

# Parent / Student Handbook



## Summitview Elementary School

6305 West Chestnut Avenue  
Yakima, Washington 98908

Office: (509) 972-5540

Fax: (509) 972-5541

Website: [www.sv.wvwsd208.org](http://www.sv.wvwsd208.org)

SV Child Care: 966-7445

Transportation: 972-5590

Child Nutrition: 972-6040 or 972-6048

**Serving Kindergarten - 4th Grade**

Eva Lust  
Principal

Sally Schlect  
Secretary

Dear Parents,

Welcome to Summitview! Over the years, thousands of students have found their time at Summitview to be full of meaningful learning experiences, lasting friendships, and fun. We hope the same for your child. This can best be accomplished when the school, parents, and child work closely together toward this goal.

We have created this handbook with the hope that it will answer your most frequently asked questions. As the year progresses, and as you become either more informed or more puzzled, we encourage you to call the school and talk with those who might be of help. If your question deals with in-class events, please ask to speak with the teacher. If it deals with the overall program, curriculum, or activities, please contact me directly.

To help your child enjoy a successful year, the Summitview Staff has established three personal standards for all students:



- 1. Make Good Decisions**
- 2. Solve Problems**
- 3. Show Respect**

We believe in a fair and consistent code of discipline and good classroom management. Our goal is an environment where courtesy and kindness prevail and where there is respect for differences of all people, customs and cultures. When problems arise, we will work together to find solutions. It is our belief that each student has the final responsibility for the consequences of his/her own behavior. The following pages contain important information to help your child through the year. Please review this information with them and keep this booklet for future reference.

We are glad to have you with us this year, and we want to assure you that we will do our best to help your child experience academic, social, and emotional growth. With your help, this is sure to be an excellent school year.

Sincerely,

***Eva Lust (Principal)  
and the Summitview Staff***

# WEST VALLEY SCHOOL DISTRICT #208

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>Angela Watts</b>	Asst. Superintendent Business and Operations	972-6006
<b>Dr. Peter Finch</b>	Asst. Superintendent, Curriculum, Instruction, and Assessment	972-6007
<b>Eva Lust</b>	Summitview Elementary Principal	972-5540

## BOARD OF DIRECTORS

Mike Meyer  
Jeffrey Smith  
Mike Carey  
Michael Thorner  
Dave Jaeger  
Dr. Mike Brophy, Secretary

## PTO - PARENT TEACHER ORGANIZATION

President: Melissa Smith-Brunz  
Vice President: Melissa Robertson  
Treasurer: Raquel Martinez  
Asst Treasurer: Alicia Holeman  
Secretary: Nicole Mills  
Chairperson: Melissa Vicente

The West Valley School District #208 complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular activities. Inquiries regarding compliance and or grievance procedures may be directed to the school district's Title IX/RCW 28A.640 Officer and Section 504/ADA Coordinator: Randy Souers, Human Resources Supervisor, 8902 Zier Road, Yakima, WA. 98908, (509) 972-6016.

# DAILY SCHEDULE

8:40 Playground Supervision Begins

8:40 - 8:50 Breakfast Service

## Grades K-4

8:50 First Bell

8:55 School Begins (Tardy Bell Rings)

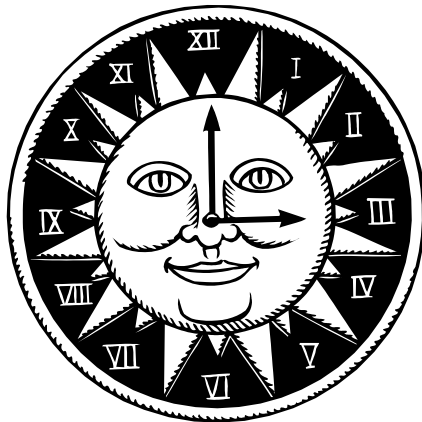
10:30 – 10:45 Morning Recess

11:45 – 12:15 Noon Recess

12:15 – 12:45 Lunch (*Students eat in their classrooms*)

2:15 – 2:30 Afternoon Recess

3:30 School Dismissed



# 2017-18

## SUMMITVIEW ELEMENTARY STAFF ASSIGNMENTS

Principal	Eva Lust
Counselor	Sonia Sanchez
Psychologist	Wesley Baugh
Secretary	Sally Schlect
Kindergarten	Tori Brennan, Sara McGuire Anne Ireland and a teacher TBD
Grade 1	Pam Wyatt, Sarah Ketzenberg and Erika Goodall
Grade 2	Lisa Bradford, Angie (Rowland) Hougan and Tara Wyckoff
Grade 3	Megan Brown, Lori Moore and Megan Prkut
Grade 4	Susan Olden, Leslie Johnson and Linda Hernandez
Physical Education	Jessica Hunter
Fine Arts	Ambria Boss and Tracie Gutmann
Computer Inst. Parapro	Kellie Leon
Library Parapro	Erin Brady
Office Parapro	Tina Armenta
Custodians	Jim Layne Derek Johnson
Food Services	Susan Blank
<u>Special Programs</u>	
Resource Room	Pamela Fuerst
Resource Room Parapro	Kathy Frank
Title I Parapros	Audrey Drobeck Rocio Monterrubio Kathy Howell
Intervention Specialist	Jennifer Sansone
CDS Specialist	Patty Fendall-Sutphen
Speech Parapro	Peggy Schwartzenberger

# GENERAL INFORMATION

## ARRIVAL AND DEPARTURE

Children may arrive at school no earlier than **8:40**, as playground supervision is not available before that time. Upon arrival, students should place their backpacks next to their classroom's door and move to their designated playground area. The first bell rings at 8:50 a.m. Students who arrive after 8:55 will be marked tardy. The gates in front of our school will be open during drop off and pick up times (8:40 – 8:55 AM and 3:30 – 3:40 PM). While school is in session, the gates will be closed and the west side doors will be the single point of entry.

During school hours, students may not leave the school boundaries for any reason without a note signed by a parent, teacher, or principal. **We encourage parents to schedule appointments outside the school day and avoid picking students up before 3:30.** 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 complete a student checkout form. Then, the student's teacher will be called and the child will be released to meet his/her parent in the office.

*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 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.

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.

## BUS 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 a set of rules that will be posted on all busses:

### Expectations

1. Respect yourself and others
2. Follow the directions of the drivers
3. Remain seated while the bus is moving
4. Speak in a quiet tone of voice
5. Keep the bus clean and aisles clear
6. Use appropriate language
7. Due to food allergies and choking hazards, students will not be allowed to

eat or drink on the bus when riding on their daily bus routes to/from school.

### Consequences for Infractions

1. Verbal reprimand by driver
2. Redirection - explain expected behavior
3. 1<sup>st</sup> bus citation - copies to parents and principal
4. 2<sup>nd</sup> citation - detention will be assigned
5. 3<sup>rd</sup> citation - subject to 3 days suspension from bus
6. Further citations -- subject to removal from bus for remainder of year

## ARRIVAL BY PRIVATE VEHICLE

Over the years, we have seen an increase in the number of parents who choose to drive their child to school. At times this creates congestion in our drop-off and pick-up areas. Please help us keep all children safe by following these rules.

### Summitview Circular Drive

1. **DRIVE SLOWLY - 5 miles per hour** when using the driveway or parking lot.
2. **WATCH FOR PATROL STUDENTS** and any students who may dart between cars.
3. **NEVER STOP IN A CROSSWALK!** These are designated crossing zones.
4. **STAY IN YOUR CAR** when using the driveway to drop off and pick up students. **No parking allowed 8:30 AM–4:00 p.m.**
5. **STUDENTS SHOULD ENTER AND EXIT CARS ON PASSENGER SIDE, NEXT TO CURB.** Students should not walk around or between cars.
6. **NEVER BLOCK THE SCHOOL BUS.**
7. **WHEN PARKING AND PICKING UP STUDENTS, PLEASE ESCORT YOUR CHILDREN TO AND FROM THE SCHOOL. Remember to use our crosswalks!** Adults who jaywalk set a bad example for our students and create dangerous situations. Walking between cars can lead to tragic results.
8. **TALKING ON THE PHONE WHILE DRIVING IS AGAINST WASHINGTON STATE LAW** – please don't talk on the phone while picking up your child. Your child and others around you need your undivided attention.

### Chestnut Parking Lot

1. **Limited parking is available in the Chestnut parking lot before and after school.** If necessary, park on the 62<sup>nd</sup>/63<sup>rd</sup>/64<sup>th</sup> Avenue side streets and then escort your children to and from school using the crosswalks and following Safety Patrol directions.
2. **PARKING ON THE SOUTH SIDE OF CHESTNUT AVENUE BETWEEN 63<sup>RD</sup> AND 65<sup>TH</sup> AVENUE IS PROHIBITED.**
3. **NEVER STOP YOUR CAR IN A CROSSWALK!**
4. **WATCH FOR PATROL STUDENTS** and for any students who may dart between cars.
5. **USE ONLY DESIGNATED PARKING SPACES** when using our west parking lot. **Do not park in the service driveway** or block other parked cars. Double parking is not allowed.
6. **HANDICAPPED PARKING SPACES ARE RESERVED** for those authorized to use them. These spaces **may not be used for picking up or dropping off children.**
7. **ESCORT YOUR CHILDREN TO AND FROM THE SCHOOL** when parking on the streets or parking lots; **Remember to use our crosswalks!** Again, adults who jaywalk set a bad example for our students and create dangerous situations. Walking between cars can lead to tragic results.

### West Parking Lot

1. The west parking lot is designated for *staff parking only*. **THIS IS NOT A DESIGNATED AREA FOR STUDENT DROP-OFF AND PICK-UP BEFORE AND AFTER SCHOOL.** This is not a supervised area.
2. During the school day, **after 9:00 AM and before 3:00 PM**, visitors may park here for school business only if there are vacant parking spots.

*Thank you for your support. Your suggestions for further improvement are greatly appreciated.*

## **ARRIVAL BY WALKING**

Students who walk to school must use appropriate safety measures. Walkers should try to walk in a group with others. Parents need to instruct children in the safest route, appropriate behavior, and what to do in an emergency. Students should always try to use sidewalks and crosswalks. To assist in their safety, Summitview 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**.

For the safety of our students and staff, parents are discouraged from bringing dogs on campus when escorting students to and from school. Even well-behaved dogs can be unpredictable around strangers, and many children are frightened by dogs. Thank you for leaving your pets at home.

## **CHILD CARE**

Before and after school day care is available through the West Valley Child Care Program. Prior Registration is required. Please contact **West Valley Child Care** directly at **930-7876** or **966-7445** (Summitview site) during operating hours. West Valley Child Care operates independently and is not an entity of West Valley School District.

## **CLOSED CAMPUS**

Summitview is a closed campus school. Students may enter the building at 8:40 and must remain on the school grounds until dismissed. Students must be checked out of school by a parent or guardian to leave the campus during school hours.

## **BICYCLES, SKATEBOARDS, “HEELIES” (or similar) AND ELECTRONIC DEVICES**

1. Bicycles must be parked upon arriving at school 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.
5. Skateboards, scooters, “Heelie” shoes, electronic devices and other valuables are not to be brought to school.

## **ATTENDANCE**

The West Valley School District has six elementary schools, each of which serves specific residential areas. To attend Summitview, students must reside within the Summitview 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. Please contact the Central Office (972-5909) for more information about out-of-district enrollment.



## EXCUSED AND UNEXCUSED ABSENCES

Students are expected to attend school each day. Teachers are responsible to submit absence and tardiness records to their building office each morning, where attendance information is transcribed into the student's record. *New this year*, each elementary school will now have 4 attendance periods per day. Tardies will be counted if a student arrives up to 10 minutes in any period. After 10 minutes, it will be considered an absence for that period. Students who leave school 10 minutes or less at the end of a period will be marked as dismissed early.

You can help ensure your children's success at school by providing them with a nutritious breakfast and getting them to school on time each and every day. On the rare occasions when your children must be absent from school, please do the following:

1. **PLEASE INFORM THE SCHOOL SECRETARY (972-5540)** before 9:00 AM if your child will be absent or late to school. In lieu of a phone call, you may also email our Office Parapro, Tina Armenta, at [armentat@wvsd208.org](mailto:armentat@wvsd208.org), as well as your child's teacher to report an absence or late arrival.
2. **TO EXCUSE YOUR CHILD'S ABSENCE**, you must call or email the office (preferred method) or send a signed, dated note explaining the reason for absence *within two (2) days* of your child's return to school. *We prefer a phone call so we know that your child is safe.* Your child's absence will be unexcused if we have not received parental contact within 2 days.
3. **FOR A PRE-APPROVED ABSENCE for an absence of more than a day**, please contact the office for a pre-approval form and to make arrangements for any assignments that may be missed during the absence.
4. **WHEN CHECKING OUT DURING THE SCHOOL DAY**, parents must come to the office and sign their children out or send a signed, dated note explaining the special circumstances.

## EXCUSED ABSENCES

The following are acceptable 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 provide a signed note of explanation with the student on his/her return to school. For doctor appointments, please bring a note from the hospital or medical clinic. 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. Preapproved 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.

## **UNEXCUSED ABSENCES**

When a parent/guardian fails to provide any type of excuse statement within two days of the student's absence, that absence will be unexcused. 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) unexcused absences in one year. Your assistance in helping us comply with the law is appreciated.

## **TARDINESS**

It is very important for children to arrive at school on time and remain for the entire day. Late entries and early departures are disruptive to the classroom and causes undue stress. Please make every effort to get your child to school by 8:50 AM, when the first bell rings, and avoid picking up your child before 3:30 dismissal.

When children are tardy, their parents must check them in at the office or send a written note *explaining the reason for their delay*. Tardies will be excused or unexcused according to the same standards as absences. When a child is up to 10 minutes late for any of the 4 attendance periods, it will be counted as a tardy. 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.

## **CHECKING OUT OF SCHOOL EARLY**

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. We also ask that you email or send a written excuse to the teacher that morning so that she may plan for your child's absence.

## **ACCIDENT/ILLNESS AT SCHOOL**

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 will be sent to the principal's office and to the nurse. The principal or designated staff will immediately contact the parent so that the parent can arrange for care or treatment of the injured.

If we are unable to reach a parent or emergency contact and immediate medical attention is required, the injured student may be taken directly to the hospital and treated by the physician on call. 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.

## **BIRTHDAY PARTIES**

**Check with the classroom teacher in advance** regarding birthday parties. Balloons, flowers, and other gift deliveries are highly discouraged, as they tend to disrupt student learning. Furthermore, balloons and floral arrangements are not allowed on buses.

In an effort to reduce the risk of students having an anaphylactic reaction while at school, the West Valley School District School Board has developed strategies to minimize the presence of allergens in schools. ***Please consult with your child's teacher before bringing treats to school to find out what is/is not appropriate and safe for the classroom.*** For more information, refer to Policy 3420 <https://app.eduportal.com/share/b3198dd8b8f100a6> on the West Valley School District website.

## **PARTY INVITATIONS**

Young children are very sensitive. Many are deeply hurt when not invited to a birthday party. Out of consideration for those not invited, **invitations for home parties should not be distributed at school, unless the entire class is invited.**

## **CHANGE OF ADDRESS**

Please **notify the office at 972-5540** as soon as possible if there is a change in address, phone number, or emergency contact information. Notify the school office a week in advance if you plan to move, providing the office with **proof of the new address** (mortgage/rental agreement, utility bill) for your child's file.

## **CHILD ABUSE REPORTING**

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.

## **CHILD NUTRITION**

The West Valley Child Nutrition program provides Summitview with a hot lunch program. All students will be provided information to establish their qualification in the federal free or reduced price lunch program.

Students are assigned individual lunch accounts and codes, and when a student enters his/her account number at the cash register, the appropriate amount is deducted from the account.

The child nutrition department has an electronic point of sale process and has transitioned to **ONLINE ONLY** school lunch deposits. Cash or check deposits are accepted only at the Child Nutrition Office at 7507 Zier Rd. Parents are encouraged to set up an account through **myschoolbucks.com**. *Please be sure to keep your child's account current, as students without sufficient funds will be allowed the side dishes only, without the main entree.* To check on your child's account, log on to **myschoolbucks.com** or contact **West Valley Child Nutrition at 972-6040 or 972-6048.**

**Adults are welcome** to have lunch with their children at school. To join your child for lunch, **and to order a school lunch for yourself**, please contact the school office (972-5540) **before 9:00 a.m.** to place your order. The price for lunch will be deducted from your child's lunch account, so be sure there are adequate funds in the account beforehand. Always remember to check in at the office when you arrive.

2017-18 Prices	Full Price Breakfast	Reduced Breakfast	Full Price Lunch	Reduced Lunch
Elementary (K-3)	\$1.50	\$0.00	\$2.50	\$0.00
Elementary (4)	\$1.50	\$0.00	\$2.50	\$0.40
Adult	\$2.75		\$3.75	

Milk may be purchased for \$0.50 to compliment meals from home.

## COMPUTER TECHNOLOGY

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. Please see Appendix A for details.

## CONFERENCES

Parent/Student/Teacher Conferences will be scheduled in the fall and again in the spring. 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.

**Parents, please contact the teacher if you cannot make your scheduled conference.**

A student's academic progress, as well as attendance, can be tracked online through **Family Access**. When a student is enrolled, parents are emailed their login and password, along with access instructions. If you need assistance, please contact **Mary McDonald at 972-5909** or email her at **mcdonaldm@wvwd208.org**.

## COUNSELING SERVICES

Promoting quality mental health in all areas of our students' lives is one of our goals. A school psychologist/counselor will be on periodically during the week. He/she will assist students in their learning development through prevention and intervention programs.

## DRESS AND APPEARANCE

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 midribs must be covered. Excessively scooped armholes or neck openings are not allowed. Skintight or see-through tops/shorts/skirts may not be worn at school. **Shorts and skirts should be at least mid-thigh length.** Clothing should be tasteful, without offensive designs or writing, and free of alcohol/tobacco advertising. Hats are considered outside apparel. Flip flop sandals are discouraged. **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 help students make appropriate clothing choices.

**Mark those belongings:** Coats, hats, backpacks, etc. should be clearly marked with your child's name or phone number. Check **Lost and Found** periodically for missing items.

## EMERGENCY CLOSURES

If it becomes necessary to close or delay school due to an emergency or inclement weather, information will be broadcast on the local radio/TV stations, posted on the West Valley School District Website, or you may call the closure phone line at 972-6002; *to keep our phone lines open, please do not call the school.* You may also subscribe to Flash Alert at <http://www.flashalert.net/news.html?id=3527> to quickly receive emergency information. Inform your child of where he or she should go in case of early school closure.

## FEES AND FINES

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, magazines, or any other lost or damaged items. Student report cards will be held until payment is received.

## **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 as published in activity and athletic programs and brochures (information may include height, weight, age, class and program experience); student names and activities as published in the school yearbook and newsletters; and student names 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.*

## **FIGHTING/BULLYING/HARASSMENT**

Fighting, bullying, and harassment on school grounds and/or at school activities are unacceptable. Consequences for infractions will follow the district discipline plan. 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. Please seek the help of a staff member before a difficult situation turns into a fight.

## **FORMS**

Various district forms are available on the West Valley School District website, including field trip permission forms, permission to administer medication at school, and pre-arranged absence forms. Go to [www.wvsd208.org](http://www.wvsd208.org) and click on District, then District Forms.

## **HOME - SCHOOL COMMUNICATION**

Please check your child's backpack daily for schoolwork and information sent home. Notices & 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. Email is an important aspect of our communication; please be certain that we have your correct email address and phone number on file.



**Check your child's  
Friday Folder/backpack daily  
for notes  
and publications!**

## HIGH ACADEMIC STANDARDS

**The Common Core Standards** describe the knowledge and skills in English Language Arts and Mathematics that students will need when they graduate. Washington is among the 48 states, 2 territories and the District of Columbia who have adopted Common Core State Standards. The **Smarter Balanced Test** is the state's exam for measuring students' progress toward meeting these rigorous standards. This test is given to students in grades 3-8 in the spring.

Additional screening and curriculum based assessments are given to all students in grades K-4. For instance, all students are given the **iReady** benchmark assessments three times per year. These assessments help us identify students in need of additional academic supports so we can provide early interventions. Students also take frequent classroom based assessments to measure their mastery of concepts and skills taught throughout the school year.

Assessment data helps us determine each student's strengths and weaknesses, and it informs decisions teachers make about instruction and intervention. Your student's teacher will share your child's assessment data with you regularly, keeping you informed of progress and offering advice on how you can contribute to your child's success.

## IMMUNIZATIONS

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.

## INSURANCE

Schools do not provide insurance to cover students in the event of injury. If your child(ren) are not covered by a health insurance program, you may want to consider the student insurance program selected by the district to provide affordable coverage options. If you decide to enroll your child in this program, please make payment and send correspondence to the provider and NOT to the school. We are not selling the insurance.

## LOST AND FOUND

Clothing and other items are frequently found on the school grounds. It is difficult to identify the owner if the items are not properly marked. **Please label your child's clothing and items, either by name or phone number.** We discourage students from bringing personal items (toys, electronic games, etc.) to school. The school cannot be responsible for the loss or damage to students' personal items. **Check the lost and found bin** outside the office for lost items.

## **MEDICATION AT SCHOOL**

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 container.**

Over-the-counter drugs (pain reliever, 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.**

## **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.*

## **NEWSLETTERS**

School newsletters will be published on the district website and sent home with students on a regular basis. Please take time to read these newsletters, which will keep you informed of upcoming events, announcements, celebrations of success, etc.

## **PARENTAL NOTIFICATION OF 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**

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.

## PERSONAL ITEMS

Safety will be the determining factor for equipment use and student behavior on the school grounds. Students are encouraged to **leave trading cards, toys, electronic games and other personal items at home**. If such items are brought to school, they may be confiscated and returned to the owner at the end of the school day. The school will not be responsible for theft or loss of these items.

## 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. Summitview staff members 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 both fire 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. If you need to drop something off for your child, please do so at the office. Your child can come pick it up when it is convenient for the class. We strive to minimize interruptions and monitor visitors to the classroom for safety and your cooperation will assist with this. **Please do your part by picking up a badge at the office when you visit the school.**

Summitview Elementary is a drug-free, weapons-free zone. Students who bring weapons (even toy weapons) to school will face severe disciplinary action. Students who bring firearms to school will face automatic expulsion.

## PHYSICAL HEALTH

If your child is injured at school, first aid will be administered. You will be contacted if the injury appears to be serious. Your emergency instructions will be followed whenever possible.

**A child suffering from a fever or vomiting should stay at home.** *Students must be fever-free for 24 hours before returning to school.* Those at school will be expected to participate in P.E and recess activities, unless a physician's note is on file.

Children with **head lice, scabies, or other diseases or infestations** that are easily spread will be sent home from school. In the case of lice, children must be treated before returning to school. One day of excused absence will be allowed for treatment.

Medications (both over-the counter and prescription) may be given by school staff only at the request of both the physician and the parent (signed "medication request form"). Children are

NOT allowed to carry any medications (with the exception of authorized asthma inhalers) at school. (Not even cough syrup, pain reliever, and/or cough drops!)

## PTO

The Parent Teacher Organization at Summitview Elementary is a supportive group of parents and teachers who sponsor special events and fundraisers for the purpose of enriching our students' educational experience. Your participation is optional, but strongly encouraged. Playground equipment, assemblies, books, and other special gifts are examples of purchases made possible by our PTO. Please plan to join this group and contribute to their efforts at making our school the best it can be. For information, please email the PTO at [summitviewstarspto@gmail.com](mailto:summitviewstarspto@gmail.com). Watch the school newsletter for meeting dates.

## RECESS

Recess is an important part of the school day. Students need periodic breaks from academic work, and they benefit from the opportunity to socialize with peers. Teachers, too, need breaks to take care of personal needs. Therefore, **all students are expected to go outside during scheduled recesses**. As a general rule, **children who are too ill to go outside for recess are too ill to be at school**.

## REGISTRATION

To attend kindergarten, a child must be five years of age by August 31. An official birth certificate from the Department of Health and up-to-date immunization records are required. Students who transfer from another district during the school year may register for school one day and begin classes the next.

## SCHOOL PATROL

The purpose of the school patrol at Summitview Elementary is to assist members of the student body to and from school at designated crossings. These crossings have been determined to be the safe walking routes to and from this school. In addition, the safety patrol strives to provide a model to foster the development and use of good safety habits by the entire student body at Summitview School. Please encourage your child to cooperate with the School Patrol. Their job is to help keep your child safe. Being uncooperative, non-compliant, or disrespectful toward school patrols will result in a school disciplinary action.

## PATROL SCHEDULE AND DESIGNATED CROSSINGS

Safety Patrol will be posted from **8:40 – 8:55 a.m.** and from **3:30 – 3:45 p.m.** at the following crossings:

- **Chestnut and S/E Corner of School**
- **Chestnut and S/W Corner of School**
- **65<sup>th</sup> and Chestnut**



## **SEXUAL HARASSMENT**

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.

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.

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.

## **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.

## **STUDENT PLACEMENT**

Every year, teachers make classroom placement recommendations based on their collective knowledge of sound educational practices as applicable to each child's academic, social, and emotional needs. The following criteria are used in making classroom assignments: Academic needs, ethnic balance, gender balance, class size, parent input, and professional judgment.

**The principal is responsible for all final placement decisions.**

## **TELECOMMUNICATION/ELECTRONIC DEVICES**

All students are strongly encouraged not to have in their possession at any time on any school district property any electronic or telecommunications device. The district prohibits the use of all personal telecommunication/electronic devices (including cell phones) during the school hours for students in grades P-9. 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.

Students who violate this policy will be subject to progressive disciplinary action up to and including confiscation of the device for up to 30 days. 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. (For further details, see Policy 3245 on the West Valley School District website, under School Board: [www.wvsd208.org](http://www.wvsd208.org))

## TELEPHONE USE

In order to properly conduct the business of the school, it is necessary to restrict student use of the school telephones. Permission to use the phone will be granted in cases of emergency or legitimate school business. **Children who plan to visit another student after school should make those arrangements from home.** It is necessary that your child's method of getting home from school be a long-standing routine, discussed with the child in advance, and varying only when extenuating circumstances make it necessary.

In order to keep phone lines open for official school business, please call the office with going-home instructions **only in emergency situations.**

## VANDALISM

Vandalism is considered a criminal act. Any students vandalizing school property or the property of any staff member or student may be subject to short term out of school suspension, may be required to make restitution, and may be reported to the appropriate law enforcement agency.

## VISITING THE SCHOOL

We welcome visitors to Summitview Elementary. In order to provide effective communications and ensure safety, we require all visitors to **check in at the school office.** *If an adult wishes to visit a classroom, an appointment must be made with the classroom teacher in advance of the visit.* To conference with a teacher, please schedule an appointment after 3:40, when teachers have completed "end of the school day" responsibilities with students. This assures that testing will not be taking place and the class will not be out of the room for a field trip, assembly, or other activity. It is very important not to disrupt instruction and classroom management.

When visiting the school, please remember the following:

- ☺ **Always sign in at the office** upon arrival.
- ☺ **Pick up a visitor's badge** from the secretary before proceeding to a classroom.
- ☺ At the end of your visit, **return the visitor's badge to the office and sign out.**

## VOLUNTEERING

Parents are encouraged to volunteer for committees, classroom assistance, and/or field trips. Prior to volunteering, each individual must complete a **Volunteer Application**, along with a **copy of a current driver's license**, for a background check. This must be done on a yearly basis; forms are available in the Summitview office.

# WASHINGTON STATE LEARNING GOALS

All students will demonstrate an ability to...

1. **Read** with comprehension, **write** with skill, and **communicate** effectively and responsibly in a variety of ways and settings;
2. **Know** and **apply** the core concepts and principles of mathematics; social, physical, and life sciences; civics and history; geography; arts; and health and fitness;
3. **Think** analytically, logically, and creatively, and integrate experience and knowledge to form reasoned judgments and solve problems;
4. **Understand** the importance of work and how performance, effort, and decisions directly affect future career and educational opportunities.



## STUDENT EXPECTATIONS

### PHILOSOPHY OF DISCIPLINE AND MOTIVATION

Everyone at Summitview Elementary is expected to do his/her very best at all times. Staff and students will work together to help every person in the school reach their fullest potential. Any behavior or action which helps someone grow and mature will be encouraged. Any behavior or action that interferes with the learning process will not be tolerated. To assist students with their behavior, we have developed three simple rules we call “**Star Standards**” that everyone is expected to follow:



1. **Make good decisions**
2. **Solve problems**
3. **Show respect**

### GUIDELINES FOR STUDENTS

IN THE CLASSROOM: Students are expected to follow the teacher’s classroom rules. When the student is in another class such as PE or Music, the student will follow the rules of the PE or music teacher. Since every adult teaches slightly differently, each teacher will communicate precisely how students are expected to behave in each activity. Consequences for misbehavior in

the classroom are at the discretion of the teacher. When students are trying their best, the teacher will acknowledge their efforts.

Every staff person in the school is an equal and contributing part of the discipline policy and procedures. Students are expected to comply with reasonable requests made by any staff member, including aides, secretaries, custodians, bus drivers, and other employees.

IN THE HALLS, ON THE PLAYGROUND, ON BUSES: Students will respect the physical safety and the emotional security of themselves and others. Therefore, no students will be allowed to run in the halls, use playground equipment inappropriately, or engage in cruel teasing.

SEVERE MISBEHAVIOR: Most misbehavior will be dealt with by discussion or with mild consequences. For example, a student seen running in the hall will be required to go back and walk. However, severe misbehavior will result in the student being immediately sent to the office, parents notified, and disciplinary action taken (see Student Discipline Plan, p. 22).

## **PLAYGROUND RULES**

1. Students will keep hands, feet and objects to themselves. Throwing of rocks, sticks or other objects is not acceptable.
2. Students will show respect for others and follow instructions given by staff.
3. Students will play in a safe and courteous manner. Tackle football, fighting, play fighting, pretend play with pretend weapons of any kind, throwing snowballs, are just some examples of unacceptable play.
4. Students will play in designated areas as assigned. The irrigation ditch, parking lot, street, and areas near the fences are off limits. Students must remain 3 giant steps away from our fences.
5. Students will stay outside during recesses unless they have a pass or are under the direct supervision of an adult. The courtyard and parking lot are off limits during recesses.
6. Students will not slide on icy areas, run through sprinklers, or stand under the rain gutters.
7. Students are to stop what they are doing when the bells ring and should return to class promptly.
8. Students will show pride in their school by keeping the building and grounds free of litter.
9. Weapons, toy weapons other unsafe objects are prohibited at school. Possession of weapons at school may result in expulsion. Cell phones, mp3 players, hand held game systems, tablets, hardballs, bats and skateboards are several examples of items that should be left at home.
10. Students who choose to bring toys to school for recess are required to share with others. Please make sure personal items are clearly labeled.
11. Slides are to be used by only one student at a time, facing forward in a sitting position.
12. Swings are to be used by one person at a time. Climbing on swing structures, twisting, jumping out are not acceptable. A student may count another student off the swing after 35 full counts or the younger students may sing the alphabet song.
13. Once a student has arrived at school, he/she will not leave the playground boundaries for any reason without a note signed by his/her parents and/or teacher or principal. The note must be shown to the person on duty, their teacher or principal.
14. Students who ride their bicycles to school must park them when they arrive at school and leave them until they go home. When leaving school students should walk their bikes to the street before mounting.
15. **Summitview Elementary is not responsible for lost, stolen or damaged personal items that are brought to school.**
16. Students will settle differences peacefully. **Stop/Think/Plan (STP)**

## **HOW PARENTS CAN HELP WITH STUDENT BEHAVIOR**

Parents are encouraged to participate in the education of their children. Without the cooperation and support of parents, the school can not effectively help a student reach his or her fullest potential. The major role of parents in discipline is to continually show the child that they are interested and supportive of how their child is doing in school. When the child sees that mom and dad are actively interested in how they are doing, the student is given the incentive to strive for excellence.

Parents will be periodically informed when their child is doing his/her best or when their support is needed. They may be asked for help on developing a particular skill or to take responsibility for their child's behavior. The school staff will provide specific information on different ways to accomplish this goal.

If there is a severe or reoccurring problem, parents will be asked to assist in developing alternative behaviors. In such cases everyone must recognize that the goal is to help the child learn and to get along at school. By working together, parents and staff can help students learn behaviors that will increase the students' chance of success.

# Student Discipline Plan

## PHILOSOPHY:

The goal of any intervention should be to assist students in developing self-discipline. We believe students can change behavior and it is the staff's job to assist them in resolving problems. Our goal is to help students correct their unacceptable behavior so that they may become productive, happy, healthy, contributing members of our school community. Though the consequences for unacceptable behavior are outlined below, administrators and staff will use best judgment based on available objective data when dealing with individual students.

## Examples of UNACCEPTABLE BEHAVIOR:

- Disruption of Learning/Not prepared for class
- Verbal or Written Profanity/Obscene Gesture
- Intimate Displays of Affection
- Failure to Follow Classroom, Playground, and/or Cafeteria Rules
- Unsafe Behavior/pulling out chairs/rubber bands/running in hallways/spit wads/snowballs
- Being in Unauthorized Areas
- Forgery
- Defiance/Insubordinate/Disrespectful
- Intentional Misuse of School Equipment, Supplies, Facilities and Others' Personal Property
- Gambling
- Gum Chewing
- Tardies/Truancies
- Failure to Pursue Academic Achievement

## CLASSROOM CONSEQUENCES (Including Specialists – PE/Music/Library/Computer Lab)

### May Include:

- Verbal Warning, Review Expectations
- Problem Solving Worksheet
- Change in Seating Arrangement
- Note or Phone Call Home
- In Classroom Time Out
- Loss of Recesses/Privileges
- Referral sent Home for Parent Signature/Phone call
- Referral to an Administrator
- Referral to a Counselor



## **PROGRESSIVE DISCIPLINE**

### 1ST REFERRAL TO OFFICE:

Referral to an Administrator/Verbal Warning  
Parent contacted or signature on returned referral form

### SUCCESSIVE REFERRALS:

Administrator will follow progressive discipline process which may include out of school suspension.

### OUT-OF-DISTRICT STUDENTS:

Exceptional Misconduct may result in withdrawal of permission to attend the West Valley School District.

### EXAMPLES OF *EXCEPTIONAL MISCONDUCT*:

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

- Continued Office Referrals (4 or more)
- Fighting
- Threatening/Physical or Verbal Assault
- Harassment, Intimidation, Bullying
- Arson/Possession of Lighter
- Indecent Photos/Language/Exposure
- Trespassing
- Leaving School Grounds without Permission
- Possession or use of weapons or firearms (see policy)
- Possession or use of nuisance items--Nuisance: anything that causes injury, harm or annoyance to the educational process.
- Gang related behavior
- False Alarm or bomb threats/Prank 911 Call
- Theft/Vandalism
- Extortion
- Possession of unauthorized medication/drugs/alcohol/tobacco

### CONSEQUENCES MAY INCLUDE:

- Problem Solving
- Parent Notification
- Loss of Recesses/Privileges
- After School Detention
- In School Suspension
- Short Term Out of School Suspension/Emergency Expulsion
- Long Term Out of School Suspension
- Expulsion

**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 self or others and, at the discretion of the administrator, may result in a long term suspension or expulsion from school.**

### **DISRUPTIVE ITEMS**

CELL PHONES, LASER POINTERS, ANY ELECTRONIC DEVICE, GAMEBOYS, MP3's, IPODS, RUBBERBANDS, COLLECTOR OR PLAYING CARDS, FINGER BOARDS, ROLLER SHOES, SKATEBOARDS, TOYS, ETC., should be left at home. These items are a disruption to the educational process and may be confiscated.

*If a parent /guardian wishes his/her child to have a cell phone, it must remain out of sight and turned off during school hours.*

**West Valley Schools are not responsible for lost or stolen items. REPEATED DISRUPTION WITH THESE TYPES OF ITEMS WILL RESULT IN DISCIPLINARY ACTION.**

*Flowers/balloons delivered to school will be given to students at the end of the day. They ARE NOT ALLOWED ON BUSES.*

**Summitview Elementary is a drug free,  
smoke free, and weapons free campus.**

### **WEAPONS POLICY**

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

### **FIREARMS**

**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 at school.

### **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
- any device consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means

- air guns/pistols, rifles
- devices designed to propel a BB, pellet, rock, or other projectile

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.

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

“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”

# **APPENDIX A**

## **TECHNOLOGY IN THE CLASSROOM**

### **Electronic Information System (K-20 Network) Acceptable Use Guidelines**

#### **NETWORK USE**

1. All use of the system must be in support of education and research and consistent with the mission of the district. District reserves the right to prioritize use and access to the system.
2. Any use of the system must be in conformity to state and federal law, K-20 Network policies, and district policy. Use of the system for commercial solicitation is prohibited. Use of the system for charitable purposes must be approved in advance by the Superintendent or designee.
3. The system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.
4. No use of the system shall serve to disrupt the operation of the system by others; system components including hardware or software shall not be destroyed, modified or abused in any way.
5. Malicious use of the system to develop programs that harass other users or gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited.
6. Users are responsible for the appropriateness and content of material they transmit or publish on the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.
7. Use of the system to access, store or distribute obscene or pornographic material is prohibited.
8. Subscriptions to mailing lists, bulletin Boards, chat groups and commercial on-line services and other information services must be pre-approved by the Superintendent or designee.

#### **SECURITY**

1. System logins or accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account. For reasons of system and personal security, each system account holder must authorize district review of e-mail messages.
2. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to any entity on the K-20 Network.
3. Communications may not be encrypted so as to avoid security review.
4. Users should change passwords regularly and avoid easily guessed passwords.



## **PERSONAL SECURITY**

1. Personal Information such as complete names, addresses, telephone numbers and identifiable photographs should remain confidential when communicating on the system. Students should never reveal such information without permission from their teacher and parent or guardian. No user may disclose, use, or disseminate personal identification information regarding minors without authorization.
2. Students should never make appointments to meet people in person that they have contacted on the system without district and parent permission.
3. Students should notify their teacher or other adult whenever they come across information or messages that are dangerous, inappropriate on the web or when using electronic mail, chat rooms, and other forms of direct electronic communications (i.e. Instant Message services).

## **COPYRIGHT**

1. The unauthorized installation, use, storage or distribution of copyrighted software or materials on district computers is prohibited.
2. Material posted on the internet through the district's K-20 Network access system is not protected for individual copyright. Staff work is usually a work for hire with the copyright belonging to the district, but all users must waive their copyright interest in their materials posted on-line through the district's K-20 Network access system.

## **FILTERING AND MONITORING**

1. As soon as practical filtering software or services will be installed and used on all computers with access to the Internet. This will block or filter access to visual depictions that are obscene, child pornography, or harmful to minors. When adults are using the Internet, materials which are obscene and child pornography must still be filtered or blocked.
2. Educational staff will, to the best of their ability, monitor minors' use of the Internet in school, and will take reasonable measures to prevent access by minors to inappropriate material on the Internet and World Wide Web, and restrict their access to materials harmful to minors.

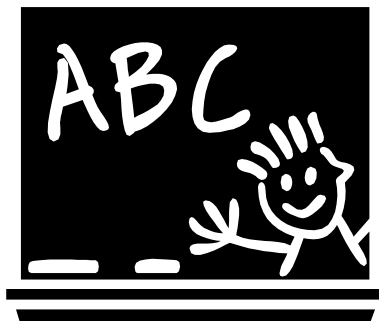
## **GENERAL USE**

1. Diligent effort must be made to conserve system resources. For example, users should frequently delete E-mail and unused files, and users should promptly disconnect videoconferences on completion.
2. No person shall have access to the K-20 Network without having received appropriate training, and a signed Individual User Release Form must be on file with the district. Students under the age of 18 must have the approval of a parent or guardian.
3. Nothing in these regulations is intended to preclude the supervised use of the system while under the direction of a teacher or other approved user acting in conformity with district policy and State and Federal laws.

From time to time, the district will make a determination on whether specific uses of the K-20 Network are consistent with the regulations stated above. Under prescribed circumstances non-student or staff use may be permitted, provided such individuals demonstrate that their use furthers the purpose and goals of the district. For security and administrative purposes the district reserves the right for authorized personnel to review system use and file content. The district reserves the right to remove an individual's network access privileges to prevent further unauthorized activity.

Violation of any of the conditions of use may be cause for disciplinary action.

As a user of the West Valley School District's computer network, students are expected to comply with the rules regarding the use of the network in a reliable fashion while honoring all relevant laws and restrictions. Individual students and families may be held liable for any violations. In addition, some materials on the Internet may be objectionable. Parents, along with the District staff, share the responsibility for guidance of Internet use - setting and conveying standards for their son or daughter to follow when selecting, sharing or exploring information and media on the Internet. The parent or legal guardian of a minor student may choose for their son or daughter to be denied access to networked computer services such as the Internet. To do so, a letter stating this shall be given to the building principal on an annual basis.



*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)*

## School Bus Discipline Procedures

### Bus Notes

Students who normally ride the bus are expected to return to home by bus unless the parents have made other arrangements through the office. To get off at another stop, the child must give the driver a parent note that has been signed by the office. **Transportation Center: 972-5540.**

Students who do not normally ride the bus, but wish to go to a friend's house, must bring a parent note to this effect to the office. 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 parent's want their child to walk from the bus stop home with a sibling or to have an older sibling meet the bus you must contact the Transportation Center 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.

### 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.

*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\****