

# FACULTY HANDBOOK



*"For the strength of the Pack is the Wolf, and the strength of the Wolf is the Pack"*

*-Kipling*

*"Continuing the Tradition of Panther Pride"*



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# MISSION STATEMENT

## West Valley Middle Level Campus

The mission of the West Valley Middle Level Campus, a community of learners dedicated to understanding, respecting and meeting the unique needs of the middle-level child, is 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.

## BELIEF STATEMENTS

### We believe that...

- ...all individuals are entitled to an education that will maximize their potential.
- ...success and responsibility foster confidence and self-worth.
- ...each individual has intrinsic value.
- ...mutual respect, appreciation, and our building agreements – active listening, no rumors, no gossip, and no put-downs – are essential in the development of responsible, caring citizens.
- ...each individual is responsible for contributing to the community.
- ...the primary responsibility for the child belongs to the family.
- ...education is a shared responsibility of the student, family, school and community.
- ...each individual can learn.
- ...the family, the school, and the community are interdependent.
- ...each individual has a unique set of characteristics, capabilities, needs, and values.
- ...striving for excellence and producing quality work is challenging and is worth the effort.
- ...people choose and are responsible for their own behavior.
- ...high expectations improve performance.
- ...each individual is entitled to a caring and safe learning environment.
- ...learning is enhanced when basic needs are met.
- ...each individual needs to be given opportunities to be successful.

# MIDDLE LEVEL PLC CALENDAR

# WEST VALLEY SCHOOL DISTRICT #208

## MIDDLE LEVEL PLC CALENDAR

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# **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 officer will provide the superintendent with a full written report of the complaint and the results of the 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 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-calendar day response period stated in Level One, whichever occurs first. The board will schedule a hearing to commence by the 20<sup>th</sup> 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 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 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 20<sup>th</sup> 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.

## **ASSEMBLIES/ACTIVITIES**

All activities and assemblies are scheduled through the Main Office. You will be notified of events through the weekly activity bulletin. You will receive a time schedule alternate in advance if necessary. If the activities occur during the school day, you are required to supervise the students you bring. IT IS IMPERATIVE THAT YOU COORDINATE ANY ACTIVITIES/ASSEMBLIES THROUGH THE MAIN OFFICE THAT MAY INTERRUPT THE NORMAL SCHOOL DAY. THIS WILL TAKE PLACE PRIOR TO THE FINAL APPROVAL BY THE BUILDING PRINCIPAL.



## BELL SCHEDULES

### MIDDLE SCHOOL

#### 6 Period Bell Schedule:



	7:30 AM Team Bell
	7:50 AM 5 Minute Warning Bell
	8:51 AM Tech & PE Bell
	8:56 AM End 1 <sup>st</sup> /Passing Time
2 <sup>nd</sup> Period	9:00 AM
	9:51 AM Tech & PE Bell
	9:56 AM End 2 <sup>nd</sup> /Passing Time
3 <sup>rd</sup> Period	10:00 AM
	10:51 AM Tech & PE Bell
1 <sup>st</sup> Lunch	10:56 AM End 3 <sup>rd</sup> /Beginning 1 <sup>st</sup> Lunch
4 <sup>th</sup> Period	11:00 AM for 500/600 Packs
	11:26 AM End of 1 <sup>st</sup> Lunch/2 Min. Passing Time
2 <sup>nd</sup> Lunch	11:28 AM Beginning of 2 <sup>nd</sup> Lunch
	11:55 AM Tech & PE Bell
	11:58 AM End of 2 <sup>nd</sup> Lunch/2 Min. Passing Time
3 <sup>rd</sup> Lunch	12:00 PM Beginning of 3 <sup>rd</sup> Lunch
	12:30 PM End of 3 <sup>rd</sup> Lunch/4 Min. Passing Time
5 <sup>th</sup> Period	12:34 PM
	1:27 PM Tech & PE Bell
	1:32 PM End of 5 <sup>th</sup> Period/Passing Time
6 <sup>th</sup> Period	1:36 PM
	2:29 PM Tech & PE Bell

### JUNIOR HIGH

#### 6 Period Bell Schedule:

1 <sup>st</sup> Period	7:50-7:54 AM Passing Time 7:54-8:51 AM (57 min.)
2 <sup>nd</sup> Period	8:51-8:55 AM Passing Time 8:55-9:56 AM (61 min.)
3 <sup>rd</sup> Period	9:56-10:00 AM Passing Time 10:00-10:56 AM (56 min.)
1 <sup>st</sup> Lunch	10:56-11:30 AM 11:28-11:34 AM Passing
4 <sup>th</sup> Period	11:34-12:30 PM (56 min.)
4 <sup>th</sup> Period	10:56-11:00 AM Passing Time 11:00-11:56 AM (56 min.)
2 <sup>nd</sup> Lunch	11:56-12:30 PM
5 <sup>th</sup> Period	12:28-12:34 PM Passing Time 12:34-1:32 PM (58 min.)
6 <sup>th</sup> Period	1:32-1:36 PM Passing Time 1:36-2:34 (58 min.)



# WEST VALLEY SCHOOL DISTRICT

## BOARD MEETINGS

### September 2017 – August 2018

The West Valley School Board of Directors meet the 2nd and 4th Monday of the month at 7:00 p.m. Meetings are held at one of the District's schools on a rotating basis (2nd Monday) and at West Valley High School, 9800 Zier Road (4th Monday). Study Sessions are held as noted below on Wednesday mornings beginning at 6:30 a.m. in the WVHS Board Room 1245 or on Regular Meeting dates at 6:00 p.m. There will be no study sessions in July and August.

<u>DATE</u>	<u>MEETING</u>	<u>LOCATION</u>	<u>TIME</u>
August 22 (Tues), 2017	Special Study Session	WVHS Rm 1245	7:00 p.m.
August 28, 2017	Regular Meeting	WVHS Rm 1245	7:00 p.m.
Sept. 11, 2017	Regular Meeting	CW Library	7:00 p.m.
Sept. 20, 2017	Study Session	WVHS Rm 1245	6:30 a.m.
Sept. 25, 2017	Regular Meeting	WVHS Rm 1245	7:00 p.m.
Oct. 9, 2017	Regular Meeting	STV Library	7:00 p.m.
Oct. 23, 2017	Regular Meeting	WVHS Rm 1245	7:00 p.m.
Nov. 13, 2017	Regular Meeting	MS Library	7:00 p.m.
Nov. 27, 2017	Regular Meeting	WVHS Rm 1245	7:00 p.m.
Dec. 11, 2017	Regular Meeting	WVHS Rm 1245	7:00 p.m.
Dec. 20, 2017	Special Meeting	Central Office	7:00 a.m.
Jan. 8, 2018	Regular Meeting	AHT Library	7:00 p.m.
Jan. 17, 2018	Study Session	WVHS Rm 1245	6:30 a.m.
Jan. 22, 2018	Regular Meeting	WVHS Rm 1245	7:00 p.m.
Feb. 12, 2018	Regular Meeting	WH Library	7:00 p.m.
Feb. 21, 2018	Study Session	WVHS Rm 1245	6:30 a.m.
Feb. 26, 2018	Regular Meeting	WVHS Rm 1245	7:00 p.m.
Mar. 12, 2018	Regular Meeting	ApV Library	7:00 p.m.
Mar. 26, 2018	Regular Meeting	WVHS Rm 1245	7:00 p.m.
April 9, 2018	Regular Meeting	MV Library	7:00 p.m.
April 23, 2018	Regular Meeting	WVHS Rm 1245	7:00 p.m.
May 14, 2018	Regular Meeting	WVHS Library	7:00 p.m.
May 23, 2018	Study Session	WVHS Rm 1245	6:30 a.m.
May 29 (Tues), 2018	Regular Meeting	WVHS Rm 1245	7:00 p.m.
June 11, 2018	Regular Meeting	WVHS Rm 1245	7:00 p.m.
June 20, 2018	Study Session	WVHS Rm 1245	6:30 a.m.
June 26 (Tues), 2018	Regular Meeting	WVHS Rm 1245	7:00 p.m.
July 9, 2018	Regular Meeting	WVHS Rm 1245	7:00 p.m.
July 23, 2018	Regular Meeting	WVHS Rm 1245	7:00 p.m.
August 13, 2018	Regular Meeting	WVHS Rm 1245	7:00 p.m.
August 27, 2018	Regular Meeting	WVHS Rm 1245	7:00 p.m.

### Board Members

Michael Thorner, President  
 Mike Meyer, Vice President  
 Mike Carey  
 Dave Jaeger

Jeffrey Smith  
 Chloe Williams, Student Representative  
 Korie Wyckoff, Student Representative

# West Valley Middle Level Campus

## FIELD TRIP CHECK OFF LIST

**\*\*AT LEAST ONE MONTH BEFORE YOUR PLANNED FIELD TRIP\*\*:**

1. Request permission from an Administrator for field trip.
2. Complete a "FIELD TRIP PERMISSION FORM" and run appropriate number of copies for your students.
3. Fill out and turn in "TRAVEL APPROVAL FORM" to the Head Secretary
4. Send letters to all of your student's parents with an agenda and be sure to include itinerary, any costs, lunch provided, etc.
5. Obtain BUS TICKETS through Activity/Athletic Department
6. Notify School Nurse via e-mail with a list of students that will be attending and date of field trip 3 weeks prior.
7. Request a PURCHASE ORDER through the Head Secretary, if needed, for entry fees, tickets, etc.
8. Begin sending students to the office with any money they bring in for the trip. DO NOT COLLECT MONEY IN YOUR CLASSROOM.
9. Verify with Head Secretary that your Chaperones have cleared a BACKGROUND CHECK through the W.A.T.C.H. System three weeks prior to trip.
10. Notify the CHILD NUTRITION department via e-mail to order sack lunches and to let them know how many students will not be eating school lunch at the school on that day.
11. Send a list of students via e-mail to Attendance Secretary for SIA.
12. Call to confirm your reservation at your point of destination.
13. Pick up white copy of Purchase Order from Head Secretary to take with you.
14. Pick up all medications and Emergency Care Plans from the School Nurse.
15. Give the office a cell phone number where you can be reached in case of emergency.
16. Obtain invoices/receipts at your point of destination and return those to the Head Secretary.

Updated 8/14/2014

## **CLASSROOM CELEBRATIONS AND 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.

## **COMPLAINTS CONCERNING STAFF OR PROGRAM**

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

## **CUSTODIAN SUPPORT**

Notify by e-mail or a note in the Head Custodian mailbox any request for custodial assistance. This way the Head Custodian can designate the work and get the information to the appropriate person.

Please have students put their chairs up at the end of the day. Your custodians need to be able to maneuver around as efficiently as possible in the building. This will save time and in turn will allow additional duties to be completed.

Please ask before you utilize any custodial equipment and return the equipment to the place of origin once your need is completed. This courtesy saves the custodial staff time and frustration.

Windows – Ensure that the top and bottom latches are secured after use.

For emergencies, contact the main office.

## **DISCRIMINATION**

“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.”

## **DISPLAY CASES/BULLETIN BOARDS**

Locked display cases are available throughout the building. A schedule for setting up displays will be established in wing meetings. The Head Secretary maintains the keys for the cases. The keys are dispensed as needed and are kept only in the office.

## **EMERGENCY/SECURE AND TEACH PROCEDURES**

In the event an emergency requiring lock downs, the following signal will occur: (responsibility of an administrator)

### **SECURE AND TEACH**

Verbal “lockdown” signal is given over the school PA system.

Office staff will inform band, choir, and PE classes as soon as humanly possible.

1. Students/Staff stay or go into rooms that can be secured/locked.
2. Teachers step to hallways, and get students into a secure room.
3. Doors and windows are locked and not opened until “all clear: signal given by PA system.
4. Stay out of the line of sight/window blinds closed.
5. Conduct class
6. Students will not move classrooms, even if bells ring.
7. Updated reports will be given by PA until incident is resolved.

### **EMERGENCY SECURE AND TEACH**

1. Warning signal over PA is given followed by verbal information if possible.
2. If incident is an intruder, description and location of intruder will be given.
3. Students/staff stay or go into rooms that can be secured/locked.
4. Teachers step to hallways, and get students into a secure room.
5. Doors and windows are locked and not opened until “all clear” signal given by PA system.
6. Stay out of the line of sight/window blinds closed.
7. Students/staff get onto the floor under desks and away from doors and windows and stay quiet.

**JH Classes already outside immediately report to the Middle School gym**

**MS Classes already outside immediately report to the Junior High gym**

8. Remain quiet until “all clear” signal is given by PA.
9. Keep classroom phone lines clear.
10. If fire alarm sounds during emergency lockdown, stay in classrooms unless you are informed by PA or other staff.

## **FIRE DRILL PROCEDURES**

Fire drills are required by law to take place on a monthly basis. Refer to EMERGENCY PROCEDURES on the RED Clipboard that is attached to your classroom wall. It is essential that you give clear and concise directions to your students as to their prescribed exit routes. Please refer to the evacuation building map. Please ensure that a copy of the evacuation map is posted in your classroom.

### **FIRE DRILL PROCEDURES**

Fire drills are required by law to take place on a monthly basis. Refer to EMERGENCY PROCEDURES on the RED Clipboard that is attached to your classroom wall. It is essential that you give clear and concise directions to your students as to their prescribed exit routes. Please refer to the evacuation building map. Please ensure that a copy of the evacuation map is posted in your classroom.

## **DURING THE FIRE DRILL WHEN THE ALARM BEGINS:**

- Teachers will organize students to exit the building.
- Teachers will close all windows and doors. Lights are optional.
- **DO NOT LOCK DOORS!!**
- Teachers will follow their students along the designated BUILDING EXIT PLAN in an orderly manner.
- Back-up Plan: If the teacher designated exit is blocked, move quickly to the wing exit into the main hallway and proceed to the most prudent exit.
- Teachers will lead their students COMPLETELY AWAY from the building. MOVE AT LEAST 50 YARDS AWAY.
- **ALARMS DURING LUNCHESS: Students will exit building and report to their 4<sup>th</sup> period teacher outside at their designated staging area.**
- Teachers are to ensure that all students have arrived. Have your RED CLIPBOARD class list and take roll, informing the designated coordinator of your area of any missing student(s).
- Teachers are to stay with their students.
- Our goal is to safely clear the building within state guidelines.

## **AFTER THE FIRE DRILL:**

- The ALL CLEAR signal will sound.
- Teachers will lead students back into the building.
- Teachers will check roll.
- Teachers will notify the office of any missing student(s).

## **FLAG SALUTE**

West Valley Middle Level Campus conducts the “Flag Salute” daily over the intercom. All students are required to stand for the salute unless personal beliefs are in conflict.

## **HALL PASSES**

During the school day, when a student is outside their wing area, a pass is required. When a student is needed in the main office or counseling office, a paper pass will be sent. One pass per student.

## **HEALTH ROOM/HEALTH SERVICES**

The health room is located in the main office. Students who become ill at school need to have a pass from his/her supervising teacher. The student will only be allowed in the health room for 15 minutes, then sent back to class or home.

The School Nurse will generate lists for staff of students who have health issues. The RN and main office staff is the only designated dispenser of prescription and non-prescription medication. It is required by law that each student have on file in the office a current signed physician authorization form.

**IMPORTANT! UNDER NO CIRCUMSTANCES DISPENSE ANY MEDICATION TO STUDENTS.**

## **IDENTIFICATION BADGES**

Students must have in their possession and be able to produce their current ID badge:

- When requested by staff
- When conducting any monetary transactions in the office Presentation of ID Badge is helpful.

A replacement badge may be purchased at a cost of \$5.00 per badge in the office.

## INSTRUCTION ELECTRONIC RESOURCES

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, technologically 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. Use of District Technology 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. 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 Informational 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 on any class, school or district web site 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.

## **INVENTORY INSTRUCTIONS**

You should have last year's Room Inventory on your computer. If not, let the Head Secretary know and she can forward last years or a new blank form.

### WHEN COMPLETING YOUR INVENTORY FORM:

**QUANTITY:** IT IS VERY IMPORTANT TO LIST EACH ITEM SEPARATELY. ie; DO NOT PUT "6 Computers".

List each as one item including Asset number, Serial Number, Model Number, etc. **ITEM DESCRIPTION:**

Use this column to provide details about the item. We will no longer track furniture (ie: bookcases, filing cabinets, tables, chairs, desks, etc.) **NOTE:** furniture may be listed on the inventory sheet but will not be tracked. It is however, good information to have in case of a fire.

**MANUFACTURER:** List who made the item (Dell, Apple, HON, Virco, etc.

It should be somewhere on the item. This is important in case the item needs to be replaced.

**ASSET NUMBER:** Assigned by the district. It should be somewhere on the item on a little white label.

**SERIAL NUMBER:** Auditor's use this number to track items. You are responsible for having items/equipment in your room with the correct serial number.

**PURCHASE DATE:** Try to find out when the item was purchased. See the Head Secretary.

**PURCHASE ORDER NUMBER:** The district office is making it mandatory for Purchase Order numbers to be included on inventory sheets. See Head Secretary for these numbers.

**TOTAL COST:** Use your best guess or see me.

**VENDOR NAME:** Who we bought the item from (ie: Ron's Office Equipment, KCDA, etc.)

DO NOT record items like telephones, whiteboards, books, dictionaries, fans, etc.

DO NOT **use old inventory forms**. You should have the most recent form on your computer – if not, I have it on mine and can forward it to you.



## KEYS

Keys will be checked out to new teachers and teachers who have moved within the building at the beginning of the year. A signature form is required before keys are check out. Teachers may keep keys during the summer months.

**Notify the office IMMEDIATELY of a misplaced/lost key.**

**The district charges \$25 PER KEY for replacements.**

## MAKING PURCHASES FOR YOUR CLASSROOM

Complete a "Purchase Order Request Form" with the Head Secretary in the office. An Administrator should approve all purchases. If the vendor does not accept Purchase Orders, you may use a district issued "GHOST" Procurement Card (credit card) which will need to be checked out with the Head Secretary in the office. You will need to fill out and sign a Procurement Card Purchase/Request-Detail Record. (It's basically the same as a Purchase Order Request.) There are very strict guidelines about what can and cannot be purchased with a school credit card. Staff who want to use this credit card must read the District Procurement Card Program Card User Manual and sign the PROCUREMENT CARD CARDHOLDER AGREEMENT before the card can be checked out.

The District has eliminated Petty Cash. This means you will not be reimbursed with cash when you bring in a receipt. You will need to fill out a "Request for Reimbursement Form", which will be signed by an Administrator and processed through the Accounts Payable Dept. If you turn in receipts BEFORE the 3<sup>rd</sup> of each month, you will be reimbursed on the last working day of that month. Anything after the 3<sup>rd</sup> of the month will not be paid until the following month.

5000 Personnel 68  
5253  
Personnel

## MAINTAINING PROFESSIONAL STAFF/STUDENT BOUNDARIES

The purpose of this policy is to provide all staff, students, volunteers and community members with information to increase their awareness of their role in protecting children from inappropriate conduct by adults.

The West Valley School District board of directors expects all staff members to maintain the highest professional, moral and ethical standards in their interaction with students. Staff members are required to maintain an atmosphere conducive to learning, through consistently and fairly applied discipline and established and maintained professional boundaries.

The interactions and relationships between staff members and students should be based upon mutual respect and trust, an understanding of the appropriate boundaries between adults and students in and outside of the educational setting, and consistency with the educational mission of the schools. Staff members will not intrude on a student's physical and emotional boundaries unless the intrusion is necessary to serve an educational or physical, mental and/or emotional health purpose. An educational purpose is one that relates to the staff member's duties in the district. Additionally, staff members are expected to be sensitive to the

appearance of impropriety in their own conduct and the conduct of other staff when interacting with students. Staff members will discuss issues with their building administrator or supervisor whenever they suspect or are unsure whether conduct is inappropriate or constitutes a violation of this policy.

The West Valley School District board of directors supports the use of technology to communicate for educational purposes. However, district employees are prohibited from inappropriate online socializing or from engaging in any conduct on social networking Web sites that violates the law, district policies or other generally recognized professional standards. Employees whose conduct violates this policy may face discipline and/or termination, consistent with the district's policies, acceptable use agreement and collective bargaining agreements, as applicable.

The superintendent or designee will develop staff protocols for reporting and investigating allegations and develop procedures and training to accompany this policy.

Legal References:

RCW 28A.400 Crimes against children

RCW 28A.405.470 Crimes against children - Mandatory termination of certificated employees - Appeal - Recovery of salary or compensation by district.

RCW 28A.405.475 Termination of certificated employee based on guilty plea or conviction of certain felonies - Notice to superintendent of public instruction - Record of notices.

RCW 28A.410.090 Revocation or suspension of certificate or permit to teach - Criminal basis - Complaints - Investigation - Process.

RCW 28A.410.095 Violation or noncompliance - Investigatory powers of superintendent of public instruction - Requirements for investigation of alleged sexual misconduct towards a child - Court orders - Contempt - Written findings required.

RCW 28A.410.100 Revocation of authority to teach - Hearings.

WAC 181-87 Professional Certification - Acts of Unprofessional Conduct

WAC 181-88 Sexual Misconduct, Verbal and Physical Abuse - Mandatory Disclosure-Prohibited Agreements

Adopted: 5.10

5000 Personnel 69

5253P

Personnel

## **MAINTAINING PROFESSIONAL STAFF /STUDENT BOUNDARIES**

The purpose of this procedure is to provide all staff, students, volunteers and community members with information to increase their awareness of their role in protecting children from inappropriate conduct by adults.

In a professional staff/student relationship, school employees maintain boundaries that are consistent with the legal and ethical duty of care that school personnel have for students. A boundary invasion is an act or omission by a school employee that violates professional staff/student boundaries and has the potential to abuse the staff/student relationship.

An inappropriate boundary invasion means an act, omission, or pattern of such behavior by a school employee that does not have an educational purpose; and results in abuse of the staff/student professional relationship.

### **Unacceptable Conduct**

Examples of inappropriate boundary invasions by staff members include but are not limited to the following:

- Any type of inappropriate physical contact with a student or any other conduct that might be considered harassment under the Board's policy on Harassment and Sexual Harassment of Students;
- Showing pornography to a student;
- Singling out a particular student or students for personal attention and friendship beyond the professional staff-student relationship;
- Socializing where students are consuming alcohol, drugs or tobacco,
- For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to refer the student to appropriate guidance/counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance;
- Sending students on personal errands unrelated to any educational purpose;
- Banter, allusions, jokes or innuendos of a sexual nature with students;
- Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
- Addressing students, or permitting students to address staff members with personalized terms of endearment, pet names, or otherwise in an overly familiar manner;
- Maintaining personal contact with a student outside of school by phone, texting, email, Instant Messenger or Internet chat rooms, blogs, social networking Web sites, or letters (beyond homework or other legitimate school business) without including the parent/guardian.
- Exchanging personal gifts, cards or letters with an individual student;
- Socializing or spending time with students (including but not limited to activities such as going out for beverages, meals or movies, shopping, traveling, and recreational activities) outside of school-sponsored events, except as participants in organized community activities;
- Giving a student a ride alone in a vehicle in a non-emergency situation; and/or
- Unnecessarily invading a student's privacy, (e.g. walking in on the student in the bathroom)

### **Appearances of Impropriety**

The following activities are boundary invasions and can create an actual impropriety or the appearance of impropriety. Whenever possible, staff should avoid these situations. If unavoidable these activities should be preapproved by the appropriate administrator. If not pre-approved, the staff person must report the occurrence, to the appropriate administrator, as soon as possible.

- Being alone with an individual student out of the view of others;
- Inviting or allowing individual students to visit the staff member's home;
- Visiting a student's home; and/or
- Social networking with students for non-educational purposes.

### **Reporting Violations**

Students and their parents/guardians are strongly encouraged to notify the principal (or other administrator) if they believe a teacher or other staff member may be engaging in conduct that violates this policy. Staff members are required to promptly notify the principal (or other administrator) or the superintendent if they become aware of a situation that may constitute a violation of this policy.

### **Disciplinary Action**

Staff violations of this policy may result in disciplinary action up to and including dismissal. The violation will also be reported to the state Office of Professional Practices. Violations involving sexual or other abuse will also result in referral to Child Protective Services and/or law enforcement in accordance with the board's policy on Reporting Child Abuse and Neglect.

### **Training**

All new employees and volunteers will receive training on appropriate staff /student boundaries within three months of employment. Continuing employees will receive training every three years.

### **Dissemination of Policy and Reporting Protocols**

This policy and procedure shall be included on the district Web site and in all employee, student and volunteer handbooks. Annually, all administrators and staff will receive copies of the district's reporting protocol.

Adopted: 05.10

6895

Management Support

## **PESTICIDE NOTIFICATION, POSTING AND RECORD KEEPING REQUIREMENTS**

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

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

At least 48 hours before the application of a pesticide to school facilities or school grounds, the District shall notify parents and staff of the planned application in writing, including, the heading, "Notice: Pesticide Application." This notice shall be posted in a prominent place in the building office in addition to being provided to parents and staff. This pre-notification is not required if the school grounds or facilities will not be occupied by students for two days following the application of the pesticide. If the application is not made within 48 hours of the notification, another notification shall be made prior to the application. This pre-notification is not required in the case of any emergency application of pesticides to a school facility, such as an application to control stinging pests, but full notification shall be made as soon as possible after the application. Following the application of a pesticide to school facilities (structures and vehicles) a sign shall be posted at the location of the application.

The notice shall be at least 8.5x11 inches in size, shall include the heading, "Notice: Pesticide Application," and shall state the product name; date, time and specific location of the application; the pest for which the application was made; and a contact name and telephone number. The notice shall remain posted for 24 hours, or longer if required by the label of the pesticide. Following the application of a pesticide to school grounds notice shall be posted at the location of the application and at each primary point of entry to the grounds. The notice

shall be at least 4x5 inches in size and state that the landscape recently has been treated with a pesticide and provide a contact name and telephone number. The notice shall remain posted for 24 hours, or longer if required by the label of the pesticide.

These notices are not required for the application of anti-microbial pesticides (substances used to sanitize or disinfect for microbial pests: viruses, bacteria, algae and protozoa). These notices are not required for the placement of insect or rodent bait that are not accessible to children. Ground killer and broad leaf products will be applied to playgrounds, grass areas, and athletic fields in the district. Insect sprays/chemicals will be used as necessary. For application records contact the District's Maintenance & Operations Department.

Revised: 8/12/03

## SALARY SCHEDULE 2017-2018

### Washington K-12 Salary Allocation Schedule for Certificated Instructional Staff

The following schedule is used to determine state salary allocations for certificated instructional staff (i.e., teachers and educational staff associates) for 283 of 259 Washington State public school districts. The remaining 12 public school districts receive somewhat higher allocations due to a higher base salary.

The state schedule determines ALLOCATIONS of state funds. ACTUAL SALARIES ARE DETERMINED IN LOCAL NEGOTIATIONS. Questions regarding individual employee compensation should be directed to the local school district personnel or payroll office.

### Matrix: 17-18 cert leap sched 180 day – 17-18 - \$35,700.00 Contract

**Table of Total Base Salaries for K–12 Certificated Instructional Staff for 2017–18**

Years of Service	BA+0	BA+15	BA+30	BA+45	BA+90	BA+135	MA+0	MA+45	MA+90 or PhD
0	36,521	37,507	38,529	39,554	42,840	44,957	43,785	47,072	49,191
1	37,013	38,013	39,048	40,117	43,438	45,543	44,272	47,593	49,697
2	37,481	38,491	39,537	40,688	44,000	46,127	44,762	48,073	50,201
3	37,964	38,983	40,040	41,229	44,534	46,712	45,227	48,529	50,709
4	38,437	39,501	40,565	41,794	45,119	47,313	45,714	49,038	51,234
5	38,926	39,995	41,069	42,367	45,679	47,918	46,209	49,522	51,760
6	39,428	40,474	41,585	42,948	46,244	48,494	46,716	50,013	52,262
7	40,312	41,373	42,498	43,935	47,280	49,593	47,666	51,010	53,324
8	41,604	42,724	43,876	45,431	48,822	51,219	49,161	52,552	54,949
9		44,122	45,332	46,943	50,413	52,892	50,672	54,143	56,623
10			46,805	48,533	52,049	54,611	52,263	55,780	58,340
11				50,169	53,761	56,375	53,899	57,492	60,104
12				51,753	55,520	58,211	55,600	59,250	61,942
13					57,322	60,093	57,360	61,052	63,823
14					59,132	62,046	59,172	62,981	65,776
15					60,671	63,660	60,710	64,618	67,486
16 or more					61,884	64,932	61,924	65,910	68,836

## **SEXUAL HARASSMENT OF STAFF PROHIBITED**

### **Informal Complaint Process:**

Anyone may use informal procedures to report and resolve complaints of sexual harassment. Informal reports may be made to any staff member, although staff will always notify complainants of their right to file a formal complaint and the process for same. Staff will also direct potential complainants to an appropriate staff member who can explain the informal and formal complaint processes and what a complainant can expect. Staff will also inform an appropriate supervisor or professional staff member when they receive complaints of sexual harassment, especially when the complaint is beyond their training to resolve or alleges serious misconduct. Informal remedies include:

- A. An opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face;
- B. A statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or
- C. A general public statement from an administrator in a building reviewing the district sexual harassment policy without identifying the complainant. Informal complaints may become formal complaints at the request of the complainant, parent, guardian, or because the district believes the complaint needs to be more thoroughly investigated.

### **Formal Complaint Process:**

#### **Level One – Complaint to District**

Anyone may initiate a formal complaint of sexual harassment, even if the informal complaint process is being utilized. Potential complainants who wish to have the district hold their identity confidential will be informed that the district will almost assuredly face due process requirements that will make available to the accused all of the information that the district has related to the complaint. The district will, however, fully implement the anti-retaliation provisions of this policy to protect complainants and witnesses. Student complainants and witnesses may have a trusted adult with them during any district-initiated investigatory activities. The superintendent or designated compliance officer may conclude that the district needs to conduct an investigation based on information in his or her possession, regardless of the complainant's interest in filing a formal complaint. The following process will be followed:

- A. The compliance officer will receive and investigate all formal, written complaints of sexual harassment, or information in the compliance officer's possession that the officer believes requires further investigation. Upon receipt of a complaint, the compliance officer will provide the complainant a copy of this procedure.
- B. All formal complaints will be in writing and will set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. The compliance officer may draft the complaint based on the report of the complainant for the complainant to review and approve.
- C. The time period for filing a complaint is one year from the date of the occurrence that is the subject matter of the complaint. However, a complaint filing deadline may not be imposed if the complainant was prevented from filing due to: 1) Specific misrepresentations by the district that it had resolved the problem forming the basis of the complaint; or 2) Withholding of information that the district was required to provide under WAC 392-190-065 or WAC 392-190-005.
- D. Complaints may be submitted by mail, fax, e-mail or hand-delivery to any district, school or to the district compliance officer responsible for investigating sexual harassment complaints. Any district employee who receives a complaint that meets these criteria will promptly notify the compliance officer.
- E. The district is prohibited by law from intimidating, threatening, coercing or discriminating against any individual for the purpose of interfering with their right to file a complaint under this policy and procedure and from retaliating against an individual for filing such a complaint. The school district

and complainant may agree to resolve the complaint in lieu of an investigation. However, the compliance officer will investigate the allegations within thirty (30) calendar days.

- F. When the investigation is completed the compliance officer will compile a full written report of the complaint and the results of the investigation. If the matter has not been resolved to the complainant's satisfaction, the superintendent will take further action on the report.
- G. The superintendent will respond in writing to the complainant and the accused within thirty (30) calendar days of receipt of the complaint, unless otherwise agreed to by the complainant or if exceptional circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the district will notify the complainant in writing of the reason for the extension and the anticipated response date. At the time the district responds to the complainant, the district must send a copy of the response to the office of the superintendent of public instruction.
- H. The response of the superintendent or designee will include: 1) a summary of the results of the investigation; 2) a statement as to whether the district has failed to comply with sexual harassment laws; 3) if non-compliance is found, corrective measures the district deems necessary to correct it; and 4) notice of the complainant's right to appeal to the school board and the necessary filing information. The superintendent's or designee's response will be provided in a language the complainant can understand and may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964. :
- I. Any corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty (30) days after the superintendent's mailing of a written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded. Staff may also pursue complaints through the appropriate collective bargaining agreement process or anti-discrimination policy.

## **Level Two**

### **Appeal to Board of Directors**

If a complainant disagrees with the superintendent's or designee's written decision, the complainant may appeal the decision to the district board of directors , by filing a written notice of appeal with the secretary of the board within ten (10) calendar days following the date upon which the complainant received the response. : The Board will schedule a hearing to commence by the twentieth (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. Unless otherwise agreed to by the complainant, the board will render a written decision within thirty (30) calendar days following the filing of the notice of appeal and provide the complainant with a copy of the decision. The decision will be provided in a language that the complainant can understand, which may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act. The decision 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. The district will send a copy of the appeal decision to the office of the superintendent of public instruction.

## **Level Three**

### **Complaint to the Superintendent of Public Instruction**

If a complainant disagrees with the decision of the board of directors, or if the district fails to comply with this procedure, the complainant may file a complaint with the superintendent of public instruction.

1. A complaint must be received by the Superintendent of Public Instruction on or before the twentieth (20) calendar day following the date upon which the complainant received written notice of the board of directors' decision, unless the Superintendent of Public Instruction grants an extension for good cause. Complaints may be submitted by mail, fax, electronic mail, or hand delivery.
2. A complaint must be in writing and include:



- 1) A description of the specific acts, conditions or circumstances alleged to violate applicable anti-sexual harassment laws;
  - 2) The name and contact information, including address, of the complainant;
  - 3) The name and address of the district subject to the complaint;
  - 4) A copy of the district's complaint and appeal decision, if any; and
  - 5) A proposed resolution of the complaint or relief requested. If the allegations regard a specific student, the complaint must also include the name and address of the student, or in the case of a homeless child or youth, contact information.
3. Upon receipt of a complaint, the Office of the Superintendent of Public Instruction may initiate an investigation, which may include conducting an independent on-site review. OSPI may also investigate additional issues related to the complaint that were not included in the initial complaint or appeal to the superintendent or board. Following the investigation, OSPI will make an independent determination as to whether the district has failed to comply with RCW 28A.642.010 or Chapter 392-190, WAC and will issue a written decision to the complainant and the district that addresses each allegation in the complaint and any other noncompliance issues it has identified. The written decision will include corrective actions deemed necessary to correct noncompliance and documentation the district must provide to demonstrate that corrective action has been completed. All corrective actions must be completed within the timelines established by OSPI in the written decision unless OSPI grants an extension. If timely compliance is not achieved, OSPI may take action including but not limited to referring the district to appropriate state or federal agencies empowered to order compliance. A complaint may be resolved at any time when, before the completion of the investigation, the district voluntarily agrees to resolve the complaint. OSPI may provide technical assistance and dispute resolution methods to resolve a complaint.

#### **Level Four**

##### **Administrative Hearing**

A complainant or school district that desires to appeal the written decision of the Office of the Superintendent of Public Instruction may file a written notice of appeal with OSPI within thirty (30) calendar days following the date of receipt of that office's written decision. OSPI will conduct a formal administrative hearing in conformance with the Administrative Procedures Act, Chapter 34.05, RCW. A. Mediation At any time during the complaint procedure set forth in WAC 392-190-065 through 392-190-075, a district may, at its own expense, offer mediation. The complainant and the district may agree to extend the complaint process deadlines in order to pursue mediation. The purpose of mediation is to provide both the complainant and the district an opportunity to resolve disputes and reach a mutually acceptable agreement through the use of an impartial mediator. Mediation must be voluntary and requires the mutual agreement of both parties. It may be terminated by either party at any time during the mediation process. It may not be used to deny or delay a complainant's right to utilize the complaint procedures. Mediation must be conducted by a qualified and impartial mediator who may not:

1. Be an employee of any school district, public charter school, or other public or private agency that is providing education related services to a student who is the subject of the complaint being mediated; or
2. Have a personal or professional conflict of interest. A mediator is not considered an employee of the district or charter school or other public or private agency solely because he or she serves as a mediator. If the parties reach agreement through mediation, they may execute a legally binding agreement that sets forth the resolution and states that all discussions that occurred during the course of mediation will remain confidential and may not be used as evidence in any subsequent complaint, due process hearing or civil proceeding. The agreement must be signed by the complainant and a district representative who has authority to bind the district.

## Training and Orientation

A fixed component of all district orientation sessions for staff, students and regular volunteers will introduce the elements of this policy. Staff will be provided information on recognizing and preventing sexual harassment. Staff will be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure. Certificated staff will be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of sexual harassment. Regular volunteers will get the portions of this component of orientation relevant to their rights and responsibilities. Students will be provided with age-appropriate information on the recognition and prevention of sexual harassment and their rights and responsibilities under this and other district policies and rules at student orientation sessions and on other appropriate occasions, which may include parents. Parents will be provided with copies of this policy and procedure and appropriate materials on the recognition and prevention of sexual harassment.

A copy of the district's sexual harassment policy must be included in any publication of the district or of a school that sets forth the rules, regulations, procedures, and standards of conduct for the school or school district. The policy must also be conspicuously posted in each school district, and provided to each employee, volunteer, and student.

As part of the information on the recognition and prevention of sexual harassment staff, volunteers, students and parents will be informed that sexual harassment may include, but is not limited to:

- A. Demands for sexual favors in exchange for preferential treatment or something of value; •
- B. Stating or implying that a person will lose something if he or she does not submit to a sexual request;
- C. Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
- D. Making unwelcome, offensive or inappropriate sexually suggestive remarks comments, gestures, or jokes; or remarks of a sexual nature about a person's appearance, gender or conduct;
- E. Using derogatory sexual terms for a person;
- F. Standing too close, inappropriately touching, cornering or stalking a person; or
- G. Displaying offensive or inappropriate sexual illustrations on school property.

Annually the superintendent or designee will convene an ad hoc committee composed of representatives of certificated and classified staff, volunteers, students and parents to review the use and efficacy of this policy and procedure. The compliance officer will be included in the committee. Based on the review of the committee, the superintendent will prepare a report to the board including, if necessary, any recommended policy changes. The superintendent will consider adopting changes to this procedure if recommended by the committee.

Management Resources: Policy Alert March 2016 Revised Dates: 08.06; 10.11; 03.14; 05.16

## **STAFF ACCESS TO NETWORKED INFORMATION RESOURCES:** **PROCEDURES**

### **EMAIL SHOULD BE CHECKED DAILY**

Staff will employ electronic mail on a daily basis at work as a primary tool for communications. The district may rely upon this medium to communicate information, and all staff will be responsible for checking and reading messages daily.

### **PROFESSIONAL RULES OF CONDUCT APPLY**

The Network is provided for staff and students to conduct research and communication with others. Communication over the network is often public in nature: therefore, general rules and standards for professional behavior and communications will apply.

### **PROFESSIONAL DISCRETION APPLIED TO CONFIDENTIAL COMMUNICATION & DATA**

Employees should use professional discretion when using electronic mail and telecommunications to share confidential information about students or other employees and should restrict distribution to a "need to know" basis.

It is understood that the District network administrator may review files and communications to maintain system integrity. Users should not expect that files stored on District (or building) servers are private.

### **PERSONAL USE**

Incidental personal use of networked systems on non-work time is acceptable such that it does not impact network resources or incur liability to the district. If there is any question of appropriateness or liability, contact your supervisor. Minimize impact to the network by never transferring or saving large files and by only using authorized software. The district is not liable for your personal files – do not save anything important on district resources. If you have questions regarding network resources, contact the District network administrator.

### **EXAMPLES OF BEHAVIOR NOT PERMITTED**

The following behaviors are explicitly prohibited on District networks:

1. Sending or displaying offensive messages or pictures.
2. Using obscene language.
3. Harassing, insulting or attacking others.
4. Engaging in practices that may threaten the network (for example: loading unauthorized software, forwarding chain email letters, installing unauthorized hardware, running files that may introduce a virus).
5. Violating copyright laws
6. Using others' passwords
7. Trespassing in other peoples' documents or files
8. Downloading large files during the instructional day
9. Violating regulations prescribed by the network provider
10. Using the District systems for personal profit or gain

11. Maintaining personal contact with a student outside of school by phone/cell phone, texting, email, Instant Messenger or Internet chat rooms, social networking Websites, or letters (beyond homework or other legitimate school business) without including the parent/guardian.

Update 5/10/2010

## **STUDENT ASSISTANCE PROGRAM SUBSTANCE ABUSE**

Alcohol and other drug abuse is one of the serious problems facing our youth today. A Student Assistance Program is a valuable part in addressing substance abuse issues. A student may be concerned about chemical abuse, either within their own use or with someone close to them. The substance abuse interventionist will be at the school as a resource to the students and may at some point in time meet with your child.

Services provided by the substance abuse interventionist are as follows:

- Information about alcohol and other drugs, recognizing the signs and symptoms of dependency, what to do if there's a problem, and resources available.
- A free evaluation/assessment to determine one's involvement in alcohol/drugs and possible addictions.
- Serve as a liaison to parents and community agencies for alcohol and other drugs, for youth out of treatment, and for students affected by someone's chemical abuse.
- Provide support to parents and family members who are experiencing the stress of chemical abuse.
- Awareness programs to educate parents and students to recognize behaviors and attitude indicators of drug abuse.

## **SUPERVISION OF STUDENTS**

Teachers are responsible for monitoring their team area before (7:30 AM) and after school (2:34 PM) and during passing time for the on-going safety of students. This includes supervision of wing main entrance doors. Students are not allowed to attend Volleyball or Basketball games after school without a parent present.

## **SECURITY**

Our buildings are protected by a security system that is activated by a code. The code box is located in the foyer of the main entrance. All staff will be given the code and instructed in the operation of the system. **Always check entrance doors upon entry and exit and only enter/exit the building at the main office entry. Make sure classroom windows are shut and locked before leaving.**

## TELEPHONE/PERSONAL CELL PHONE USE

Personal calls should take place before and after school, or during your plan period. Telephone messages will be taken during school hours or forwarded to your voicemail unless the main office is notified in advance or there is an emergency. No long distance calls other than those for school business may be made and charged to school phones. All long distance calls must be made using the building Scanline system. Call Lisa or Kathy for your building's Scan number.

**STUDENTS ARE TO HAVE LIMITED USE OF PHONES.** The office telephone is available for emergency use where the office must talk to the parent/guardian. Each classroom has a telephone with outside access capabilities. Use of the phones by students is discouraged other than for emergencies or special circumstances.

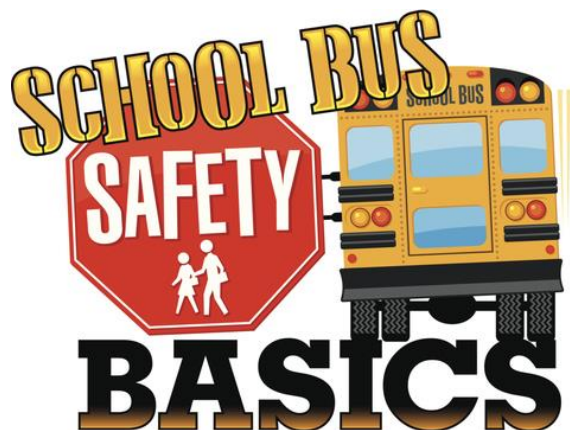
## TRANSPORTATION GUIDELINES

### FIELD AND ATHLETIC EVENT TRIPS

The following are some suggestions that should help staff and transportation department members and students plan for a positive experience on the bus. Our goal is to provide students a positive, safe and pleasant bus ride for everyone.

#### HAVE A PLAN:

1. Send your itinerary to the transportation department (with your field trip request if possible) before the date of the trip, if going to locations not listed on the field trip request form.
2. When requesting a school loading time, please consider the actual time you will be boarding the bus.
3. Teachers and drivers, please introduce yourself and communicate with each other.
4. Expectations and itinerary should be reviewed with coaches/staff and students before the bus arrives.
5. Parents who are riding on the bus as chaperones are not allowed to bring children under school age that cannot sit unassisted in a bus seat (e.g.; holding infants, small children).
6. Each bus is required to have an appropriate number of adult chaperones consistent with the age, maturity of the students, and type of trip. Chaperones should receive an orientation (e.g.; behavior expectations, responsibilities) by the school staff and driver prior to the trip.
7. Students must be adequately supervised while traveling to and from their destination. Chaperones/coaches should sit on the bus with the group they will be supervising. It is helpful if staff and chaperones sit spaced evenly throughout the bus.



#### RULES FOR THE RIDE:

1. The bus driver is responsible for the safe operation of the bus. In addition, the driver and staff member in charge are responsible to obtain a map and directions to the destinations for the trip. School staff are responsible for the behavior of their students. Both staff and driver are responsible to communicate with each other before, during and after the trip to ensure effective communication and a positive field/athletic trip experience for all.

2. All passengers must remain seated and keep conversations in a low tone. It can be very distracting if students are talking loudly. The driver must also be able to listen to the two-way radio for possible traffic delays or rerouting, and be able to hear emergency vehicles, trains, etc.
3. Eating or drinking is not allowed on the school bus unless special permission is arranged with the driver (e.g.; athletic trips). The staff member in charge is responsible for leaving the bus in exactly the same condition it was when they boarded. If garbage or food or food containers are left on the bus upon return from an athletic trip, the team is responsible to clean the bus to the satisfaction of the driver.
4. When taking lunches onto the bus, please pack them in boxes or have each chaperone carry their own groups lunches onto the bus, please pack them in boxes or have each chaperone carry their own groups lunches in a large bag. Glass containers are not allowed on the bus.
5. The driver and staff member will confer on the return loading time, as outlined in the trip request form, to keep everyone on schedule. Variations to the trip schedule should be clarified prior to departure.
6. Please check the bus carefully for any lost articles left behind.

## **USING MOVIES/VIDEOS IN THE BUILDING**

Before a movie or video tape can be shown in class, staff must do the following:

- Preview the video and/or film if it is rated PG13 or higher.
- Discuss the possible use of the video and/or film with the building principal.
- Send an information letter home to parents, so that they may have the opportunity to review the reason for using the video, and decide whether or not they want their student to participate in the class viewing.

Your information letter home should describe the following:

- Date the video will be shown.
- The video/film rating (ie; G, PG PG 13).
- Reasons for watching the video/film, specifying how it relates to classroom curriculum, and how activities after the film enhance its usefulness.
- Give a brief (ie; short paragraph) summary of the film/video.
- Have parents indicate approval or disapproval for their student's participation.
- What alternative assignments will be given to those that do not view the film or video.
- Remember that your informational letter home must be reviewed with the building principal.

## WASHINGTON STATE WEAPONS LAW



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 slingshot, sand club or metal knuckles, or spring blade knife or any knife the blade of which is automatically released by a spring mechanism or other mechanical device, or any knife having a blade which opens, or falls, or is ejected into position by the force of gravity, or 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.

**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, backpacks or bags/purses or student automobiles and may seize any illegal, unauthorized or contraband materials discovered in the search. Trained dogs may be used to assist in identifying areas to be searched.**

### 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.



## **SCHOOL EMERGENCY OR 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 (i.e.; snow, ice, etc.) you will be able to receive that information by listening to your local radio stations or logging onto "Flash Alert". Do not call the school first. Listen for information from the radio stations. 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 to find out if schools are operating. DO NOT call stations for closure information.

### RADIO

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

### TELEVISION

KNDO CH 23  
KIMA CH 29  
KAPP CH 35