

GENERAL SCHOOL INFORMATION

Daily Schedule:

8:30 Students may enter hallway, go to breakfast, or go on the playground

8:50 Bell to go to class

8:55 Tardy Bell—Class Begins

10:30-10:42 Morning Recess

10:45 Tardy Bell

11:35 Morning Kindergarten Ends

11:30 Lunch Period Begins

12:15-12:45 Noon Recess

12:48 Tardy Bell

12:50 Afternoon Kindergarten begins
(No Kindergartners on the playground during noon recess)

2:15-2:27 Afternoon Recess

2:30 Tardy Bell

3:30 School Day Ends

PTA Officers

President: Sharon Herke/Karen Vetsch
Vice President: Jeannie Schneider
Secretary: Mimi Swensson
Treasurer: Jennifer Adams

Ahtanum Valley Staff:

Principal: Mr. Pryor

Secretary: Mrs. Lindberg

Psychologist/Counselor: Mr. Hays

Kindergarten: Mrs. Paganelli
Mrs. Edwards

First Grade: Mrs. Kitt
Mrs. Ross Ms. Turner

Second Grade: Mrs. Burnett
Mrs. Turley Mrs. Veley

Third Grade: Mrs. Reeder
Mr. Porter
Mr. Klippert

Fourth Grade: Mrs. Stover
Mr. Curnutt

Fifth Grade: Mrs. Smith
Mrs. Henning

Resource Room: Mrs. Hatfield
Mrs. Bowden Mrs. Kelly

P.E. TBD

Fine Arts: Mrs. Frueh

Band: Mr. Smith

Speech/Language: Mrs. Lowary
Mrs. Capelletti

Title I Reading: Mrs. Olney
Mrs. Albee Ms. Madden

Bilingual Parapro: Mrs. Zambrano
Library Parapro: Mrs. Martin
Teacher Parapro: Mrs. Phillips
Mrs. Fitterer

Custodian: Mr. Haines
Mr. Rogers

Food Service: Mrs. Koch
Mrs. Green

- **Absences:** Success as a student is closely related to attendance. The first bell rings at 8:50 a.m. and students are expected to be in the classroom before the tardy bell at 8:55 a.m. Parents are requested to call the school after 8:00 a.m. each day your child is absent. Students arriving late need to report to the office to sign in. The student must bring a note from the parent explaining the tardy or absence if there is no phone call. **For the safety of your child, please do not allow your child to be on the school grounds before 8:30 a.m. There is no adult supervision before 8:30 a.m.**



- **Planned Absences:** When a student knows in advance that he/she will be absent for two or more days, the student should bring a note from a parent stating the dates and the reason for the absence. For longer planned absences, a "prearranged absence form," available in the office, must be signed by the principal.
- **Appointments /Checking Out:** For the safety of students, parents are required to come into the office to sign the student out of school. If someone other than the parent/guardian is signing the student out of the building and the

name does not appear on the student information card, a written note from the parent is required. **NO EXCEPTIONS**

- **Unexcused absences:** If parent contact is not made by phone call or note within two days after your child returns to school, the absence will be considered unexcused. The Washington State Truancy Law (BECCA Bill) RCW 28.225.0303 states a student with seven unexcused absences in a month or ten in a year, will be petitioned to a court hearing. Parents will be notified when a student has an unexcused absence.
- **District Guidelines for Excused Absences:**
 1. Illness or health conditions, family emergency or religious purposes.
 2. Pre-arranged approved by principal.
 3. Participation in a school approved activity.
 4. Absences due to disciplinary actions or short-term suspensions.
- **School District Tardy Policy:** Six (6) unexcused tardies equals one unexcused absence. The same criteria from above applies to tardies. Missing the bus or oversleeping are examples of unexcused tardies.
- **Bus/TransportationNotes:** Students must bring a signed note from home to ride a bus other than the one assigned, or to be transported by anyone other than the parent or guardian. If there is no note to wait for a parent and we are unable to contact

parents/guardians, the student will be required to ride his/her regular bus home. Plans to go to a friend's house after school must be made *before* school.

- **Medicines in School:** Some students need to take medicine at school. All medicines 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 medicine to students. Prescription medication will only be administered after both parent and physician (as required by state law) sign a "Medication Request" form. The authorization form is available in the main office. Medication must be in the original prescription bottle with the student's name and the number of pills on it in order for school personnel to administer it to a student. All medication must be transported by a parent/guardian and signed in and out of the office. No medication can be transported by a student, nor can the office accept medication from a student.
- **Bicycles:** Bicycles may be ridden to school. They must be parked until school is dismissed. It is recommended that students wear helmets and lock bikes. Student bicycles are not the responsibility of the school.
- **Lunch Prices:**
Elementary: \$____
Breakfast \$____

offenses may result in isolated supervision, short/long term suspension

GUIDELINES FOR SUCCESS

We will observe the following specific school guidelines:

- **GUM FREE SCHOOL**
No food except popcorn will be allowed on the playground. Candy and pop may be eaten during the lunch period.
- **DISRUPTIVE ITEMS**
Beepers, Walkman, Gameboys, laser pointers, and skateboards are not allowed on the bus or at school (certain items may be taken on field trips). Items that interfere with learning will be taken away and given back at the end of the day to be taken home. Repeated incidents will result in losing the items for a longer period of time/disciplinary action.
- **DRESS CODE**
Students are required to wear clothing that is not disruptive to the educational process. Clothing which contains profanity and/or alcohol or drug messages are not allowed. No hats, visors, or scarves will worn in the building by boys or girls. Gang related dress, gestures, or graffiti are not allowed. Students dressed inappropriately will be required to change.

Bullying/Harassment Policy

Harassment in any form is prohibited at Ahtanum Valley Elementary. Victims of harassment or bullying should report the problem to an adult in the school as soon as possible.

- **WASHINGTON STATE WEAPONS LAW**

State law and district policies are specific regarding weapons of any kind on school property. **Students in possession of firearms on school property will be turned over to local authorities and will face immediate expulsion.** Other weapons include, but are not limited to: knives, pointed objects, slingshots, clubs, metal knuckles, air guns, pistols, rifles, BB guns, pellet guns, rocks, and any other object used as a weapon to harm another student.

- **SAFE SCHOOLS HOTLINE**

This 24-hour number is available to anonymously report school related safety concerns.

(509)-972-6027

- **BUS RULES**

For questions or concerns call the Transportation Center 966-2403.

1. Demonstrate responsibility for yourself and show respect, concern, and care for all who ride the bus.
2. Follow the directions/request of the driver
3. Remain seated while the bus is moving.
4. Speak in a normal voice.
5. Use appropriate language
6. Keep the bus clean and aisles clear.
7. Follow all school rules

CONSEQUENCES FOR BUS CONDUCT:

All tickets should be signed and returned with 2 days to the driver.

Minor Ticket:

Parents contacted; problem solving at noon recess.

Major Ticket/3 Minor Tickets:

Three-day minimum suspension of bus riding privileges

Assault/Fighting

Explosives (fireworks/etc.)

Extortion (coercing money or property from a student)

Failure to identify oneself

Discharge of fire equipment

Possession/distribution of tobacco products

Profanity/profane gestures

Refusal to comply with reasonable request

Theft of school/personal property

Second Major Ticket: Minimum four (4) day, up to ten (10) day suspension from the bus or school for a second referral for any of the above.

Third Major Ticket: Twenty (20) day suspension, or end of the trimester, whichever is longer.

First Ticket for offenses below may result in removal from the bus for the balance of a trimester or school year:

Arson

Endangerment of the driver or students

Possession/use/distribution of drugs, alcohol or paraphernalia

Threatening/assaulting driver

Possession/use of dangerous weapons

- **Weather Conditions**

When weather conditions are extreme, please listen to the radio station or watch one of the TV stations to find out if schools are operating. You may also call 972-6002. If school is operating an hour late, students may not be at school before 9:30 a.m. For a two hour late start students may arrive at 10:30 a.m.

EMERGENCY INFORMATION:

Due to the need to contact parents/guardians immediately in an emergency situation (illness or injury), it

is essential that the school have current phone numbers on file at all times. Please call and update your home number, work number, or the emergency contact number anytime that a change occurs. Thank You.

Pictures of Children:

If you do not want pictures taken of your child, name published in yearbooks, in newsletters, the media, or posted in the building, please inform the school in writing.

Parking Lot Safety **Guidelines**

1. Do not drive in the bus lane between the hours of 8:00 AM and 4:00 PM
2. Staff only parking in front of the building. No parent may drive through the bus lane, park, pick up students, and walk across the parking lot in between the buses to take students to cars.

To drop off students:

3. Park and walk students to the fence opening in the north or south lots.
4. Do not pull up in the No Parking zone and let students out.
5. Parking is available in the north unpaved lot or the south lot.

To pick up students:

6. Do not allow students to cross the parking lot to your car when you pick them up.
7. Please get out of the car and walk to the fence. Accompany your children to the car. Make sure they are securely in the car before proceeding.
8. Parking is available in the north unpaved lot or the south lot.



RESPONSIBLE PLAYGROUND BEHAVIOR

Goal: Students will play safely in all games and on all equipment in a respectful manner.

1. Students will play in a safe and careful manner and will take turns on all play equipment.
2. Students will promptly follow instructions given by all supervisors on the playground.
3. Students will settle differences peacefully using "Stop/Think/Plan."
4. Slides are to be used by only one student at a time, facing forward in a sitting position. Students will not run up the slide.
5. Swings are to be used by one person at a time, and there will be no climbing on the swing structure, no bailing out, no twisting, twirling, hanging upside down, or swinging side-to-side. A student may count off another student (100 full swings). A student may count off another student by saying the alphabet twice. Cradle swings are safe, other people sitting on the cradle is not.
6. Students will not throw /kick rocks, snowballs, sticks, etc.
7. Students will not play rough. Examples of prohibited games are tackle football, tripping and pushing in soccer, contact soccer, rugby, or any game which involves danger to the students. Students may not trip or push down other students.
8. Students will show pride in their school by keeping the grounds free of litter. There will be no gum chewing, chewing of straws, or food with sticks attached on the playground. Only popcorn on popcorn days will be allowed, no other food.
9. Students using the restroom during recess will use the restrooms in the northwest hallway. Students will ask permission from the playground supervisor and get a pass to use the restroom. One pass per student. Passes need to be returned to the playground teacher, not given to other students. No students will be allowed to return to class during recess.
10. Students are to use the drinking fountains near the northwest entrance. Students will ask permission from the playground supervisor and get a pass to use the drinking fountain.
11. Students will go promptly to class when the bell rings. When the bell rings, play stops, students pick up play equipment and begin walking to the entrance. Students not in their seats by the second bell will be marked tardy.
12. Students may run on the grass, but must walk to and from the building on the sidewalk or blacktop.
13. Students will not swing on bars that hold doors open on the sidewalks.
14. Students will play tag or chase on the grassy field areas only, not near the benches.
15. Students will leave any "weapon type" toys at home.
16. Students will leave radios, tape players, headsets, other electronic toys and hard balls at home.
17. Hats are allowed on the playground unless used inappropriately; inappropriate behavior results in the loss of the hat for the rest of the day.

18. Students are not allowed to play outside the yellow boundary line. They may not go past the grass onto the dirt to play on the fence.
19. Students are not allowed to stand on the concrete pillars or climb on the electrical boxes.
20. When teachers give free time to their students they must follow all playground rules.
21. Students use rubber balls, not soccer or basketballs on the ball wall. Hollow core balls, big yellow balls, or tennis balls are fine. Grades 1-2 have the right side of the ball wall; third graders have the left side, and grades 4-5 use the gym area.
22. Offensive language and gestures will not be allowed.
23. If there is ice on the playground, students will not intentionally slide on it or pour water on it.
24. Students will play in designated areas. Third grade students play on the intermediate side on the play equipment and soccer field. Third graders may use the baseball diamond on the primary side.
25. Bars: Students may not walk across the top of bars or pull other students off of them. Students go across the bars one way.

Halls

Goal: The halls will be a safe and quiet environment where people interact with courtesy and respect.

Responsible Hallway Behavior:

1. Students will move safely through the hallways, keeping hands and body to oneself.
2. Normal speaking voices will be used in the hallway. (If someone is too far away to hear, move close enough to speak in a normal voice.)
3. During transition times, students will walk in the hallways silently.
4. Everyone will be treated with respect.
5. If an adult asks to speak with you, stop and talk with that person.
6. If an adult requests that you correct a behavior, do what the adult asks you to do.
7. No student should be in the halls prior to 8:30 a.m. unless escorted by an adult.
8. During class or recess time, students must have a pass to be in the halls. Students going to the office need the hall pass form signed by the teacher.
9. In the morning, the patrol should not use the hallways.
10. Students will avoid walking through or interrupting conversations.
11. No eating food, drinking beverages, or chewing gum in the halls.
12. No students in hallway without adult supervision (This includes partner reading, time-out, and projects).
13. Students must wear classroom badge/have a hall pass when traveling in hallways for bathrooms/errands.
14. Walk single file in the hallways when walking with his/her class.
15. Students may walk in pairs of two only, side by side on the right hand of the hallway only at other times.

Restrooms

Goal: The restrooms at Ahtanum Elementary will be clean and safe.

Responsible Restroom Behavior:

- ◆ Use restrooms before going to playground.
- ◆ If restrooms must be used during class, students must have a restroom pass.
- ◆ Only one student at a time may leave the room to go to the restroom.
- ◆ Use restrooms appropriately and leave them clean.
- ◆ Put toilet paper in the toilet. Put all other paper in the garbage can.
- ◆ Flush the toilet.
- ◆ Leave stalls unlocked after use.
- ◆ Wash your hands.
- ◆ Leave the restroom as soon as you finish.
- ◆ Respect others privacy (no peeking over or under stalls).
- ◆ Act responsibly and keep hands to yourself.
- ◆ Inform teacher of any problems.

Lunch Passing Time

Goal: The lunch line and lunch area will be a safe and clean environment where people interact with courtesy and respect.

Responsible Cafeteria Behavior:

Coming to Lunch and Lunch Line:

- ◆ Teachers need to line up at their designated times. Lunch times need to allow for specific classroom schedules. Classroom events with special guests need to be cleared with the principal in advance.
- ◆ While in line, students will keep hands, feet and objects to themselves.
- ◆ Students will use quiet voices in the lunch line.
- ◆ An adult escorts students at lunch. Cold lunch students need to be directly supervised.
- ◆ As students exit the lunch area, teachers will monitor servings.

- ◆ All classrooms will be equipped with their own garbage cans for dumping their food.
- ◆ Teachers supervise and inspect area to see that the dumping area is cleaned after the entire class is finished dumping their trays.

Assemblies

Goal: Ahtanum students will demonstrate respectful behavior during assemblies by listening, participating and following directions.

Responsible Assembly Behavior:

- ◆ When the leader goes to the microphone and puts his/her hand up, put your hand up, stop talking and look at the person at the microphone.
- ◆ Listen carefully.
- ◆ Students will follow their teacher's directions regarding where to sit.
- ◆ Everyone will wait quietly for the program to begin. Quiet talking will be allowed until the program is ready to begin.
- ◆ Communicate with the performers with your eyes and ears.
- ◆ Never boo, whistle, yell, hoot, or put someone down.
- ◆ At the end of the program, the leader will conclude the assembly by thanking the performers.
- ◆ Students will remain seated until the teacher gives them the signal to stand and follow the teacher from the assembly area in an orderly fashion.
- ◆ No food, drinks, or hats will be allowed during assemblies.



Ahtanum Valley Elementary Homework Policy

Homework Philosophy

The staff at Ahtanum Valley Elementary believes that homework increases responsibility by developing organization and study skills. Homework encourages independent learning while appropriately involving parents. Homework promotes and supports the classroom curriculum while encouraging students to become lifelong learners.

Responsibility/Expectations:

- ✓ Homework is to be completed independently with support only when needed and to check completion.
- ✓ Students are expected to return all homework. Due dates will be determined by individual classroom teachers.
- ✓ As homework fosters responsibility, failure to return homework may result in consequences such as homework completion noon recess.

Guidelines for Time Spent on Homework*

Kindergarten: 20/20 Reading Calendar any 5 nights + 5-10 minutes Monday through Thursday on assigned homework

1st Grade: 20/20 Reading 5 days/week + homework folders Monday through Thursday

2nd Grade: 20/20 Reading Calendar any 5 days + 15-20 minutes of homework 2 -4 times per week.

3rd Grade: 10 minutes Spelling Monday through Thursday +20/20 Reading any 5 days per week +20 minutes of homework 2-4 times per week

4th Grade: 20/20 Reading Calendar + 20-30 minutes of homework including spelling 4 nights per week

5th Grade: 20/20 Calendar + Spelling or Math; Daily Work Total : 60 min. or less

*These guidelines reflect the amount of time it will take an average student to complete homework. Some children will require more or less time. It does **not** include work that should have been completed at school.

Make-up Work: Per district guidelines, absent students are expected to make up work missed in their classes in order to maintain academic progress.

Other helpful ideas you can do at home:

- ✓ Taking family field trips (Yakima Valley Museum, library, Capitol Theater, Yakama Indian Cultural Center)
- ✓ Participating in community service
- ✓ Promoting hobbies
- ✓ Working with students to strengthen specific skills
- ✓ Discussing current events
- ✓ Encouraging children to write on their own (journal/diary, letters, thank you notes)
- ✓ Getting your child a library card, checking out books you can read to your child or he/she can read alone or to others
- ✓ Teaching computer skills (word processing, keyboarding, learning games)
- ✓ Playing board games, like Guess Who, Chess, Checkers, Card Games like Go Fish, Old Maid, Memory.

Reading:

Washington State's learning standards and our staff's commitment to strengthening students' reading skills are the foundations for our school-wide reading emphasis. The minimum 20 minutes of reading, 20 days per month may include:

- ✓ Students read aloud to someone, adult or child
- ✓ Students read to themselves
- ✓ Students listen while another person reads to them
- ✓ Students listen, follow along/read along with a "book on tape."

Mathematics:

In order to provide your child the richest and most challenging math program, the Ahtanum Valley Elementary staff would like to ask your assistance in helping us reach the following instructional goals.

Grade Level	Ahtanum Valley Elementary students should be able to demonstrate the following math skills by the end of the indicated grade level
Kindergarten	Write numerals to 20 Read and write number words 0 -10 Count orally to 30 with objects Count backwards 10-0 Patterning using colors, shapes, or objects Identify and draw shapes Identify and know value of penny, nickel, dime, quarter
1st Grade	Addition and Subtraction facts to 10 Read and write numerals 0-100 Count by 2's, 5's, and 10's to 100
2nd Grade	Basic facts addition and subtraction to 10 Count to 1,000 by 2's, 5's, and 10's Write numerals through 1,000 Counting money
3rd Grade	Addition facts to 12 + 12 Subtraction facts from 24 Multiplication facts through 10 X 10
4th Grade	Multiplication and Division Facts to 10
5th Grade	Multiplication and Division Facts 1-12

Research:

With regards to homework, researchers agree that:

- Homework should be necessary, useful, developmentally appropriate, motivational, well explained, and clearly understood
- Homework in elementary grades should emphasize establishing good study habits.

**There will be a variety of incentives to encourage students to complete homework such as free recess and other rewards. Parents will be notified if homework is not completed and the student finishes homework at noon recess in the homework room.

West Valley School District

Understanding Performance Level Standards On the Report Card

Our pilot report card uses Performance Levels to describe student progress toward a learning standard. The scoring guide below, when used in the classroom, provide students with a generic description of work at each of the performance levels. The description that most closely matches the student's work determines the points the student receives. The Guide, with four levels of competency, may also be used to compare student work to the WASL (Washington Assessment of Student Learning). The table below interprets the Performance Levels of our four-point scoring guide.

4 Point Scale	Report Card Code	Description	Target Analogy	WASL Performance Levels (State Descriptions)	Expressions That May Reflect Student Works
4	Exceptional (superior, excellent)	This level reflects a quality of learning that is <u>exceptional, above standard/target</u> . Student goes beyond expectations.	Exceeds target	Above Standard Superior performance, notably above that required for meeting the standard.	Wow! Fabulous! Top Notch!
3	Proficient (independent, solid performance, skillful)	This level is the <u>target</u> and reflects a quality of learning that is <u>complete and accurate</u> . Work <u>meets the standards</u> and is of good quality. Student meets assignment expectations.	Target	Meets Standard Solid academic performance, demonstrating proficiency over subject matter knowledge, application of such knowledge to real world situations and analytical skills.	Good work! You have learned this concept! You are on target!
2	Support Needed for independent performance -or- Developing/Progressing	This level reflects a quality of learning that is <u>not quite meeting the standard</u> . It may be <u>incomplete, incorrect, or some help is required</u> for the student to perform independently.	Slightly below target	Below Standard Partial accomplishment	Almost there! Let me give you a little help, and you'll have it!
1	Area of Concern	This level reflects a quality of learning that is <u>below the standard</u> to a degree that <u>special help is needed</u> .	Missing the target	Below Standard Little or no demonstration of the prerequisite of knowledge and skills that are fundamental for meeting the standard.	Let's look at this again. Let's look at this one part.