures (information may include height, weight, age, photograph, class and program experience); student names/information and activities as published in the school yearbook, newsletters, and webpage; and student names/information as published in honor rolls and commencement programs (which may include grade point information). Parent permission is not required for release of “directory information.” However, if you do not want the school to release such information without your consent, please notify the school office in writing.

**WVSD #208 Anti-Discrimination Clause - WVSD Board Policy 3210**

The West Valley School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Randy Souers, (509) 972-6016, West Valley School District, 8902 Zier Road, Yakima, WA 98908

**Fines and Fees - WVSD Board Policy 3520**

Students must demonstrate care and respect for both personal and school property. Fees and fines will be charged to replace or repair library books, textbooks, musical instruments, electronic devices, and unpaid child nutrition balances or any other lost or damaged items. Grades, i.e. report cards, will be held until payment is received.

**Visitor Check-In**

**We require all visitors and volunteers check in with the office.** At that time, you will be given a visitor’s badge. When picking up a child for appointments, etc., stop at the office and identify yourself and sign the clipboard provided for this purpose. Students are not allowed to leave school grounds without prior arrangement through the office. We will call the student from the classroom to meet you in the office. No child will be released to a person other than the parent unless the person’s name appears on the child’s emergency contacts on the Student Enrollment Form, which is on file in the school office.

**Visiting relatives and friends of students are not allowed to attend classes.** You are welcome to join us for lunch. Please call the office at 972-5500 before 9:30 to order a lunch.

Policies for Apple Valley and WVSD are outlined below; however the principal and staff will use their best judgment when dealing with inappropriate behavior.

### **DISCIPLINE PROCEDURES**

All discipline (classroom, playground, and bus) will be dealt with in a fair, firm, and consistent manner while considering the student, circumstances, and situations. Continuation of poor choices will result in progressive discipline.

The following procedures **may** include:

1. Student and teacher discuss the problem
2. Classroom discipline and parent/guardian contact.
3. Intervention by Mrs. Sutton which may include student/teacher/principal conference prior to student returning to class, loss of recess, or other intervention/consequence.
4. Parent/guardian conference
5. Counselor intervention and support
6. Suspension (short term: ISS or out-of-school suspension)
7. Behavior contract signed by student, parent, teacher and principal
8. Long-term suspension
9. Recommendation for expulsion

### **UNACCEPTABLE BEHAVIOR: SEVERE VIOLATIONS**

These behaviors are **examples** that will result in a **direct referral to the office**:

- Fighting
- Threatening/Physical or Verbal Aggression
- Harassment/Intimidation/Bullying(see policy for definition)
- Arson
- Gang related Behaviors
- Indecent Photos/Language/Exposure
- Trespassing
- Possession or use of weapons or firearms (see policy)
- Possession or use of nuisance items-Nuisance: anything that causes injury, harm or annoyance
- False alarm or bomb threats/Prank 911 Calls
- Theft/Vandalism over \$20
- Possession of unauthorized medication/drugs
- Use of harmful/dangerous materials with malicious intent

***The proper authorities will be called in cases of arson, possession of alcohol or other drugs, weapons, assault or any other behavior which is considered a danger to you or others and at the discretion of the administrator. Consequences may result in a long term suspension or expulsion from school.***

### **Suspension/Expulsion:**

1. Short-term (as defined by district policy and state law). Upon proper justification, a short-term suspension may be imposed by the principal or her designee. The parent/guardian will be notified in writing of the length of suspension, reason(s), and due process procedures (copy to district hearing officer). The parent/guardian will be notified by phone prior to the student being sent home.
2. Emergency Expulsion: The principal or designee may expel a student from school for an emergency as per WAC 180-40 and West Valley School District No. 208 Rules and Regulations. The length of expulsion is determined by the nature of the emergency and whether the emergency still exists.

3. Reinstatement to school after a short-term suspension may require a conference with principal or designee, student, and parent/guardian; reinstatement to school after a long-term suspension and emergency expulsion will require a conference with principal or designee, student, and parent/guardian(s).
4. Expulsion: Permanent exclusion from school requires superintendent action for expulsion and for reinstatement from expulsion.

### **Anti-Bullying, Intimidation, and Harassment - WVSD Board Policy 3207**

Our school is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation, or bullying. This includes bullying, teasing, name calling, verbal and any forms of sexual harassment. RCW 28A.300.285 (2) "Harassment, intimidation, or bullying" means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW [9A.36.080](#) or other distinguishing characteristics, when the intentional written, verbal, or physical act: (a) Physically harms a student or damages the student's property; or (b) Has the effect of substantially interfering with a student's education; or (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. Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying.

To report an incident of harassment, intimidation, or bullying, contact a staff member or the school principal. Engaging in harassment will result in appropriate discipline or other appropriate sanctions against offending students. It is important for all students to learn how to deal with conflict in a safe and healthy manner, without resorting to intimidation or violence.

### **Disruptive Items**

Electronic games, toys, roller skates, skateboards, playing or trading cards, etc. are not allowed at school as they are a disruption to the learning environment.

**Cell phones** must be in a student's backpack and turned off during the school day. Usage of a cell phone during school hours will result in the phone being confiscated and turned into the office for a parent to collect.

<b>West Valley Schools are not responsible for lost or stolen items brought to school.</b>
--

### **Playground Rules**

Our playground is a place for play and activities. Students will be expected to show respect to others and our equipment on the playground at all times.

The following are guidelines for creating a safe environment.

1. Students will keep hands, feet and objects to themselves and play on the playground safely and fairly.
2. Students will show respect for others and follow instructions given by adults. Any kind of profanity is prohibited. Students will cooperate with the playground teacher by seeking help as needed.
3. Students will stay outside in the morning before school, recess, and noontime, unless they have a "pass", or are under direct supervision of an adult. The courtyard and parking lot are off limits at recess.
4. Students will show pride in their school by keeping the building and grounds free of litter.
5. Students will use equipment as it is intended. Students will take turns on equipment.
6. Food and gum are not allowed on the playground.
7. Students will settle differences peacefully and respectfully.
8. Students will respect and follow the directions of our school patrol.
9. All equipment used at recesses is to be shared. There are no closed games. These rules apply to personal equipment brought to school and used at school recess.

### Change of Address

Please **notify the office** as soon as possible if there is a change of address, phone number, or emergency contact person. Notify the school office a week in advance if you plan to move.

### Checking Out of School Early - WVSD Board Policy 3124

Early dismissals are sometimes unavoidable. If you need to pick up your child earlier than the regular dismissal times, we request a written excuse be sent to the teacher that morning. In this way, the teacher can plan for the child's absence. Parents finding it necessary to pick up their child early must check in with the office first and sign out their child. *Please do your best to schedule medical appointments during non-school hours.* Students with excellent attendance tend to be excellent learners.

### Child Abuse Reporting - WVSD Board Policy 3421

State law requires that staff members report matters of child abuse and neglect. Those who in good faith report suspected child abuse or neglect shall be immune from criminal and civil liability. It is a misdemeanor for a staff member to knowingly fail to report child abuse and/or neglect.

### Conferences

Parent/Student/Teacher Conferences will be scheduled in late October / early November and again in late March. At these conferences, participants are encouraged to share any joys or concerns they might have regarding the student's school experience. A parent may also schedule a conference with a teacher and/or the principal at any time during the school year to discuss a particular concern.

### West Valley Child Care

Before and after school daycare is available through the Apple Valley Child Care (West Valley Child Care) Program. Prior registration is required. Please contact them directly during operating hours at (509)930-7876.

### Emergency School Closure Information

When weather conditions are extreme, please visit the [www.wvsd208.org](http://www.wvsd208.org) website for information. You may also sign up to receive a Flash Alert announcement in your email to announce any closures or delays. Please also check our **AV Cougars Facebook** page for updates. You may also listen to one of the local radio or TV stations radio stations to find out if schools are operating. When school is delayed 1-hour, students may arrive on school grounds at 9:40. If there is a 2-hour delay, they may arrive on school grounds at 10:40.

### Acceptable Use Policy - WVSD Board Policy 2022

Access to the Internet and other district network resources provides great educational opportunity for students. However, this opportunity must be balanced with responsibility and awareness on the part of the student. Student behavior on the Internet should be to the same high standards expected for any other school activity. The content of work on the district's network is open to examination by network administrators. Although one might feel "anonymous" on the Internet, one's activities can be monitored and tracked by others. In order to access the Internet, a student must have a signed **Internet Use Parent Permission Form (2022F)** on file. Students who abuse their Internet privileges may lose such privileges.

### Lunches / Breakfast

The West Valley Child Nutrition program provides Apple Valley with a hot lunch program. All students will be provided information to establish their qualification in the federal free or reduced price lunch program. Our lunch program is computerized by student ID numbers. Please call the school office at 972-5510 if you do not know your child's student ID number.

Following are the payment methods for school breakfast and lunch:

- Pay Online: Make online payments using a credit, debit, or e-check at [www.myschoolbucks.com](http://www.myschoolbucks.com). Parents can schedule auto-payments, view account balances, and meal purchases.
- Pay in the mail: Send a check to WVCN; 7507 Zier Road, Yakima, WA 98908. Please include your student's name and student ID number.
- Pay in person: Stop by the Child Nutrition office between 7:00am and 2:00pm Monday through Friday to pay with cash or check. Please bring the exact amount you want to place on the account because Child Nutrition will not be able to give change. Note: Cash or check is not accepted on the lunch line to speed up the serving lines to ensure students have time to eat.

**Cash cannot be accepted at the school office or by your child's teacher.**

Adults are welcome to have lunch with their children at school. If you'd like to join your child for lunch and wish to order an adult school lunch, please call the school office at 972-5510 before 9:00am. Always remember to check in at the office when you arrive.

#### 2017-18 Breakfast and Lunch Prices

	Breakfast	Lunch
Elementary Student	\$1.50	\$2.50
Adult	\$2.75	\$3.75
Milk	\$0.50	\$0.50

Students who do not have money for lunch will be provided items from the menu, excluding the entrée. Please look for slips from the kitchen indicating an account is low. The My School Bucks account can also be set to send you a reminder email when your student's account gets down to an amount that you predetermine. Thanks for your help in encouraging responsibility at school.

**We also serve breakfast in the gym every morning starting at 8:30.**

#### Communication between Home and School

Please check your child's backpack daily for schoolwork and information sent home. Notices and newsletters will be sent home frequently to keep you informed of schedule changes, field trips, school picture schedules and fees, holidays, early dismissal days, and other miscellaneous items. We also utilize email to send many messages home. **Please check the website for each month's lunch menu.**

#### Dress and Appearance - Students, Staff, and Parents

All dress requirements are based on health, safety, good taste, and decency. Please provide your children with clean, neat, weather-appropriate attire.

- Shirts with thin straps (spaghetti or shoestring) are discouraged.
- Underwear (including sports bras) and midriffs must be covered.
- Excessively scooped armholes or neck openings are not allowed.
- Skintight or see-through mesh tops/shorts/skirts may not be worn at school.
- Shorts and skirts should be of longer length.
- Clothing should be tasteful, without offensive designs or writing, and free of alcohol/tobacco advertising.
- Hats and scarves are considered outside apparel and may not be worn in the building.
- Clothing that causes an undue disruption to the educational process is not allowed.

**Students dressed inappropriately may be required to change.**

Children will have outdoor recess except in extreme weather conditions. Shorts should be worn only in warm weather. We count on parents to supervise what children wear to school.

**Please mark your child's name on these items:** Coats, hats, backpacks, etc. should be clearly marked with your child's name. Check **Lost and Found** for missing items.

### **Field Trips**

The Board recognizes that field trips when used as a device for teaching and learning integral to the curriculum are an educationally sound and important ingredient in the instructional program of the schools. Such trips can supplement and enrich classroom procedures by providing learning experiences in an environment beyond the classroom.

Field trips that take students out of the state or are planned to keep students out of the district overnight must be approved in advance by the Board. Outdoor education resident school plans shall be presented to the Board for annual approval. The Superintendent has the authority to approve all other field trips.

The Superintendent shall develop procedures for the operation of a field trip or an outdoor education activity that shall insure the safety of the student shall be protected and that parent permission is obtained before the student leaves the school. Each field trip must be integrated with the curriculum and coordinated with classroom activities that enhance its usefulness.

No staff member may solicit students for any privately arranged field trip or excursion without Board permission.

### **Pet Policy**

We ask that for safety and health reasons student do not bring live pets to school. Photos are a great way of sharing special animals with classmates.

### **Homework Policy - WVSD Board Policy 2422**

The Board believes that homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement but also develop self-discipline and associated good working habits. As an extension of the classroom, homework must be planned and organized; must be viewed as purposeful to the students; and must be evaluated and returned to students in a timely manner.

Homework may be assigned for one or more of the following purposes:

- A. Practice - to help students to master specific skills which have been presented in class;

- B. Preparation - to help students gain the maximum benefits from future lessons;
- C. Extension - to provide students with opportunities to transfer specific skills or concepts to new situations; and
- D. Creativity - to require students to integrate many skills and concepts in order to produce original responses.

The purpose of homework assignments, the basis for evaluating the work performed and the guidelines and/or rules should be made clear to the student at the time of the assignment.

The school principal shall establish guidelines which clarify the nature and the use of homework assignments to improve school achievement.

### **Progress Reporting**

Apple Valley School issues grades and progress reports on a regular basis as a means of evaluating your performance and to determine changes that might be made to help to improve your performance. These reports must be signed and returned by Parents. **Parents/students will be notified via newsletter of webpage regarding the release date of report cards.**

**PROGRESS REPORTS** will be issued to all students at the mid-point of each trimester. You will receive a grade for each class to use as an indicator as to how your performance has been up that point in time. Parents may also request receiving progress reports on a more regular basis by contacting the Counseling Office at 972-5500.

**REPORT CARDS** will be issued at the end of each trimester during the school year, within two weeks after the end of the trimester. The final report in June will be mailed to your home.

### **Student Records**

Student records containing academic and testing information on each student are kept in the Counseling Office and move with you from elementary school to the Middle School to the Junior High to the High School as you progress through the system. The records are available to school personnel on a need-to-know basis. The records are also available for inspection by students and/or parents/guardians by appointment during regular school hours. It is important that we have an up-to-date address.

### **Personal Safety**

The beginning of the school year is a good time to re-teach personal safety, particularly regarding strangers, how to get help, etc. Teachers teach and re-teach personal safety periodically. This is not to alarm you, but simply to make sure our children have the skills to increase their personal safety.

All classrooms will repeatedly practice fire drills, lock down drills, and other emergency procedures. Students and staff are as prepared for emergencies as they can be. In our efforts to maintain a safe learning environment, we require all visitors (including parents) to check in at the office upon arrival. **Always sign in and pick up a visitor's pass at the office when you visit the school.**

## **The Following are West Valley School District Board Policies**

Further information on the policies can be found on the West Valley School District website under the School Board tab - Board Policies and Procedures.

**DUE PROCESS:** No pupil shall be deprived of educational opportunity by the school district without due process of law. These include rights of appeal.

### **Notification of Due Process to Parents - WVSD Board Policy 3200**

**DUE PROCESS:** No pupil shall be deprived of educational opportunity by the school district without due process of law. These include rights of appeal. It is the goal of the West Valley School District to effectively handle complaints and concerns on the part of students, staff, parents, and patrons. To that end, we believe that these issues are best resolved at the classroom, building, or departmental level. If the problem is not resolved at this level, then a written statement that describes the complaint or concern and a possible solution may be filed with the District Office. If still unresolved after meeting with the Superintendent or his/her designee, the matter may be brought before the Board of Directors.

*It is the goal of the West Valley School District to effectively handle complaints and concerns on the part of students, staff, parents, and patrons. To that end, we believe that these issues are best resolved at the classroom, building, or departmental level. If the problem is not resolved at this level, then a written statement that describes the complaint or concern and a possible solution may be filed with the District Office. If still unresolved after meeting with the Superintendent or his/her designee, the matter may be brought before the Board of Directors. (See Policy 4312P/4312F)*

### **Students Anaphylaxis Prevention - WVSD Board Policy 3420**

The Board of Directors expects school administrators, teachers and support staff to be informed and aware of life threatening allergic reactions (anaphylaxis) and how to deal with the resulting medical emergencies. For students, some common life threatening allergens are peanuts, tree nuts, fish, bee or other insect stings, latex and some medications. Affected students require planned care and support during the school day and during school sponsored activities.

Parents/guardians are responsible for informing the school about their student's potential risk for anaphylaxis and for ensuring the provision of ongoing health information and necessary medical supplies. The district will take reasonable measures to avoid allergens for affected students. The district will also train all staff annually in the awareness of anaphylaxis and prepare them to respond to emergencies. Additionally, student specific training will be provided for appropriate personnel.

Even with the District's best efforts, staff and parents/guardians need to be aware that it is not possible to achieve a completely allergen-free environment. However, the District will take precautions to reduce the risk of a student having an anaphylactic reaction by developing strategies to minimize the presence of allergens in schools.

One strategy will include prohibiting the use of food for classroom celebrations. Use of food in the classroom for curriculum purposes will be allowed only with the prior approval of the principal. The Superintendent shall develop procedures for the management of food allergies which shall include Food Allergy Management and Prevention Plans at each school. Hand held radios shall be required for all supervising personnel at all school day outdoor activities, including but not limited to recess, PE, and field trips when school busses are not provided.

The district will maintain at designated school locations a supply of epinephrine autoinjectors based on the number of students enrolled at the school. Undesignated epinephrine autoinjectors must be obtained with a prescription in the name of the school by a licensed health professional within the scope of their prescribing authority and must be accompanied by a standing order protocol for their administration. In the event a student with a current prescription for an epinephrine autoinjector on file at the school experiences an anaphylactic event, the school nurse or designated trained school personnel may use the school supply of epinephrine autoinjectors to respond if the student's supply is not immediately available.

In the event a student with a current prescription for epinephrine on file with the school or a student with undiagnosed anaphylaxis experiences an anaphylactic event, the school nurse may utilize the school supply of epinephrine to respond under the standing order protocol.

The school's supply of epinephrine autoinjectors does not negate parent/guardian responsibility to ensure that they provide the school with appropriate medication and treatment orders pursuant to RCW 28A.210.320 if their student is identified with a life-threatening allergy.

The superintendent will establish procedures to support this policy and to ensure:

- 1) Rescue protocol in cases of suspected anaphylaxis will follow OSPI's Guidelines for the Care of Students with Anaphylaxis (2009);
- 2) A simple and standardized format for emergency care plans is utilized;
- 3) A protocol is in place to ensure emergency care plans are current and completed;
- 4) Medication orders are clear and unambiguous;
- 5) Training and documentation is a priority; and Page 2 of 2
- 6) Each school's supply of epinephrine autoinjectors, if any, is maintained pursuant to manufacturer's instructions and district medication policy and procedures. The Superintendent will establish additional procedures to support this policy. Cross Reference: Policy 3415 Students with Life-threat

### **Immunizations - WVSD Board Policy 3410, 3413**

State law requires that all students meet state immunization requirements before entering a Washington State Public School. The school must have a written record of the dates of the immunizations before the student may attend. Please contact the school office for details.

### **Medication - WVSD Board Policy 3416**

We understand that children sometimes need to take prescribed or over-the-counter medication during the school day. Our district policy requires a completed medication request form that has been signed by both the parent and a physician, giving complete instructions for administering the medication. Parents (not students) must bring the medication to the office in the original pharmacy container.

Over-the-counter drugs (aspirin, Tylenol, cough medicine, cough drops, etc.) will be treated the same as prescriptions. Again, we must have a signed medication form giving authorization for your child to receive the medication. Students cannot administer medication on their own. Your physician must sign all forms.

### **Parental Notifications of Professional Qualifications**

In accordance with ESEA 1111(h)(2), parent/guardians may request information regarding the professional qualifications of their student's classroom teacher and paraprofessionals. In accordance with RCW 28A.320 and RCW 42.17, parent/guardians may request public records regarding school employee discipline.

### **Pesticide Notification - WVSD Board Policy 6895**

#### **Pesticide Notification, Posting and Record Keeping Requirements**

The District shall comply with all legal requirements for record keeping regarding the application of pesticides to school grounds or school facilities. This includes creation of an annual summary report of pesticide usage and compliance with state department of agriculture rules regarding record keeping. Such records will be available on request by interested persons under the state Public Records Act and other laws.

Procedure 6895 shall be printed and distributed annually in employee handbooks and student handbooks to employees, students and parents at the start of the school year or when an employee begins work or a student enrolls.

At least 48 hours before the application of a pesticide to school facilities or school grounds, the District shall notify parents and staff of the planned application in writing, including the heading, "Notice: Pesticide Application." This notice shall be posted in a prominent place in the building office in addition to being provided to parents and staff. This pre-notification is not required if the school grounds or facilities will not be occupied by students for two days following the application of the pesticide. If the application is not made within 48 hours of the notification, another notification shall be made prior to the application. This pre-notification is not required in the case of any emergency

application of pesticides to a school facility, such as an application to control stinging pests, but full notification shall be made as soon as possible after the application.

Following the application of a pesticide to school facilities (structures and vehicles) a sign shall be posted at the location of the application. The notice shall be at least 8.5 x 11 inches in size, shall include the heading, "Notice: Pesticide Application," and shall state the product name; date, time and specific location of the application; the pest for which the application was made; and a contact name and telephone number. The notice shall remain posted for 24 hours, or longer if required by the label of the pesticide.

Following the application of a pesticide to school grounds notice shall be posted at the location of the application and at each primary point of entry to the grounds. The notice shall be at least 4 x 5 inches in size and state that the landscape recently has been treated with a pesticide and provide a contact name and telephone number. The notice shall remain posted for 24 hours, or longer if required by the label of the pesticide.

These notices are not required for the application of anti-microbial pesticides (substances used to sanitize or disinfect for microbial pests: viruses, bacteria, algae and protozoa). These notices are not required for the placement of insect or rodent bait that are not accessible to children.

For outside playground, grass areas, and athletic fields the District will normally use Round-up (ground killer), Turflan, Horsepower, and Weedar (broad leaf), Casaron and Surflan (Pre-emergent), and Scyth (burns lines into the athletic fields). For insects, the name brands may change, but the use of some kind-of sprays for insect will be used. Presently, the District is using Fast Kill III (roach and ant killer), Flying Insect Killer (Flies, mosquitoes, cockroaches, beetles, etc.), and Jet Force II (wasp and hornet)  
Revised: 08.12.03

### **Sexual Harassment - WVSD Board Policy 3207, 6590**

Sexual harassment is unwanted sexual attention, usually in the form of repeated verbal or physical sexual advances, sexually implicit or derogatory statements, or discriminatory remarks made by someone in your school, any one of which causes you discomfort or interferes with your academic performance or creates a hostile/offensive environment.

Any victim of sexual harassment should immediately report the offense to a teacher, counselor or other staff member. Keep in mind that all inquiries are handled discreetly and held in confidence. Staff members will work with you to stop the offensive behavior.

Sexual harassment is sometimes hard to talk about because it's a sensitive topic and can be a serious problem for both adults and students. Our school considers sexual harassment a serious offense, and it is subject to a range of disciplinary actions, including warning, suspension and expulsion.

### **Student Information**

West Valley School District is prohibited from releasing any personally identifiable records or files about an individual student without parental consent. However, the district may release directory information or a list of students belonging to a group (e.g. sports teams, award recipients, participation in special activities, etc.). Such information may include the student's name, address, telephone number, date and place of birth, participation in officially recognized organizations, activities, and sports, and awards received. Occasionally, the district may also release photographs of students for public information purposes.

Parents have a right to request in writing that any or all of these categories of information, including personally identifiable information and photographs, not be released without their prior consent.

**Send such requests to the principal in writing annually.**

**Apple Valley Elementary is a drug-free,  
smoke-free, and weapons-free campus.**

## **Drug, Alcohol, and Prevention - WVSD Board Policy 2121**

The board recognizes that a significant number of parents, students and others are seriously concerned about the adverse effects of drugs, alcohol, and tobacco, and that the schools share the responsibility for providing appropriate information to young people.

The district shall cooperate with parents, professional authorities, community agencies and others in developing an effective educational program dealing with this important area.

### **Substance Abuse Program - WVSD Board Policy 2121**

Actions taken by staff in dealing with student use of alcohol and the use and abuse of controlled illegal, addictive or harmful substances including anabolic steroids will have as their first concern the welfare of the student involved and the other students in the school. Although a helping relationship rather than an investigative and punitive approach will be emphasized, necessary and appropriate disciplinary action will be taken when laws or school regulations are violated. Law enforcement agencies will be called upon for investigative and consultative assistance where illegal drug or alcohol activity has occurred.

### **Intervention**

The West Valley School District's intervention strategy is aimed at eliminating student use of tobacco, alcohol, and other drugs.

- All schools will establish and maintain an assistance program, which utilizes a team approach. The team will assess the student's level of use/abuse, develop goals, and make recommendations for needed services for the student.
- Team members will receive training in confidentiality procedures, alcohol and drug abuse, and intervention strategies.

Ongoing in-service will be provided for faculty and staff focusing upon those characteristics of a comprehensive program that are crucial for successful implementation.

## **ELECTRONIC DEVICES**

The staff has the right to confiscate these devices anytime their use is deemed a disruption to the educational process. Confiscated devices may be picked up by the student after school in the office. If a student disrupts any class a second time with an electronic device, the device will only be released to a parent or guardian. A third disruption within the school year will be considered insubordination and will result in suspension. Parents please do not text or call students during class time.

## **ELECTRONIC RESOURCES AND USE OF DISTRICT TECHNOLOGY**

These procedures are written to support the Electronic Resources Policy of the Board of Directors and to promote positive and effective digital citizenship among students and staff. Digital citizenship represents more than technology literacy. Successful, technology fluent digital citizens live safely and civilly in an increasingly digital world. They recognize that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career. Expectations for student and staff behavior online are no different than face-to-face interactions.

### **Informed Consent**

Students will be informed of expectations for online behavior and use of district technology prior to logging on to the district's network. Expectations for responsible computing will be reinforced by classroom teachers, teacher-librarians, and other school district staff.

### **Network**

The district network includes wired and wireless computers, laptops/tablets and peripheral equipment, files and storage, e-mail and internet content (blogs, web sites, web mail, groups, wikis, etc.) The district reserves the right to prioritize the use of, and access to, the network.

All use of the network must support education and research and be consistent with the mission of the district.

Acceptable network use by district students and staff includes:

- Creation of files, projects, videos, web pages and podcasts using network resources in support of educational research; Participation in blogs, wikis, bulletin boards and the creation of content for podcasts, e-mail and web pages that support educational research;
- With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;
- Staff use of the network for incidental personal use in accordance with all district policies and guidelines;

Unacceptable network use by district students and staff includes but is not limited to:

- Personal gain, commercial solicitation and compensation of any kind with the exception of job searches with the teacher's or supervisor's approval;
- Liability or cost incurred by the district;
- Downloading, installation and use of games, audio files, video files or other applications (including shareware or freeware) without permission or approval from the Information Technology Director;
- Support or opposition for ballot measures, candidates and any other political activity;
- Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software and monitoring tools;
- Unauthorized access to other district computers, networks and information systems;
- Cyber bullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks;
- Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacturing)
- Accessing, uploading, downloading storage and distribution of obscene, pornographic or sexually explicit material; and
- Attaching unauthorized equipment to the district network. Any such equipment will be confiscated and destroyed at the completion of any investigation that may come from such action.

The District will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or any other errors or omissions. The district will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the district's computer network or the Internet.

### **Internet Safety/Citizenship Instruction**

Personal Information and Inappropriate Content:

- Students and staff should not reveal personal information, including a home address and phone number, on websites, blogs, podcasts, videos, wikis, email or as content on any other electronic medium.
- Students and staff should not reveal personal information about another individual on any electronic medium.
- No student pictures or names can be published in any class, on the school or district website unless the appropriate permission has been verified according to district policy.
- If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority.

\*\*For additional rules, regulations and information regarding Electronic Resources and Use of District Technology, please refer to district Policy 2022P under Instruction on the West Valley School District #208 website.

### **Telecommunication/Electronic Devices - WVSD Board Policy 3233 (Students)**

All students are strongly encouraged not to have in their possession at any time on any school district property any electronic or telecommunication device. However, in recognition of parents' decisions regarding the safety and communication needs of their families the following procedures are placed into effect so as to establish and create as positive a learning atmosphere as possible. The district prohibits the use of all personal telecommunication/electronic devices (including cell phones) during the school hours for students in grades P-7 and during instructional time for students in grades 8-12. If a parent/guardian wishes his/her child to have a cell phone, it must remain out of sight and be turned off during school hours. All communication between parents and students in grades P-7 must go through school personnel during the school day.

Students in the possession of telecommunication or other electronic devices shall observe the following conditions:

- All telecommunication/electronic devices may not be in visible sight or operated in school at the elementary and middle schools or in class or during instructional time at the junior and senior high schools, unless an emergency situation exists that involves imminent physical danger or a school administrator authorizes the student to do otherwise.
- At the junior and senior high schools, students may use telecommunication/electronic devices during lunch, before or after school and during passing time.
- Students who violate this policy will be subject to progressive disciplinary action up to and including confiscation of the device. The first step in most cases shall be confiscation, after which the student may pick the device up at the end of the school day. A device which has been confiscated more than once shall only be returned to the student's parent or guardian.
- Teachers may allow the use of telecommunications/electronic devices in their own classrooms if such use contributes to instructional and/or educational purposes. Teachers will notify principals, in writing and prior to the beginning of the year, the details of allowable use. Further, so that all students and parents/guardians are aware of the appropriate use, if any, of telecommunications/electronic devices in a particular teacher's classroom, the teacher will include the details in the syllabus of the course.
- Students are responsible for telecommunication/electronic devices they bring to school or onto district-owned transportation. The district shall not be responsible for loss, theft or destruction of such devices brought onto school property even when confiscated. Nor will the school investigate the loss or damage of such an item.

While on school property after school hours or while attending school-sponsored or school-related activities occurring after school hours, students may possess and use personal telecommunication/electronic devices. These include, but are not limited to, pagers, beepers, MP3 players and cellular phones. The possession and use of such devices must not pose a threat to academic integrity, disrupt the learning environment or violate the privacy rights of others.

Legal References: RCW [28A.320.135](#) Telecommunication devices - Limits on possession - Policies Adopted Date: 12/07

### **Regulation of Dangerous Weapons on School Premises - WVSD Board Policy 4200, 4210**

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon or maliciously display an instrument that appears to be a firearm on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities.

The superintendent is directed to see that all school facilities post "Gun-Free Zone" signs, and that all violations of this policy and RCW 9.41.280 are reported annually to the superintendent of Public Instruction.

The following persons may carry firearms into school buildings, as necessary, although students engaged in these activities are restricted to the possession of rifles on school premises:

- persons engaged in military, law enforcement, or school district security activities;
- persons involved in a school authorized convention, showing, demonstration, lecture or firearm safety course;
- persons competing in school authorized firearm or air gun competitions; and any federal, state or local law enforcement officer.

The following persons over eighteen years of age and not enrolled as students may have firearms in their possession on school property outside of school buildings:

- persons with concealed weapons permits issued pursuant to RCW 9.41.070 who are picking up or dropping off students; and
- persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle.

Persons may bring dangerous weapons, other than firearms, onto school premises if the weapons are lawfully within the person's possession and are to be used in a school-authorized martial arts class. Persons over eighteen years of age and persons between fourteen and eighteen years of age with written parental or guardian permission may possess

personal protection spray devices on school property. No one under eighteen years of age may deliver such devices, nor may anyone eighteen years or older deliver a spray device to anyone under fourteen or to anyone between fourteen and eighteen who does not have parental permission.

Students who violate this policy are subject to district discipline policies, including the due process provisions regarding notification of parents. Students who violate the firearms provisions are subject to a minimum one calendar year expulsion, with possible case-by-case modification by the superintendent. The district shall also comply with federal protections for disabled students in the application of this policy.

Spray devices may not be used other than in self-defense as defined by state law. Possession, transmission or use of personal protection spray devices under any other circumstances is a violation of district policy.

School officials shall notify the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate this policy shall be subject to discipline, including a one year expulsion for a violation involving a firearm.

### **Weapons Policy**

State law and district policies are specific regarding weapons of any kind on school property.

**Students in possession of firearms on school property will be turned over to local authorities and will face immediate expulsion.** A firearm is defined as a weapon or device from which a projectile may be fired by an explosive. For obvious reasons, toy weapons are also prohibited.

### **Other Weapons**

Weapons include but are not limited to the following:

- knives and other pointed objects (cutting or stabbing instruments with a sharp blade set in a handle)
- slingshots
- clubs
- metal knuckles
- air guns/pistols, rifles
- any device consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means
- devices designed to propel a BB, pellet, rock, or other projectile

**Leave these at home also:**

- any device that has the potential of being a weapon.
- any water squirting or delivering device.
- roller skates, skateboards, motorcycles, or motor bikes.
- hardballs or baseballs.
- drugs, tobacco or alcohol.

Consequences for possession of weapons include suspension and/or expulsion from school. Parents and juvenile authorities may be notified of criminal acts. Due process requires that parents/guardians be informed when suspension or expulsion occurs. Appropriate reasons with documentation are conveyed to the parent and student. Grievance/appeal procedures are provided and explained.

### **Search and Seizure**

Given that school lockers and desks are the property of the school district, the school may conduct searches of school property assigned to a specific student and seize items in his/her locker or desk. Student personal searches will be conducted in accordance with Washington State Law and adopted School District Policy.

**WEST VALLEY SCHOOL DISTRICT NO.208  
MEDIA RELEASE (rev. Oct. 2014)**

Please complete this form only if you do **NOT** wish to have your student's photograph taken or published.

**Web Site Use of Photo or Other Illustrating Materials**

Student safety and security regarding the development of the West Valley School District web site has always been a high priority. Our schools often use individual student(s) and or class photos for their websites. These are used to help bring a sense of connection to our community and help highlight what our students have achieved during the school year(s).

\_\_\_\_\_ No, I do not give permission for my child's photo or other illustrating materials to be on the District Web Site for West Valley School District.

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Legal Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Publication of Photo**

West Valley School District often uses photographs, videos and or other illustrating materials of students. Uses include but not limited too; educational slide presentations, websites about our schools within the district, news coverage for school-related news, yearbooks, and district/individual school newsletters.

This form gives you as the parent/guardian to choose if your child can be in school-related photographs, videos, and/or other illustrating materials.

\_\_\_\_\_ No, I do not give permission for my child to be a part of a presentation or documentation done by West Valley School District or news media.

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Legal Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_