

WEST VALLEY MIDDLE LEVEL CAMPUS STUDENT HANDBOOK

MIDDLE SCHOOL

1500 S. 75TH AVE

YAKIMA, WA 98908

“HOME OF THE WOLF PACK”

MAIN OFFICE: 972-5700

ATTENDANCE: 972-5704

FAX: 972-5701

WEBSITE: <http://ms.wvwsd208.org>



2017-2018

JUNIOR HIGH

7505 ZIER ROAD

YAKIMA, WA 98908

“CONTINUING THE TRADITION OF PANTHER PRIDE”

MAIN OFFICE: 972-5800

ATTENDANCE: 972-5804

FAX: 972-5801

WEBSITE: <http://jh.wvwsd208.org>



Parents and Students -

Welcome to the West Valley Middle Level Campus! This handbook contains everything you'll need to know for your 5th through 8th grade years at West Valley Middle School and West Valley Junior High. Your West Valley Middle Level Campus experience is very important to your future success.

If you have any questions or clarification with any of the items in this handbook, please call the appropriate Administrator –

Middle School:

Mr. Tuman – Principal - 972-5706

Mr. Clark – Assistant Principal - 972-5707

Mrs. McDonald – Associate Principal - 972-5708

Junior High School:

Mr. Tuman – Principal - 972-5706

Mr. McDaniel – Assistant Principal - 972-5807

Mr. VanDeBrake – Associate Principal - 972-5808

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West Valley School District #208

2017-18 School Calendar

July 2017				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

August 2017				
M	T	W	T	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 2017				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

October 2017				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

November 2017				
M	T	W	T	F
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6	7	8	9	10
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20	21	22	23	24
27	28	29	30	

December 2017				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JULY	
10	Jump Start Begins
AUGUST	
3	Jump Start Ends
15-17	Summer Institute
21	New Staff Orientation
29	First Day of School

SEPTEMBER	
4	Labor Day Holiday, School Closed
OCTOBER	
30	K-8 Conference Window
NOVEMBER	
1-3	K-8 Conference Window
10	Veteran's Day, School Closed
22-24	Thanksgiving Break, School Closed

DECEMBER	
19-29	Winter Break, School Closed
JANUARY	
1	Winter Break, School Closed
2	Classes Resume
15	Martin Luther King Holiday, School Closed
19	End of 1st Semester
22	Semester Break, School Closed (Optional Day)

FEBRUARY	
16	No School - Snow Day Make-Up
19	President's Day, School Closed
MARCH	
26-30	Parent Conferences Grades K-4 Early Release 12:10pm
27-31	Parent Conferences Grades 5-8 Early Release 11:00am

APRIL	
2-6	Spring Break, School Closed
MAY	
28	Memorial Day, School Closed
JUNE	
8	High School Graduation
13	Last Day of School Grades K-4 Early Release 11:00am Grades 5-12 Early Release 10:00am

CODE INDEX	
☒	School Closed
☐	K-4 Conference Window
**	End of Semester

TIME SCHEDULES	
Grades K-4:	8:55-3:30
MS:	7:55-2:34
JH:	7:55-2:34
FC/HS:	7:45-2:20

January 2018				
M	T	W	T	F
☒	2	3	4	5
8	9	10	11	12
☒	15	16	17	☒
☒	22	23	24	25
29	30			

February 2018				
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			1	2
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12	13	14	15	16
☒	19	20	21	22
26	27	28		

March 2018				
M	T	W	T	F
				1
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

April 2018				
M	T	W	T	F
☒	☒	☒	☒	☒
9	10	11	12	13
16	17	18	19	20
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30	25	26	27	28

May 2018				
M	T	W	T	F
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14	15	16	17	18
21	22	23	24	25
28	29	30	31	

June 2018				
M	T	W	T	F
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18	19	20	21	22
25	26	27	28	29

WEST VALLEY MIDDLE LEVEL CAMPUS

MISSION STATEMENT

The mission of West Valley Middle Level Campus, a community of learners dedicated to understanding, respecting and meeting the unique needs of the middle-level child, to ensure all students explore, recognize and develop their skills, talents and abilities to help them become responsible, contributing citizens by providing opportunities for success in a caring, safe, learning environment strengthened through partnerships among school, family and community.

LEARNING ENVIRONMENT

Student Rights and Responsibilities

Students have a right to:

- A rich and appropriate education.
- Be treated with respect and dignity.
- Learn from their own mistakes.
- Be heard. Students' feelings and opinions will be respected by others.
- Participate in decisions about their own education.
- Expect that they will be in a safe school and that personal and community property will be safe.

Students have a responsibility to:

- Contribute to a positive learning for all.
- Treat others with dignity and respect, and not treat others differently because of their race, ethnicity, religion, age, appearance, gender, sexual orientation or socio-economic status.
- Help others learn from their mistakes. No one will silently stand by while the rights of others are abused.
- Listen to others, respecting expressions, feelings and opinions of others.
- Help to create a safe environment for everyone, including safety for personal and community property.

ACADEMIC EXPECTATIONS

West Valley Middle Level campus has LEARNING as its #1 PRIORITY! Each student's first and most important reason for attending school is to acquire the attitudes, skills, and information necessary to become a contributing and positive member of society.

In order for students to reach those learning expectations, they will need to be responsible for the following:

1. Keep a positive attitude
2. Have prompt and regular attendance
3. Bring assignments and materials to class daily
4. It is essential that daily work and homework be completed on time.
5. When in doubt, ask for assistance or further explanation.
6. Remember to follow the guidelines in this student handbook.
7. Out of district students that fail any class at the end of any term may be subject to withdrawal of permission to attend West Valley School District.

ANTI-DISCRIMINATION – 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 guide dog 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.”

Process for Resolution

Anyone with an allegation of discrimination may request an informal meeting with the compliance officer or designated employee to resolve their concerns. Such a meeting will be at the option of the complainant. If unable to resolve the issue at this meeting, or at any time, the complainant may submit a written complaint to the compliance officer.

A. Level One

At any time, anyone may file a complaint with the school district alleging unlawful discrimination. A written complaint must be signed by the complainant and set forth the specific acts, conditions or circumstances alleged to be in violation. Upon receipt of a complaint, the compliance officer will investigate the allegations set forth within 30 calendar days. The school district and complainant may agree to resolve the complaint in lieu of an investigation. The superintendent will respond in writing to the complainant as expeditiously as possible, but in no event later than 30 calendar days following receipt of the written complaint. The response of the superintendent will include notice of the

complainant's right to appeal to the school board, and will identify where and to whom the appeal must be filed. The superintendent's written response will state that the district either:

1. Denies the allegations contained in the written complaint received by the district; or
2. Will implement reasonable corrective measures to eliminate any such act, condition, or circumstance within the school district. Such corrective measures deemed necessary will be instituted as expeditiously as possible, but in no event later than 30-calendar days following the superintendent's mailing of a written response to the complaining party unless otherwise agreed to by the complainant.

B. Level Two

If a complainant disagrees with the superintendent's written decision or if the superintendent fails to respond, the complainant may appeal to the district board of directors by filing a written notice of appeal with the secretary of the board by the tenth calendar day following:

1. The date upon which the complainant received the superintendent's response; or
2. The expiration of the 30-day calendar day response period stated in Level One, whichever occurs first. The board will schedule a hearing to commence by the 20th calendar day following the filing of the written notice of appeal, unless otherwise agreed to by the complainant and the superintendent or for good cause. Both parties will be allowed to present such witnesses and testimony as the board deems relevant and material. The board will render a written decision by the tenth calendar day following the termination of the hearing and will provide a copy to the complainant, unless otherwise agreed to by the complainant and the superintendent or for just cause. The response of the board will include notice of the complainant's right to appeal to the superintendent of Public Instruction and will identify where and to whom the appeal must be filed.

C. Level Three

If a complainant disagrees with the decision of the board of directors in connection with any matter which, if established, would constitute a violation, the complainant may appeal the board's decision to the Superintendent of Public Instruction.

1. A notice of appeal must be received by the Superintendent of Public Instruction on or before the 20th day following the date upon which the complainant received written notice of the board of director's decision.
2. A notice of appeal must be in writing in the form required by the Superintendent of Public Instruction and must set forth:
 - a. A concise statement of the original complaint and the portions of the board of director's decision which is appealed; and
 - b. The relief requested by the complainant
 - c. Other

If the complainant remains aggrieved, they may seek resolution with federal or state agencies empowered with the authority to resolve such complaint.

ATTENDANCE

West Valley District Policy 3122 states that regular attendance is necessary for the mastery of the educational program provided for students of the district. For the complete attendance policy, please go to the “School Board Policies and Procedures” link on the West Valley School District website, <http://www.wvsd208.org>. Regular school attendance is defined as no more than six (6) absences, excused and/or unexcused, per semester in academic classes. Parents and students should be aware that when a student misses more than 6 days in a class, excused or not, it is difficult for the student to earn a passing score in the class.

A student’s presence in the classroom on a regular basis is necessary to ensure that the student derives maximum benefit from the class, including the opportunity for interaction with teachers and peers.

EXCESSIVE ABSENCES MAY RESULT IN WITHDRAWAL FROM WEST VALLEY JUNIOR HIGH.

REPORTING ABSENCES

Parents are responsible for reporting all absences resulting from illness, injury or family emergencies. When a student is absent from school, a parent is expected to call the school informing the school about the absence. Calls should be made to the attendance secretary at 972-5800 after 7:00 a.m. the day of the absence. If a parent cannot call, we ask that the parent or guardian send a note with the student on the day of the student’s return to school.

PRE-ARRANGED ABSENCES

When a student anticipates leaving town for a number of days, she/he must follow the pre-arranged absence procedure:

1. Have a note from parents stating the reason for leaving and the dates to be missed.
2. Obtain a pre-arranged absence form from the attendance secretary at least one week prior to the absence.
3. Complete the form with teachers’ signatures.
4. Have a principal sign the form. **Excused absences must meet the requirements described below.**
5. Return the form to the attendance secretary prior to leaving.
6. Whenever possible, schoolwork should be completed prior to the absence or arrangements made with the teachers to take the homework with you.

(However, even with the pre-arranged procedure, students may not be excused for all family vacation requests. The school will take into account the requesting

student's rate of attendance, current and past achievement in classes, and the nature of the classes missed during vacation.)

EXCUSED ABSENCES

The only absences that are excused are those specified in District Policy 3122. Examples include but are not limited to:

Absences approved by the principal or his/her designee. (Field trips and pre-arranged absences fall under this category.)

1. Absences due to temporary illness or injury. (Doctor's appointments fall under this category). *A doctor's note is required.*
2. Absences for an extended period of time due to physical, mental or emotional disabilities.
3. Absences resulting from a disciplinary/corrective action (e.g., short-term or long-term suspension, emergency expulsion).
4. Absences for religious observances.

If an absence does not fall into one of these categories, it will be considered **unexcused**.

Upon return from excused absences, it is the student's responsibility to contact each teacher to get make-up work and establish due dates for the assignments.

PRE-ARRANGED ABSENCES

When a student knows in advance that he/she will be absent for (2) or more days, the student should bring a note from a parent stating the dates and the reason for the absence. The students should present the note to the office and will receive a "PRE-ARRANGED ABSENCE FORM." The student will then have each of his/her teachers sign the form. Whenever possible, schoolwork should be completed prior to the absence or arrangements made with the teachers to take the homework with you.

However, even with the pre-arrangement procedure, students may not be excused for all family vacation requests. The school will take into account the requesting student's rate of attendance, current and past achievement in classes, and the nature of the classes missed during vacation.

APPOINTMENTS

Students planning to check out of school for appointments (dentist, doctor, etc.) are required to bring a note from home in advance of leaving the building. Students will report to the office prior to 7:50 am for an "EARLY DISMISSAL SLIP."

LATE ARRIVAL

The student arriving late to school **MUST REPORT TO THE OFFICE TO SIGN IN BEFORE GOING TO CLASS.** If a parent does not accompany the student to the office, the student **MUST BRING A NOTE FROM THE PARENT EXPLAINING WHY HE/SHE IS LATE.** If your student is absent or tardy due to a medical appointment, we require a note from the medical office. Consequences for repeated tardies are addressed in the student behavior management plan. If a student is tardy more than 10 minutes to class, (8:05 am)

the student shall be considered absent from the entire class. Students who have chronic tardiness and/or absences, even if excused, may be subject to corrective action.

TARDIES

Tardy students are expected to be in class when the tardy bell rings. Students failing to do so are tardy and subject to Progressive Discipline action. Tardy to first period...at the secondary level, if a student is tardy more than 10 minutes to class, the student shall be considered absent from class. The warning bell rings at 7:50 am. At both schools, the tardy bell rings at 7:55 am. **GETTING TO CLASS ON TIME IS VERY IMPORTANT!** Excessive tardies will be addressed through the Progressive Discipline Policy.

UNEXCUSED ABSENCES

If parent contact is not made (phone call or note) within two (2) days after your child returns to school, the absence will be considered unexcused. Students are expected to be in class on time. When a student's tardiness becomes frequent or disruptive, the student shall be referred to the principal or counselor. If counseling, parent conferencing or disciplinary action is ineffective in changing the student's attendance behavior, he/she may be suspended from the class or from school.

Students who have chronic tardiness and/or absences, even if excused, may be subject to corrective 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.

Out of District students that acquire 5 or more absences in one term may be subject to withdrawal of permission to attend West Valley School District.

HOMEWORK REQUEST/MISSING WORK

1. It is your responsibility to request and make up all class assignments missed during an absence. Some class assignments (labs, activities, field trips, films, etc.) may not be able to be made up. Individual arrangements may be made with the teacher.
2. One school day for each day of absence will be allowed to complete make-up assignments.
3. NO CREDIT will be given for assignments not made up.
4. REQUESTS CAN BE MADE AFTER TWO CONSECUTIVE DAYS OF ABSENCE. Parents may make arrangements to pick up the missed assignments by calling the main office BEFORE 10:00 AM. PICK UP TIME IS BETWEEN 3:00-3:30 PM IN THE MAIN OFFICE.
5. ***Please be sure to check Skyward Student/Parent Access for up-to-date homework information at www.wvsd208.org/ms or www.wvsd208.org/jh.***

BACKPACKS AND HANDBAGS

At WVJH, all backpacks, handbags and purses are required to be stored in student lockers during the school day (7:54-2:34). Backpacks are disallowed in classrooms, the cafeteria, gym and library. These items are a safety issue as well as taking up needed space. At WVMS, students may use “cubbies” in the classrooms to store items, however, students may transport backpacks between classes to allow them access to their supplies. We ask that all parents review and monitor what their student is taking to school in their backpacks, handbags and purses.

BEHAVIOR MANAGEMENT SYSTEM

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 school community’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 member of WVMLC. 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 Cafeteria Rules
- Unsafe Behavior/pulling out chairs, rubber bands/ running in hallways/spit wads/snowballs/laser pointers
- Being in Unauthorized Areas
- Forgery/Cheating
- Defiance/Insubordinate/Disrespectful
- Intentional Misuse of School Equipment (ie: Chromebooks), Supplies, Facilities and Others’ Personal Property (ie: cell phones)
- Gambling
- Tardies/Truancies
- Failure to Pursue Academic Achievement
- Drawings of gang-related items, weapons, threats, bullying and/or any other indecent images

CONSEQUENCES/PROGRESSIVE DISCIPLINE

- Verbal Warning by Teacher
- Teacher contacts parent by phone or e-mail to explain situation and possible future consequences. A plan for improvement or reflection, maybe given at this

time. Other consequences may include restitution, parent conference, lunch detention and office referral.

- Referral sent home for parent signature/phone call

1st Referral to office progressive discipline

Referral to an Administrator/Verbal Warning

Parent contacted or signature on returned referral form

May include after-school restitution

2nd Referral

One Day of In-School Suspension (ISS)

3rd Referral

Two Days of In-School Suspension (ISS)

Next Referral: Out of district students withdrawal of permission to attend the West Valley School District.

4th Referral 1 day suspension

5th Referral 3 days suspension

6th Referral 5 days suspension

7th Referral 10 days suspension

8th Referral Long Term suspension for the remainder of the trimester/20 days (whichever is longer) or possible schedule reduction/revision.

Following a long-term suspension, parent conference with teachers, counselors, and an administrator is required. The conference will result in a written contract.

BICYCLES

Bicycles may be ridden to school. The bicycle racks are located by the main entrances of both schools. Bicycles must be parked and locked upon arriving at school and are to be left parked until school is dismissed. Bicycle riders are expected to obey traffic rules and ride defensively. The rider should bring a good lock. THE STUDENT'S BICYCLE AND GEAR ARE THEIR RESPONSIBILITY, NOT THE SCHOOL'S.

BUS NOTES

THE OFFICE STAFF CANNOT WRITE NOTES FOR STUDENTS TO RIDE A BUS OTHER THAN THE ONE THEY HAVE BEEN ASSIGNED. Students must bring a signed note from home or a parent may FAX the note to the Middle School at 972-5701 or the Junior High at 972-5801. Notes are to be taken to the office before 7:50 am and must be authorized by the office in order for the student to be allowed to ride the alternate bus.

CAFETERIA GUIDELINES

CAFETERIA RULES

1. Stay seated at the cafeteria tables while eating.
2. Clean up after yourself.
3. Keep all food and drinks in the cafeteria area.
4. There are no reserved tables at lunch.

LUNCH PRICES

2017-18 lunch prices for WVMLC are as follows:

WVMS (Grades 5-6)

Lunch: \$2.75 Breakfast: \$1.50

WVJH (Grades 7-8)

Lunch: \$3.00 Breakfast: \$1.75

HOW TO NOTIFY CHILD NUTRITION OF DIETARY RESTRICTIONS

We will provide substitutions or modifications in school meals for children whose disabilities restrict their diets. A child with a disability will be provided substitutions in foods when that need is supported by a [dietary prescription form](#) with a physician's signature. The special dietary form must include:

- identification of the medical or other special dietary condition which restrict's the child's diet;
- the food or foods to be omitted from the child's diet; and
- the food or food choice of foods to be substituted.

Generally, children with food allergies or intolerance do not have a disability. However, when in the licensed physician's assessment, food allergies may result in severe, life-threatening reactions, the child's condition would meet the definition of "disability," and substitutions prescribed by the licensed physician will be made.

Please submit all documentation to the Child Nutrition Office. You may contact the Child Nutrition Director to discuss possible substitutions or modifications for a child's school meals.

CHEATING/PLAGIARISM

Policy-District Policy 3240-Any student who knowingly submits work of others represented as his/her own shall be considered to have cheated and shall be subject to corrective action. Cheating includes the aiding and abetting of cheating by others. Cheating is defined as obtaining or attempting to obtain, or aiding another to obtain credit for work or improved evaluation by any dishonest or deceptive means. Cheating includes, but is not limited to: lying; copying from someone else's work, unless such action is specifically

authorized by the instructor; taking or receiving copies of student work or an exam without the permission of the instructor; and using or displaying notes, “cheat sheets,” or other information inappropriate to the learning task. Plagiarism is cheating by using another person’s ideas, information or expressions as if they are your own. This includes failing to identify and cite material from other sources.

CHECK OUT

PARENTS ARE REQUIRED TO COME INTO THE OFFICE TO SIGN THEIR CHILD OUT OF SCHOOL. If someone other than the parent is signing the student out of the building and the alternate’s name does not appear in the student information on Skyward, a written note from the parent is required.

CHROMEBOOKS

- Bring your CHARGED Chromebook to school every day.
- Leave your charger at home and charge your Chromebook every night.
- Carry your CLOSED Chromebook with two hands (like a lunch tray).
- Open your Chromebook on a flat surface.
- Transport your Chromebook SAFELY in your backpack.
- NEVER loan your Chromebook to other people.
- During class use your Chromebook only as instructed by your teacher.
- Report all issues promptly to the library.
- Use your best judgment when using and caring for your Chromebook.

CLASSROOM CELEBRATIONS/HOLIDAYS

Any food items brought to school for classroom celebrations or holidays must be prepackaged, store-purchased food items. All purchased food items must have a listing of the ingredients displayed on the packaging.

CLOSED CAMPUS

WVMLC operates under a closed campus policy. Students are to remain non campus from the start of school in the morning until the end of the school day. Students are not to be outside of the building except for supervised activities or other authorized purposes. Once a student arrives on the school grounds, he/she is expected to remain until school is dismissed for the day or has permission from the office to leave. Students riding school buses are automatically on the school grounds when they are at their bus stop and when they step from the bus. Bus students who leave the grounds after school is dismissed for the day are not to return to the grounds and are assumed to have another ride home. NOTE: REGARDLESS OF AGE no student is allowed to drive and park a car on campus.

DISCIPLINE AND CODE OF CONDUCT

The purpose of the following policies is to provide a safe and supportive learning environment for all members of the school community.

Behaviors which interfere with teaching, learning, or personal well-being are not acceptable and will be addressed using appropriate consequences. These consequences may be applied for behaviors that take place during the school day, at school activities or are directly related to West Valley Middle Level Campus. The goal is for students to develop self-discipline, which results in self-control, good character and civility.

DISRUPTIVE ITEMS

Items that are deemed unsafe and a disruption to the educational process will be taken from the student and subject to discipline. As per Board Policy 3245: "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.

DRESS CODE

We are preparing students for success, and the dress code is a key component of the process. The purpose of this dress code is to allow students to express their individuality, while keeping the focus of students, teachers, and administrators on academics. Security, safety and a focus on academics continue to be the driving forces behind this policy. Any item deemed as disruptive to the education process can be in violation of this policy. Shirts must have visible sleeves, and cover stomach, cleavage, chest and back at all times. At no time should undergarments, of any kind, be exposed. Clothing may NOT contain any sexual, gang, alcohol, drug or tobacco references. Clothing may NOT contain inappropriate or offensive language.

Examples of unacceptable clothing articles include but are not limited to:

Swimsuits

Halter tops

Spaghetti straps (min. 2 finger width with no exposed under garments)

Muscle shirts (no sleeves)

St2 finger width (no exposed under garments)

Sagging pants

Off-the-shoulder blouses

See-through blouses exposing undergarment or other unacceptable attire.

Pants, sweatpants, shorts, dresses, and skirts must be neat, clean modest. Dresses, skirts and shorts must be at least 4 inches from the knee in length. Administration reserve the right to determine the appropriateness of any attire.

Examples of how pants, dresses, shorts and skirts may not be worn include but are not limited to:

May NOT be worn sagging

May NOT show any portion of underwear, at any time

May NOT contain tears or holes 4 inches above the knee

May NOT have any message written on the butt area

May NOT wear leggings or tights by themselves (Ok with skirt of appropriate length)

May NOT wear pajamas or pajama pants

Heads must be free of hats/head gear/hoodies within the school buildings during school hours. *West Valley Middle Level Campus is respectful and welcoming to all cultures and religions. If a student needs to wear a head covering for a religious reason, they will be allowed to do so. We only ask that parents notify the office of this exemption so there is no confusion.

Miscellaneous articles that may NOT be worn include but are not limited to:

Bandanas

Rosaries

Sunglasses

Any hair or eyebrow trimming deemed gang related

Decorative eyeglasses or contact lenses

Dangling chains of any kind

Studded/spiked accessories

Body piercing deemed unsafe

Jewelry deemed unsafe

Gloves in the building

Dress, gestures, graffiti on notebooks, etc. that are GANG RELATED are not allowed at the WVMLC. Continued incidences will be dealt with in a disciplinary manner.

NOT ALLOWED:

Blue/light or baby blue-red/pink canvas belts, buckles with gang signs, or dangling belts

Blue/light or baby blue-red/pink shoe laces not original to shoes

Permanent markers

Drawings of gang symbols:

Numbers of 13, 14, 66, 69

Letters of N, M and S

Olde English text

Tagging Property

Words or drawings like playboy bunnies, happy/sad clown faces, bongos, "brown pride", homey, etc.

3 Dot Markings: "La Vida Loca" • •

Gang Related Clothing: •

Jewelry with gang signs

Rosaries

Chains

Stocking caps/nets/bandanas

All hats need to be stowed in backpacks while at school. No hats are allowed to be tied to belts or backpacks.

Lanyards are not to hang outside pants pockets.

Additional items may be added as gang signs change.

IF YOU ARE NOT SURE OF THE DRESS APPROPRIATENESS, DON'T WEAR IT TO SCHOOL.

West Valley Middle Level Campus has a no tolerance policy for gang activity, and strong intervention of potential tagging crews, gang behavior, clothing and symbolism attached to tagging crews or gangs.

Gang and Tagging Crew Activity: If a student is found guilty of tagging, jumping students, promoting students to join a gang or tagging crew, they will receive the following consequences:

1st Referral-Emergency Expulsion, with an agreement to meet with a member of the YPD Gang Unit, will be converted to a short or long-term suspension depending upon the infraction.

2nd Referral-Long Term Suspension up to Expulsion from West Valley School District

3rd Referral-Expulsion from West Valley School District

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.

EMERGENCIES

What if there is an emergency at school? Due to the need to contact parents/guardians immediately in an emergency situation (ex: student is ill or is injured), it is essential that the school have current phone numbers on file at all times. Please call and update your home number, your work number or the emergency contact number any time that a change occurs. Please call 972-5717 for WVMS or 972-5813 for WVJH to update information.

****If you are aware of an emergency situation, please call 911 immediately.****

West Valley Schools - Safe Schools Hotline

Please call 972-6027 to notify school authorities about any information that will keep our schools safe. You may leave your name and number or you may leave information anonymously. Parents, students and community members are encouraged to use the hotline. Thank you for helping to keep our children safe at school.

Yakima County Crimestoppers
You Never Need to Give Your Name
**PAYS UP TO \$1,000 CASH FOR INFORMATION LEADING TO ARREST AND FILING OF
CHARGES ON ANY SERIOUS CRIME.**
Call 248-9980 or 1-800-248-9980
<http://www.co.yakima.wa.us/sheriff/crimestoppers.htm>

FIGHTING/PHYSICAL AGGRESSION

Students caught fighting will be subject to a short-term suspension (0-10 days) from school. A repeated offense may warrant a recommended long-term suspension (11-60 days) with all due process rights afforded. Students who are instrumental in the promotion of fights, obstruct staff in dealing with fights, or serve in any way to encourage fighting, are also subject to suspension from school.

FINES AND FEES

Any student with outstanding fines and fees will not be able to do the following:

1. Check out books through the Library. This includes the set of textbooks that students check out to have at home.
2. Attend field trips
3. Purchase any non-required item which includes but is not limited to: yearbooks, sweatshirts and ASB cards.
4. Attend "last day" yearbook signing activity in the commons.

GUESTS

Having friends is an important part of growing up. Our "NO VISITOR" policy is based on the premise that we think all children are special, however, student visitors can often cause a disruption to the education process and the safe operation of our school. It is therefore necessary to limit student participation during the school day and at after-school socials to only students currently enrolled at WVMLC.

GUM

West Valley Middle School is a no gum school.

HALL PASSES

During classes, hall passes are required at all times. If you are found in violation of this policy, it is considered a STEP 1 infraction and the appropriate discipline will be assigned. Further infractions will lead to progressive discipline.

HARASSMENT & BULLYING

Sexual Harassment of Students Prohibited This West Valley School District is committed to a positive and productive education free from discrimination, including sexual

harassment. This commitment extends to all students involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation or at a class or school training held elsewhere.

Definitions For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur adult to student, student to student or can be carried out by a group of students or adults and will be investigated by the District even if the alleged harasser is not a part of the school staff or student body. The district prohibits sexual harassment of students by other students, employees or third parties involved in school district activities. Under federal and state law, the term “sexual harassment” includes:

- acts of sexual violence;
 - unwelcome sexual or gender-directed conduct or communication that interferes with an individual’s educational performance or creates an intimidating, hostile, or offensive environment;
 - unwelcome sexual advances;
 - unwelcome requests for sexual favors;
 - sexual demands when submission is a stated or implied condition of obtaining an educational benefit;
 - sexual demands where submission or rejection is a factor in an academic, or other school-related decision affecting an individual. A “hostile environment” has been created for a student when sexual harassment is sufficiently serious to interfere with or limit the student’s ability to participate in or benefit from the school’s program. The more severe the conduct, the less need there is to demonstrate a repetitive series of incidents. In fact, a single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe, violent, or egregious.
- Investigation and Response** If the district knows, or reasonably should know, that sexual harassment has created a hostile environment, it will promptly investigate to determine what occurred and take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, the district will take prompt and effective steps reasonably calculated to end the sexual harassment, eliminate the hostile environment, prevent its recurrence and as appropriate, remedy its effects. The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. The district will take these steps 2 every time a complaint, alleging sexual harassment comes to the attention of the district, either formally or formally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps to resolve the situation, to the extent that such

investigation does not interfere with an ongoing criminal investigation. A criminal investigation does not relieve the district of its independent obligation to investigate and resolve sexual harassment. Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff or other third parties involved in school district activities. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Staff Responsibilities In the event of an alleged sexual assault, the school principal will immediately inform: 1) the Title IX/Civil Rights Compliance Coordinator so that the district can appropriately respond to the incident consistent with its own grievance procedures; and 2) law enforcement.

- The principal will notify the targeted student(s) and their parents/guardians of their right to file a criminal complaint and a sexual harassment complaint simultaneously.

Confidentiality

- If a complainant requests that his or her name not be revealed to the alleged perpetrator or asks that the district not investigate or seek action against the alleged perpetrator, the request will be forwarded to the Director of Human Resources for evaluation.
- The Director of Human Resources should inform the complainant that honoring the request may limit its ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator.
- If the complainant still requests that his or her name not be disclosed to the alleged perpetrator or that the district not investigate or seek action against the alleged perpetrator, the district will need to determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students, staff and other third parties engaging in district activities, including the person who reported the sexual harassment. Although a complainant's request to have his or her name withheld may limit the district's ability to respond fully to an individual allegation of sexual harassment, the district will use other appropriate means available to address the sexual harassment.

INFRACTIONS WITH MANDATORY CONSEQUENCES

ALCOHOL AND DRUGS

Problems with drugs and alcohol are serious and carry specific interventions mandated by the Washington State Legislature. Consequences are severe and should be read and considered carefully. Mind-altering substances, including non-prescription drugs, illegal or controlled substances, alcohol/drug paraphernalia and/or look-alike drugs are not allowed on school property or at school related activities. Students will not be allowed to participate in any type of school activity while under the influence of such substances. Where reasonable suspicion exists, a student's locker, person, backpack, and the like (while on school property or at a school sponsored activity) are subject to search and seizure by school administrators.

In all substance abuse related incidents, where judged appropriate, law enforcement officials will be involved.

Students are prohibited from selling, representing they are selling, dispensing or representing that they are dispensing, possessing, distributing, consuming or otherwise using, abusing or being under the influence of alcohol or a controlled substance while at school on school property or at a school sponsored or school sanctioned event, whether or not on school property, or en route thereto. A student shall be presumed to be under the influence of alcohol if it can be smelled on his/her breath, and a student shall be under the influence of a controlled substance if he/she consumed or used such substance within eight (8) hours of attending school, being on school property or attending a school-sponsored or school-sanctioned event.

DISCIPLINARY ACTION

Disciplinary action, independent of court action, will be taken in cases involving the consumption, use, possession, distribution or sale of alcohol or illicit drugs. Students are subject to immediate suspension, or ultimately expulsion, for consumption, use of possession of alcohol or illicit drugs, or for the abuse of other drugs, such as anabolic steroids. Possession includes actual physical possession as well as possession where the item may not be in actual physical possession of the student, e.g., located in a textbook, locker, backpack, car, or some other location.

Possession, consumption, use, or being under the influence of **alcohol, illicit drugs, or other drugs** on school property or at school sanctioned activities.

First Offense:

1. The student will be **emergency expelled** and mandated to complete a UA and Drug/Alcohol Assessment at an approved agency. If the student doesn't complete these steps, they will serve a 90-day suspension from school.
2. A parent conference will be held.
3. The parent and student will be provided information concerning available and appropriate drug or alcohol counseling treatment, and rehabilitation programs.

Second Offense:

Expulsion, in clearly substantiated cases, upon the second offense within any two-year period.

Possession, consumption, use, or being under the influence of **tobacco** on school property or at school sanctioned activities.

First Offense:

The principal shall suspend a student for **three (3) days** and may, depending upon the severity of the case, suspend the student for additional days or expel students who are

engaged in the solicitation, selling, giving, or exchanging of tobacco as defined by law, on school property or at school sanctioned activities.

Second Offense:

Ten (10) day suspension

Third Offense:

Ninety (90) day suspension

MEDICAL RELATED CONCERNS

MEDICATION AT SCHOOL

Some students need to take medication at school. All such medication shall remain under the direct control of the school office during the time it is stored at school. Only designated office personnel shall be allowed to give medication to students. Medication will only be administered after a "Medication Request" form is signed by both parent and physician as required by state law. This includes non-prescription medication such as aspirin, decongestants and cough syrup, as well as prescription drugs. The medical authorization form is available in the main office. Medication must be in the most current prescription bottle delivered by a parent in order for school personnel to administer.

ANAPHYLAXIS

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 allergen 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.

NOTICE FOR DIRECTORY INFORMATION (FERPA NOTICE)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the West Valley School District, with certain exceptions, obtain your written consent prior to the

disclosure of personally identifiable information from your child's education records. However, the West Valley School District may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the West Valley School District to include this type of information from your child's education records in certain school publications. Examples include:

- a playbill, showing your student's role in a drama production
- the annual yearbook
- the school website
- honor roll or other recognition lists
- graduation programs
- sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.¹

If you do not want the West Valley School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1st of each school year. The West Valley School District has designated the following information as directory information:

- student's name
- participation in officially recognized activities and sports
- address
- telephone listing
- weight and height of members of athletic teams
- electronic mail address
- photograph
- degrees, honors, and awards received
- date and place of birth
- major field of study
- dates of attendance
- grade level
- the most recent education agency or institution attended

¹ These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

PUBLIC DISPLAY OF AFFECTION (PDA)

Holding hands is the ONLY public display of affection acceptable at West Valley Junior High. Refusal to cooperate with this request will result in an office referral and a parent conference will be scheduled to resolve the problem. West Valley Middle School does not allow any public displays of affection.

SCHOOL DAY SCHEDULE

Middle School Bell Schedule		
Period	Time	Minutes
	7:50-7:55	5
1	7:55-8:56	61
Passing	8:56-9:00	4
2	9:00-9:56	56
Passing	9:56-10:00	4
3	10:00-10:56	56
Passing	10:56-11:00	4
1 st Lunch	10:56-11:26	60
4	11:00-12:30	-
2 nd Lunch	11:28-11:58	30
3 rd Lunch	12:00-12:30	30
5	12:34-1:32	58
Passing	1:32-1:36	4
6	1:36-2:34	58

Junior High Bell Schedule		
Period	Time	Minutes
	7:50-7:55	5
1	7:55-8:51	56
Passing	8:51-8:55	4
2	8:55-9:56	61
Passing	9:56-10:00	4
3	10:00-10:56	56
1 st Lunch	10:56-11:30	34
Passing	11:28-11:34	6
4	11:34-12:30	56
Passing	10:56-11:00	4
4	11:00-11:56	56
2 nd Lunch	11:56-12:30	34
Passing	12:28-12:34	6
5	12:34-1:32	58
Passing	1:32-1:36	4
6	1:36-2:32	56

Unless students are participating in a school-sanctioned activity, they should leave the campus immediately after dismissal.

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, desk or backpack. Student personal searches will be conducted in accordance with Washington State Law and adopted School District Policy. To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, or backpacks and will seize any illegal, unauthorized or contraband materials discovered in the search. Trained dogs may be used to assist in identifying areas to be searched. If unauthorized contraband is found, local authorities will be notified.

SUBSTANCE ABUSE POLICY

SALE, DELIVERY, POSSESSION, AND/OR USE OF ALCOHOL, OTHER DRUGS OR PARAPHERNALIA.

****1st Incident:** *Student is emergency expelled and mandated to complete a UA and Drug/Alcohol Assessment at an approved agency. Student must follow the recommendations in the assessment. If a student does not complete these steps, they will serve a 90-day suspension from school. Once UA and assessment is completed, the emergency expulsion will be converted to a short-term suspension (ranging from 5 to 10 days depending upon the offense).*

***2nd Incident: Expulsion: Expulsion**

SALE, DELIVERY, POSSESSION, AND/OR USE OF TABACCO IN ANY FORM.
E-cigarettes, Hooka Pens, or any other delivery devices are not allowed at school, and if substance is not verified as nicotine, student will fall into the drug and alcohol policy and procedure.

****1st Incident:** Three (3) day suspension – or one (1) day with mandatory assessment requirement. Student will follow the recommendations of the assessment by attending American Heart Association Class.

****2nd Incident:** Ten (10) day suspension

****3rd Incident:** Ninety (90) day suspension

The proper authorities will be called incases 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.

TELEPHONE MESSAGES

IF POSSIBLE, PLEASE COMMUNICATE TO YOUR CHILD ANY NECESSARY INFORMATION BEFORE HE/SHE LEAVES FOR SCHOOL IN THE MORNING.

If it is necessary to get a message to your child, please call the office prior to 11:00 am. This allows the office staff to deliver the message during your child's lunch period, thereby minimizing classroom disruption.

TRANSPORTATION RULES

BUS NOTES AND P.M. CHANGES:

Students that need to get off at another stop other than their assigned bus stop must give the driver a parent note that has been signed by the office. These arrangements should be made in advance. If you have any questions or need to make different arrangements for your student, please contact the Transportation Center at 972-5590.

Students who do not normally ride the bus, but wish to go to a friend's house, must bring a parent note to the office to be signed.

Once your student has gotten onto the bus after school, they are not allowed to disembark from the bus at school or any other bus stop without parent approval. If you are in the parent parking lot and your student is on the bus, you may go to the door of the bus to request that your child be released or you may contact our office at 972-5590 to let us know that you give permission for the driver to release your student. Once they are on the bus, it is our responsibility to assure that they are dropped off at their designated bus stop.

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
- Must use ear buds to listen to personal music
- 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)
- Wait at the bus stop 10 feet from the 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.
- If necessary, wait to 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 them that their 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 them that their 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

These are examples 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 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 the 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:

Parents wishing to appeal disciplinary actions should refer to West Valley School District #208 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 airborne 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 WVSD BUSES:

- Students will **not** be allowed to eat or drink anything 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 event may be allowed to eat with the teachers 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.

AIRBORNE CONTAMINATES – 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 district staff members shall be annually notified that students shall not be requested to transport prohibited items between home and school on a 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.**

UNACCEPTABLE BEHAVIOR

SEVERE VIOLATIONS

These behaviors are examples that will result in a direct referral to the office. Any of these offences may result in a 1-10 day short-term suspension or long-term suspension.

- Continued office referrals (4 or more)
- Fighting – three (3) day suspension
- Threatening/physical or verbal assault
- Harassment, intimidation, bullying
- Arson/possession of lighter
- Possession of fireworks or explosives
- Indecent photos/magazines/language/exposure
- Inappropriate photos taken in locker room/restroom
- Trespassing
- 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.
- False alarm or bomb threats/prank 911 call/theft/vandalism
- Extortion
- Possession of unauthorized medication/drugs
- Inappropriate use of COMPUTERS, CHROMEBOOKS or INTERNET
- Gang activity

WEAPONS

Possession of a weapon on any school property is a serious offense. The State of Washington now requires that any student who brings a weapon onto a school campus, school-provided transportation, or areas of facilities being used exclusively by public or private school will be expelled from school for 180 days. The entire law reads as follows: Dangerous weapons as defined in RCW 9.41.250 and RCW 9.41.280 include: “Any instrument or weapon of the kind usually known as sling shot, sand club, metal knuckles, spring blade knife, any knife the blade of which is automatically released by a spring

mechanism or other mechanical device, any knife having a blade which opens, falls or is ejected into position by the force of gravity, by an outward, downward, or centrifugal thrust or movement; who shall furtively carry with intent to conceal; any dagger, dirk, pistol, or other dangerous weapon; or who shall use any contrivance or device for suppressing the noise of any firearm” (RCW 9.41.250). “Any firearm; any device commonly known as a ‘nun-chu-ka sticks’ consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope or other means; or any device commonly known as ‘throwing stars’, which are multi-pointed, metal objects designed to embed upon impact from any aspect; or any air gun, including any air pistol or air rifle to propel a BB pellet, or other projectile by discharge of compressed air, carbon dioxide, or other gas” (RCW 9.41.280). In West Valley School District, we are serious about providing a safe environment for learning and working. A look-alike gun/weapon will be treated the same as a real weapon. Please make sure that your child understands that any student violating this law will be expelled from the West Valley School District.

WEATHER RELATED SCHOOL CLOSURE INFORMATION

In the event that the West Valley School District Board of Directors determines school should not operate or should operate on some emergency schedule for some specific reason (ie: snow, ice, etc.) you will be able to receive that information by listening to your local radio stations. Do not call the school first. Listen for information from the radio stations or log onto “Flash Alert”. You may also check the district website <http://wvsd208.org> and click on the closure link, or call 972-6002.

When weather conditions are extreme, please listen to one of the following radio stations or watch one of the following TV stations for closure information.

Radio

KYXE 1020 AM
KIT 1280 AM
KBBO 1390 AM
KMWX 1460 AM
KXDD 104 FM
KRSE 105.7 FM
KFFM 107.3 FM
KATS 94.5 FM

Television

KNDO CH 23
KIMA CH 29
KAPP CH 35

COMPLIANCE STATEMENT

“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 guide dog 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”

*Note: Student handbooks are under constant review.
Modifications may be made at any time.*