

Mountainview Staff 2019-2020

Principal

Nick Hartman

Secretary

Tammy Heary

Kindergarten

Amber Caffrey

Brooke Woodward

Resource Room

Kasey Kelson - Teacher

Megan Jennings

First Grade

Hannah Urquhart

Abigail Stuck

Fine Arts

Cheryl Johnson

Second Grade

Mandee Burton

Jamie Steiner

Physical Education

Tracie Gutmann

Third Grade

Beth Poston

Nicole Olden

LAP Reading Program

Jesse Golbek - Reading Specialist

Teena Bolin, Para

Renee Hennessy, Para

Cheryl Espersen, Para

Fourth Grade

Rhonda Hutton

Stacey de Wet

Library Para-educator

Lora Wilkinson

DLC Class

Kerri Button, Teacher

John Cunningham, Para

Kelsie Crider, Para

Bilingual Specialist

Jesenia Larios

Psychologist/Counselor

Wesley Baugh

Education Para-educator

Jenna Martin

Speech and Language Pathologist

Kaylin Gylling

Jessica Edmonston, Para

Child Nutrition

Isapela Lutgen

Custodians

Ken Youngberg

Robert Reyes

WEST VALLEY SCHOOL DISTRICT #208

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

Dr. Michael Brophy	Superintendent	972-6005
Peter D. Finch	Asst. Superintendent, Curriculum, Instruction, and Assessment	972-6007
Angela Von Essen	Asst. Superintendent Business and Operations	972-6006
Nick Hartman	Mountainview Principal hartmann@wvsd208.org	972-5530
West Valley Home Page	http://www.wvsd208.org	

BOARD OF DIRECTORS

Barb Smith Gilbert
Mark Strong
Mike Meyer
Dave Jaeger
Michael Thorner
Dr. Michael Brophy, Superintendent

MOUNTAINVIEW'S MISSION STATEMENT

The mission of Mountainview Elementary, a close-knit, rural school with caring, involved staff, students and family members, is to provide quality learning opportunities and necessary tools to educate and encourage all students to achieve to the best of their abilities and to become life-long learners and responsible citizens with respect for themselves and others. Families, staff, and community members, committed to excellence, will share their expertise and provide an educational environment that is safe, nurturing and challenging in which each student experiences success every day.

Belief Statements for Mountainview Elementary

WE BELIEVE THAT.....

- all individuals are entitled to an education that will maximize their potential.
- success builds self-esteem; self-esteem builds success.
- every individual has intrinsic value and deserves to be treated with respect.
- every individual is responsible for his/her own behavior.
- the primary responsibility for the child belongs to the family.
- education is the shared responsibility of the school, student, family and community.
- every student can learn.
- striving for excellence has risk and is worth the cost.
- every individual has a unique set of characteristics and capabilities.
- the strongest influence in the development of the individual is the family.

Arrival Time

Children should arrive at school no earlier than 8:45, as playground supervision is not available. Upon arrival, students should go directly to their classrooms and prepare for instruction to start as soon as the second bell rings at 8:55. The first bell rings at 8:45 a.m. and the tardy bell rings at 8:55.

During school hours, students may not leave the school boundaries for any reason without a note signed by a parent, teacher, or principal. On the rare occasions when students must leave during the school day, they are required to check out and back in at the office. When parents need to pick up a student during the school day, they must report to the office (not the child's classroom) and complete a student checkout form. Then, the student's teacher will be called and the child will be released to meet his/her parent in the office.

Note: Your cooperation will ensure the safety of your child.

Attendance Policy - WVSD Board Policy 3121, 3122

ATTENDANCE

The West Valley School District has six elementary schools, each of which serves specific residential areas. To attend YOUR ELEMENTARY, students must reside within the YOUR SCHOOL boundaries or be granted a transfer from another West Valley elementary school. At the present time West Valley elementary schools are accepting out of district students, as space is available. Please contact the Central Office (972-6000) for more information about out-of-district enrollment.

EXCUSED AND UNEXCUSED ABSENCES

Students are expected to attend school each day. Teachers are responsible to submit absence and tardiness records to their building office, where attendance information is transcribed into the student's record. In grades K-4, an absence for more than 90 minutes of the school day shall be counted as a half-day absence.

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

- Please call Tammy Heary (972-5530) before 9:00 AM if your child will be absent or late to school.
- If your child will arrive later than 9:20, please call and order a lunch if needed.
- TO EXCUSE YOUR CHILD'S ABSENCE, you must call the office or send a signed, dated note explaining the reason for absence *within two (2) days* of your child's return to school.
- FOR A PRE-APPROVED ABSENCE, please contact the office for a pre-approval form and to make arrangements for any assignments that may be missed during the absence.
- WHEN CHECKING OUT EARLY FOR APPOINTMENTS, LUNCH, ETC., parents must come to the office and sign their children out or send a signed, dated note explaining the special circumstances.
- NOTES FROM THE DOCTOR/DENTAL OFFICE MAY BE REQUIRED

EXCUSED ABSENCES

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

Absence due to illness, health condition, family emergency or religious purposes: When possible, the parent is expected to notify the school office on the morning of the absence and send a signed note of explanation with the student on his/her return to school. A parent may request that a student be

excused from attending school in observance of a religious holiday. In addition, a student, upon the request of his/her parent, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property.

Absence resulting from disciplinary actions or short-term suspension: As required by law, students who are removed from a class or classes as a disciplinary measure, or students who have been placed on short-term suspension, shall have the right to make up assignments or exams missed during the time they were denied entry to the classroom.

Preapproved Absences: This category of absence shall be counted as excused for purposes pre-approved by the principal and the parent. An absence may not be approved if it causes a serious adverse effect on the student's educational progress.

UNEXCUSED ABSENCES

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

TARDINESS

It is very important for children to arrive at school on time. Late entries are disruptive to the classroom and cause the late student undue stress. Please make every effort to get your child to school by 8:55 AM.

When children are tardy, parents must check them in at the office. A tardy will be excused or unexcused according to the same standards as absences. A student is considered tardy until 9:10 am after this time it will be considered a morning absence.

When a student's tardiness becomes frequent or disruptive, the student shall be referred to the principal or counselor for counseling, parent conferencing, and/or disciplinary action in accordance with state and district regulations.

Mountainview Daily Schedule

8:45	Students May Arrive at School <u>No supervision before 8:45.</u>
8:55	School Begins
10:30 - 10:45	Morning Recess
11:45 - 12:15	Lunch (students eat in classrooms)
12:15 - 12:45	Recess
2:15 - 2:30	Afternoon Recess
3:30	School Dismissed

West Valley Child Care - 930-7876

Before and after school child care is available through the West Valley Child Care Program. Please contact West Valley Child Care for registration procedures prior to attending the program.

Immunizations - WVSD Board Policy 3410, 3413

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

School Lunches

The West Valley Child Nutrition program provides Mountainview with a breakfast and a hot lunch program. All students will be provided information to establish their qualification in the federal free or reduced price lunch program. Student’s lunch money will only be deposited through a “My School Bucks” account or by taking money to WVCN at the West Valley Junior High. If you need to make other deposit arrangements, please contact the West Valley Child Nutrition at 972-6040.

Adults are welcome to lunch with their children at school. If you’d like to join your child, please make your reservation by calling the school office (972-5530) by 9:15am on the day you would like to come in. Parents will be able to draw off of student’s lunch accounts. **We will also need a current background check on file.** Always remember to check in at the office when you arrive. Payment for lunches are no longer accepted at the schools. Please contact WVCN to make payments or deposit money in your student’s “My School Bucks” account.

Breakfast	\$1.75
(adult \$3.00)	
Reduced	free
Lunch K-4	\$2.75
Reduced-4 -12	.40
Adult	4.00
Milk	.50

Parents/Guardians will be notified via *Low Balance Receipts, Email Reminders, or Phone Call Reminders* when students are low in their lunch accounts. When students are in a negative balance in excess, they will be given a courtesy snack of cheese sandwich and milk.

Gum/Soda pop free school

Soda pop is not allowed during lunch or during the school day. We encourage milk or juice for the health and fitness of our students. Gum is not allowed because of the damage and extra maintenance it creates to school property.

Dress Code - WVSD Board Policy 3224

All dress requirements are based on health, safety, good taste, and decency. Please provide your children with clean, neat, weather-appropriate attire. **Shirts** with thin straps (spaghetti or shoestring) are not allowed. **Underwear** (including sports bras) and midriffs must be covered. Excessively scooped armholes or neck openings are not allowed. **Skin-tight or see-through mesh tops/shorts/skirts** may not be worn at school. **Shorts and skirts** should be at least mid-thigh length. **Flip-flop shoes** are discouraged from being worn to school. Clothing should be tasteful, without offensive designs or writing, and free of alcohol/tobacco advertising. Hats are considered outside apparel.

Students dressed inappropriately may be required to change.

TENNIS SHOES MUST BE WORN, OR STUDENTS MUST BRING TENNIS SHOES FOR PE DAYS.

Children will have outdoor recess except in extreme weather conditions. Shorts should be worn only in warm weather. We count on parents to help students make appropriate clothing choices.

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

Accident/Illness at School - WVSD Board Policy 3418

The Board recognizes that schools are responsible for providing first aid or emergency treatment in case of sudden illness or injury to a student, but that further medical attention is the responsibility of the parent or guardian.

When a student is injured it is the responsibility of staff to see that immediate care and attention is given the injured party until relieved by a superior, a nurse or a doctor. Word of the accident should be sent to the principal's office and to the nurse. The principal or designated staff should immediately contact the parent so that the parent can arrange for care or treatment of the injured.

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

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

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

Medication at School - WVSD Board Policy 3416

We understand that children sometimes need to take prescribed or over-the-counter medication during the school day. Our district policy requires a completed medication request form that has been signed by both the parent and a physician, giving complete instructions for administering the medication. Parents (not students) must bring the medication to the office in the original container. As per state law, an exception is made for topical sunscreen products regulated by the United States Food and Drug Administration for over-the-counter use. Staff is not required to assist students in applying the sunscreen.

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

Parking Lot Safety

The bus lanes are to be kept open and parking is to be in designated spaces. It is so important to drive defensively, always on the lookout for walkers and other vehicles. Observe and honor the crosswalk in front of the school. We require that all parents escort their children from the parking lot to the front door of the school using the crosswalk. **An adult must supervise students at all times while in the parking lot. Parents may pull into the "DROP OFF" lane and wait until the line of cars proceeds to the side of the school. Only one car at a time will be allowed to drop off their children. Children must not be dropped off while still waiting in the driving lane. Please drive straight through the parking lot and out the south exit. We only have one entrance and one exit.**

Change in Address / Telephone

Please notify Mountainview Office at 972-5530 as soon as possible if there is a change in address, phone number, or emergency contact information. Notify the school office a week in advance if you plan to move.

School Bus Notes

Transportation department: 972-5590.

Students who normally ride the bus are expected to return home by bus unless the parents have made other arrangements through the office. To get off at another stop, the student must have the bus pass that they get from the school office.

Students who don't normally ride the bus, but wish to go to a friend's house, must bring a parent note to this effect to the office and the office staff will give the student the designated bus note.

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

Kindergarten Bus Riders

All kindergarten students **must** be met at the bus stop in the afternoon. If parent's want their child to walk from the bus stop home with a sibling or to have an older sibling meet the bus you must contact the Transportation Center to make these arrangements.

School Bus Conduct

School Bus Conduct, Expectations and Rules

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

- Respect yourself and others.
- Follow the directions of the driver/substitute driver.
- Remain seated while the bus is in motion.
- Keep hands and feet to yourself.
- Use inside or classroom voice.
- No electronic devices at elementary level.
- Use appropriate language.
- No eating or drinking (except water).
- Wait at the bus stop 10 feet from roadway.
- **Do not** approach the bus until the driver opens the door.
- Wait for the driver's signal before crossing the road. **Only** cross in front of the bus.
- Do not get the mail until the bus has pulled completely away from the stop.
- Students are expected to go directly home from the bus stop.

West Valley School District

School Bus Discipline Procedures

School Bus Discipline Policy

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

Minor Ticket Definition

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

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

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

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

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

Major Ticket Definition

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

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

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

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

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

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

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

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

Procedure for handling major bus tickets:

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

FOR PM INCIDENTS:

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

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

Communication

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

Appeal Process:

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

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

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

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

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

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

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

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

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

****West Valley School District is not responsible for lost, stolen or damage to electronic devices that are brought to school on the bus or by any other forms of transportation.****

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

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

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

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

Drug, Alcohol, and Tobacco Education - WVSD Board Policy 2121

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

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

A facilitative school environment can help students to achieve in a productive manner (academically, socially and emotionally).

Substance Abuse Program - Board Policy 2121

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

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

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

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

Students who violate this policy are subject to district discipline policies, including the due process provisions regarding notification of parents. Students who violate the firearms provisions are subject to a minimum one calendar year expulsion, with possible case-by-case modification by the

superintendent. The district shall also comply with federal protections for disabled students in the application of this policy.

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

Other Weapons

Weapons include but are not limited to the following:

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

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

Parental Notification of Professional Qualifications

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

Pesticide Notification - WVSD Board Policy 6895

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

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

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

Following the application of a pesticide to school facilities (structures and vehicles) a sign shall be posted at the location of the application. The notice shall be at least 8.5 x 11 inches in size, shall

include the heading, "Notice: Pesticide Application," and shall state the product name; date, time and specific location of the application; the pest for which the application was made; and a contact name and telephone number. The notice shall remain posted for 24 hours, or longer if required by the label of the pesticide.

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

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

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

Notification of Due Process to Parents - WVSD Board Policy 3200

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

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

Sexual Harassment of Students Prohibited 3205 Students

This West Valley School District is committed to a positive and productive education free from discrimination, including sexual harassment. This commitment extends to all students involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation or at a class or school training held elsewhere.

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

Under federal and state law, the term “sexual harassment” includes:

- acts of sexual violence;
- unwelcome sexual or gender-directed conduct or communication that interferes with an individual’s educational performance or creates an intimidating, hostile, or offensive environment;
- unwelcome sexual advances;
- unwelcome requests for sexual favors;
- sexual demands when submission is a stated or implied condition of obtaining an educational benefit;
- sexual demands where submission or rejection is a factor in an academic, or other school-related decision affecting an individual.

A “hostile environment” has been created for a student when sexual harassment is sufficiently serious to interfere with or limit the student’s ability to participate in or benefit from the school’s program. The more severe the conduct, the less need there is to demonstrate a repetitive series of incidents. In fact, a single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe, violent, or egregious.

Investigation and Response

If the district knows, or reasonably should know, that sexual harassment has created a hostile environment, it will promptly investigate to determine what occurred and take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, the district will take prompt and effective steps reasonably calculated to end the sexual harassment, eliminate the hostile environment, prevent its recurrence and as appropriate, remedy its effects. The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. The district will take these steps every time a complaint, alleging sexual harassment comes to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps to resolve the situation, to the extent that such investigation does not interfere with an ongoing criminal investigation. A criminal investigation does not relieve the district of its independent obligation to investigate and resolve sexual harassment.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff or other third parties involved in school district activities. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation and False Allegations

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Sexual Harassment of Students Prohibited - 3205P Students

The procedure is intended to set forth the requirements of Policy 3205, including the process for a prompt, thorough, and equitable investigation of allegations of sexual harassment and the need to take appropriate steps to resolve such situations. If sexual harassment is found to have created a hostile environment, staff must take immediate action to eliminate the harassment, prevent its reoccurrence, and address its effects.

This procedure applies to sexual harassment (including sexual violence) targeted at students carried out by other students, employees or third parties involved in school district activities. Because students can experience the continuing effects of off-campus harassment in the educational setting, the district will consider the effects of off-campus conduct when evaluating whether there is a hostile environment on campus. The district has jurisdiction over these complaints pursuant to Title IX of the Education Amendments of 1972, Chapter 28A.640, RCW and Chapter 392-190 WAC.

Notice

Information about the district's sexual harassment policy will be easily understandable and conspicuously posted throughout each school building, be reproduced in each student, staff, volunteer and parent handbook.

- In addition to the posting and reproduction of this procedure and Policy 3205, the district will provide annual notice to employees that complaints pursuant to this procedure may be filed at 8902 Zier Road, Yakima, WA 98908.

Staff Responsibilities

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

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

Confidentiality

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

Retaliation

Title IX prohibits retaliation against any individual who files a complaint under these laws or participates in a complaint investigation. When an informal or formal complaint of sexual harassment is made, the district will take steps to stop further harassment and prevent any retaliation against the person who made the complaint, was the subject of the harassment, or against those who provided information as a witness. The district will investigate all allegations of retaliation and take actions against those found to have retaliated.

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. 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 Director of Human Resources, Randy Souers, 8902 Zier Road, Yakima, WA 98908. Additionally, staff will also inform an appropriate supervisor professional staff member when they receive complaints of sexual harassment, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

During the course of the informal complaint process, the district will take prompt and effective steps reasonably calculated to end any harassment and to correct any discriminatory effects on the complainant. If an investigation is needed to determine what occurred, the district will take interim measures to protect the complainant before the final outcome of the district's investigation (e.g., allowing the complainant to change academic or extracurricular activities or break times to avoid contact with the alleged perpetrator).

Informal remedies may include:

- 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;
- 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;
- A general public statement from an administrator in a building reviewing the district sexual harassment policy without identifying the complainant;
- Developing a safety plan;
- Separating students; or
- Providing staff and/or student training

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.

The district will inform the complainant and their parent/guardian how to report any subsequent problems. Additionally, the district will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems. Follow-up inquiries will follow a timeline agreed to by the district and complainant.

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. At any level in the formal complaint process, the district will take interim measures to protect the complainant before the final outcome of the district's investigation.

The following process will be followed:

Filing of Complaint

- 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 Title IX

Coordinator may draft the complaint based on the report of the complainant for the complainant to review and approve. The superintendent or Title IX Coordinator may also 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 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.
- Complaints may be submitted by mail, fax, e-mail or hand-delivery to the district Title IX Coordinator, Director of Human Resources at 8902 Zier Road, Yakima, WA 98908, (509) 972-6016, souersr@wvdsd208.org. Any district employee who receives a complaint that meets these criteria will promptly notify the Coordinator.

Investigation and Response

- The Title IX Coordinator will receive and investigate all formal, written complaints of sexual harassment or information in the coordinator's possession that they believe requires further investigation. The Coordinator will delegate his or her authority to participate in this process if such action is necessary to avoid any potential conflicts of interest. Upon receipt of a complaint, the Coordinator will provide the complainant a copy of this procedure.
- Investigations will be carried out in a manner that is adequate in scope, reliable and impartial. During the investigation process, the complainant and accused party or parties, if the complainant has identified an accused harasser(s), will have an equal opportunity to present witnesses and relevant evidence. Complainants and witnesses may have a trusted adult with them during any district-initiated investigatory activities. The school district and complainant may also agree to resolve the complaint in lieu of an investigation. When the investigation is completed, the Coordinator will compile a full written report of the complaint and the results of the investigation.

Superintendent Response

- The superintendent will respond in writing to the complainant and the alleged perpetrator 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.
- The response of the superintendent or designee will include: 1) a summary of the results of the investigation; 2) a statement as to whether a preponderance of the evidence establishes that the complainant was sexually harassed ; 3) if sexual harassment is found to have occurred, the corrective measures the district deems necessary, including assurance that the district will take steps to prevent recurrence and remedy its effects on the complainant and others, if appropriate; 4) notice of the complainant's right to appeal to the school board and the necessary filing information; and 5) any corrective measures the district will take, remedies for the complainant (e.g., sources of counseling, advocacy and academic support), and notice of potential sanctions for the perpetrator(s) (e.g., discipline).
- 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. If the complaint alleges discriminatory harassment by a named party or parties, the coordinator will provide the accused party or parties with notice of the outcome of the investigation and notice of their right to appeal any discipline or corrective action imposed by the district.

- 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.
- The district will inform the complainant and their parent/guardian how to report any subsequent problems. Additionally, the district will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems. Follow-up inquiries will follow a timeline agreed to by the district and complainant.

Level Two - Appeal to Board of Directors

Notice of Appeal and Hearing

- 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.

Board Decision

- 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

Filing of Complaint

- 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.
- 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.
- 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.

Investigation, Determination and Corrective Action

- 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.

Other Complaint Options

Office for Civil Rights (OCR), U.S. Department of Education

OCR enforces several federal civil rights laws, which prohibit discrimination in public schools on the basis of race, color, national origin, sex, disability, and age. File complaints with OCR within 180 calendar days of the date of the alleged discrimination.

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr

Washington State Human Rights Commission (WSHRC)

WSHRC enforces the Washington Law Against Discrimination (RCW 49.60), which prohibits discrimination in employment and in places of public accommodation, including schools. File complaints with WSHRC within six months of the date of the alleged discrimination. 1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

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.

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:

- Demands for sexual favors in exchange for preferential treatment or something of value;
- Stating or implying that a person will lose something if he or she does not submit to a sexual request;
- Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;

- 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;
- Using derogatory sexual terms for a person;
- Standing too close, inappropriately touching, cornering or stalking a person; or
- Displaying offensive or inappropriate sexual illustrations on school property.

Policy and Procedure Review

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.

Revised Dates: **03.16**

Non-Discrimination 3210 Students

The District will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The District will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. District programs shall be free from sexual harassment. Auxiliary aids and services will be provided upon request to individuals with disabilities.

Conduct against any student that is based on one of the categories listed above that is sufficiently severe, persistent or pervasive as to limit or deny the student's ability to participate in or benefit from the district's course offerings, educational programming or any activity will not be tolerated. When a district employee knows, or reasonably should know, that such discriminatory harassment is occurring or has occurred, the district will take prompt and effective steps reasonably calculated to end the harassment, prevent its recurrence and remedy its effects.

The District's nondiscrimination statement will be included in all written announcements, notices, recruitment materials, employment applications, and other publications made available to all students, parents, or employees. The statement will include: 1) notice that the district will not discriminate in any programs or activities on the basis of any of the above-listed categories; 2) the name and contact information of the district's compliance officer designated to ensure compliance with this policy; and 3) the names and contact information of the district's Section 504 and Title IX compliance officers.

The District will annually publish notice reasonably calculated to inform students, students' parents/guardians (in a language that they can understand, which may require language assistance), and employees of the district's discrimination complaint procedure.

The Superintendent will designate a staff member to serve as the compliance officer for this policy. The compliance officer will be responsible for investigating any discrimination complaints communicated to the district.

The District will offer or provide training to administrators and certificated and classroom personnel on their responsibility to raise awareness of and to eliminate bias based on the categories identified in this policy.

The District will also conduct annual athletic evaluations and a student athletic interest survey at least once every three years to ensure that equal athletic opportunities are provided for male and female students.

Cross References:	Board Policy 4217 Board Policy 2020 Board Policy 2030 Board Policy 2140 Board Policy 2150 Board Policy 2151 Board Policy 4260	Effective Communication Curriculum Development and Adoption Service Animals in Schools Guidance and Counseling Co-Curricular Program Interscholastic Activities Use of School Facilities
Legal References:	RCW 28A.640 RCW 28A.642 RCW 49.60 WAC 392-190-020 WAC 392-400-215 WAC 392-190-060 WAC 392-400-215 20 U.S.C. 7905 42 U.S.C. §§ 12101-12213	Sexual Equality Discrimination - prohibition Discrimination – Human rights commission Training - Staff responsibilities Bias Awareness Student rights Compliance - School district designation of responsible employee - Notification Student rights Boy Scouts of American Equal Access Act Americans with Disabilities Act
Management Resources:	Policy & Legal News, March 2016 Policy & Legal News, December Issue Policy & Legal News, April 2013 Policy News, June 2011 Policy News, August 2007	Nondiscrimination Policy Revised Washington’s Laws on Discrimination Washington’s Law Against Discrimination
Revised: 12.06; 08.07; 02.11; 06.11; 12.12; 05.13; 04.15; 01.17		

Non-Discrimination 3210 P

The following notice of non-discrimination will be used in newsletters, job postings, brochures, and other publications in the District:

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

Complaint Procedure

Anyone may file a complaint against the District alleging that the District has violated anti-discrimination laws. This complaint procedure is designed to assure that the resolution of real or alleged violations are directed toward a just solution that is satisfactory to the complainant, the administration and the board of directors. This grievance procedure will apply to the general conditions of the nondiscrimination policy (Policy 3210) and more particularly to policies dealing with guidance and counseling (Policy 2140), co-curricular program (Policy 2150), service animals in schools (Policy 2030) and curriculum development and instructional materials (Policy 2020). As used in this procedure:

- A. **Grievance** means a complaint which has been filed by a complainant relating to alleged violations of any state or federal anti-discrimination laws.
- B. **Complaint** means a written, signed charge alleging specific acts, conditions or circumstances, which are in violation of the anti-discrimination laws. 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. 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 discrimination complaints. Any district employee who receives a complaint that meets these criteria will promptly notify the compliance officer.
- C. **Respondent** means the person alleged to be responsible or who may be responsible for the violation alleged in the complaint.

The primary purpose of this procedure is to secure an equitable solution to a justifiable complaint. To this end, specific steps will be taken. 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 grievance under this policy and procedure and from retaliating against an individual for filing such a grievance.

A. Informal 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, the complainant may submit a written complaint to the compliance officer. During the course of the informal process, the District must notify complainant of their right to file a formal complaint.

B. Formal Process for Resolution

Level One: Complaint to District

The complaint must set forth the specific acts, conditions or circumstances alleged to be in violation. Upon receipt of a complaint, the compliance officer will provide the complainant a copy of this procedure. The compliance officer will investigate the allegations within 30 calendar days. The school district and complainant may agree to resolve the complaint in lieu of an investigation. The officer shall provide the superintendent with a full written report of the complaint and the results of the investigation.

The Superintendent or designee will respond to the complainant with a written decision as expeditiously as possible, but in no event later than 30 calendar days following receipt of the

written 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.

The decision of the Superintendent or designee will include: 1) a summary of the results of the investigation; 2) whether the District has failed to comply with anti-discrimination 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.

Any corrective measures deemed necessary shall 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.

Level Two - Appeal to the 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 shall 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 shall 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 of the board will be provided in a language 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.

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.

1. A complaint must be in writing and include: 1) A description of the specific acts, conditions or circumstances alleged to violate applicable anti-discrimination 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.

2. 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.

Mediation

At any time during the discrimination 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 discrimination 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 sued 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.

Preservation of Records

The files containing copies of all correspondence relative to each complaint communicated to the District and the disposition, including any corrective measures instituted by the District, will be retained in the office of the compliance officer for a period of six years.

Resources

A. District Contact

Randy Souers, Compliance Officer
West Valley School District
8902 Zier Road
Yakima, WA 98908

B. State and Federal Contacts

Office of Superintendent of Public Instruction
Equity and Civil Rights Office
P.O. Box 47200
Olympia, Washington 98504-7200
360.725.6162 72
Washington State Human Rights Commission
711 South Capitol Way, Suite 402
P.O. Box 42490
Olympia, Washington 98504-2490
360.753.6770
Office for Civil Rights, U.S. Department of Education
915 Second Avenue, Room 3310
Seattle, Washington 98174
206.607.1600
Revised Dates: 06.11; 7.13; 04.15

Rules about Student Conduct and Consequences - WVSD Board Policy 3240, 3241

PHILOSOPHY OF DISCIPLINE AND MOTIVATION

Everyone at Mountainview Elementary is expected to do his/her very best at all times. Staff and students will work together to help every person in the school reach their fullest potential. Any behavior or action, which helps someone grow and mature, will be encouraged. Any behavior or action that interferes with the learning process will not be tolerated. Should problems occur, the students will be asked to evaluate their own behavior according to this expectation during a problem solving session. To assist students with their behavior, we have developed four simple rules everyone is expected to follow. These are:

- 1. Be responsible**
- 2. Be respectful of others**
- 3. Cooperate with others**
- 4. Always do your best**

BEHAVIOR MANAGEMENT SYSTEM

PHILOSOPHY:

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

Examples of Unacceptable Behavior:

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

CONSEQUENCES May Include

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

1st Referral to office

Progressive Discipline

Referral to an Administrator/Verbal Warning

Parent contacted or signature on returned referral form

Successive Referrals:

Will follow progressive discipline process to possibly include out of school suspension.

Chronic Referrals or Exceptional Misconduct: Out of district student withdrawal of permission to attend the West Valley School District.

UNACCEPTABLE BEHAVIOR: SEVERE VIOLATIONS

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

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

- Theft/Vandalism
- Extortion
- Possession of unauthorized medication/drugs/alcohol/tobacco

CONSEQUENCES

Progressive Discipline May Include

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

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

Disruptive Items

PAGERS, CELL PHONES, LAZER POINTERS, ANY ELECTRONIC DEVICE, GAMEBOYS, CD PLAYERS, MP3's, IPODS, RUBBERBANDS, SHOOTERS, COLLECTOR OR PLAYING CARDS, FINGER BOARDS, ROLLER SHOES, SKATEBOARDS, TOYS, ETC., are not allowed at school. These items are a disruption to the educational process and will be taken.

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

Guidelines for Success

Each classroom will have individual discipline plans that students are expected to follow. When the student is in another class such as PE or Music, the student will follow the rules of the PE or Music teacher. Since every adult teaches slightly differently, each teacher will communicate precisely how students are expected to behave in each activity. Consequences for misbehavior in the classroom are at the discretion of the teacher. Most behaviors will be dealt with through teaching, discussion, restitution, missed recess privileges, or noon recess problem solving where students will identify in writing the steps to correct the behavior. The teacher will send home a level 1 referral and contact parents. When students are trying their best, the teacher will acknowledge their efforts. **Our goal is to work together to help students learn behavior that increases their success in school.** More serious offenses will be dealt with in the office with Level 2-4 consequences as stated on the discipline ladder. Everyone must recognize that dangerous behavior and disrespect will not be tolerated.

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

HOW PARENTS CAN HELP WITH DISCIPLINE

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

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

Playground Behavior

PLAYGROUND RULES

1. Students will keep hands, feet and objects to themselves. Throwing of rocks, sticks or other objects is not acceptable.
2. Students will show respect for others and follow instructions given by staff.
3. Students will play in a safe and courteous manner. Tackle football, hard ball, dog fighting, twisting in swings, bailing out of swings, snowballing, and king of the mountain are some examples of unacceptable play.
4. Students will play in designated areas as assigned. The irrigation ditch, fences, and street are off limits.
5. Students will stay outside during recesses and noon unless they have a pass or are under the direct supervision of an adult. The courtyard and parking lot are off limits during recesses.
6. Students will not slide on icy areas, run through sprinklers, or stand under the rain gutters.
7. Students are to stop what they are doing when the bells ring and return to class promptly.
8. Students will show pride in their school by keeping the building and grounds free of litter.
9. Students will leave knives, guns, and other unsafe objects at home. Toys and other play equipment should be left at home also.
10. Swings are to be used by one person at a time. Climbing on swing structures, twisting, and bailing out are not acceptable. A student may be counted off the swing after 35 full counts.
11. Once a student has arrived at school, he/she will not leave the playground boundaries for any reason without a note signed by his/her parents and/or teacher or principal. The note must be shown to the person on duty, their teacher, or the principal.
12. Students will settle differences peacefully. Stop/Think/Plan

Mountainview Discipline Ladder

Level -1: Problem Solving

- Failure to complete homework/schoolwork
- Disruption of class (out-of-seat, persistent talking)
- Teasing/annoying/pestering/mocking/rumors/gossip
- Disrespectful/verbal abuse towards students/staff/volunteers
- Minor body contact/rough-housing between students
- Failure to follow bus, school, or class rules
- Offensive language/gestures
- Other as designated by teacher or supervisor

Level -2: Isolated Supervision

- Inappropriate possession/use of flammable materials
- Bullying/Harassing
- Dangerous conduct
- Forgery
- Refusal to comply with school personnel/volunteer

Knowledgeable possession of stolen property

Level -3: Short/Long Term Suspension

Assault/fighting/students

Leaving school grounds without permission

Theft of personal or school property

False fire alarm, or discharge of fire equipment,

Vandalism

Physical endangerment of staff and/or students

Threatening/assaulting adults

Level 4- Emergency Expulsion or Short/Long Term Suspension

Explosives and/or weapons/possession and/or use of

Arson, intentionally starting a fire

Bomb threat

Possession/paraphernalia/use/distribution: drugs, alcohol, tobacco

*Chronic= on at least three different occasions recurring misbehavior previously dealt with and parents notified.

Homework Policy - WVSD Board Policy 2422

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

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

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

B. Preparation --- to help students gain the maximum benefits from future lessons;

C. Extension --- to provide students with opportunities to transfer specific skills or concepts to new situations; and

D. Creativity --- to require students to integrate many skills and concepts in order to produce original responses.

The purposes of homework assignments and the guidelines and/or rules should be made clear to the student at the time of the assignment.

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

Our school is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation, or bullying.

RCW 28A.300.285 (2) "Harassment, intimidation, or bullying" means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080 or other distinguishing characteristics, when the intentional written, verbal, or physical act:

(a) Physically harms a student or damages the student's property; or (b) Has the effect of substantially interfering with a student's education; or (c) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or (d) Has the effect of substantially disrupting the orderly operation of the school. Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying.

To report an incident of harassment, intimidation, or bullying, contact the school principal, Nick Hartman at 972-5530.

Child Abuse Reporting - WVSD Board Policy 3421

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

Closed Campus - WVSD Board Policy 3242

Mountainview is a closed-campus school, which means that once you have entered school property, you may not leave the campus during the school day without the permission of the administration. You must stay on the school grounds from the time you arrive until dismissal or until you are picked up by your parents. Students may not drive a vehicle to or from school.

Parent Conferences

Parent/Student/Teacher Conferences will be scheduled in the fall and again in the spring. At these conferences, participants are encouraged to share any joys or concerns they might have regarding the student's school experience. A parent may also schedule a conference with a teacher and/or the principal at any time during the school year to discuss a particular concern. Parents, please contact the teacher if you cannot make your scheduled conference.

Emergency School Closure Information

When weather conditions are extreme, please listen to one of the following radio stations or watch one of the following T.V. stations to find out if schools are operating. DO NOT call stations for closure information.

RADIO

KIT 1280 AM	KATS 94.5
KMWX 1460AM	KFFM 107.3 FM
KBBO 1390AM	KXDD 104 FM
KYXE 1020 AM	KQSN 930 AM
KHAK 980 AM	KRSE 105.7 FM

TELEVISION

KNDO CH 23
KIMA CH 29
KAPP CH 35

Also, www.wvsd208.org (district website) or 972-6002 for updated information.

Insurance

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

Lost and Found

Clothing and other items are frequently found on the school grounds. It is difficult to identify the owner if the items are not properly marked. **Please label your child's clothing and items.** We discourage students from bringing personal items (toys, game-boys, cell phones, MP3 players, CD players, etc.) to school. The school cannot be responsible for the loss or damage to students' personal items. **Check the lost and found bin** outside the office for lost items.

Kindergarten Registration

To attend kindergarten, a child must be five years of age by September 1. An official birth certificate and up-to-date immunization records are required. Students who transfer from another district during the school year must register for school before noon in order to begin classes the next day.

Fines and Fees - WVSD Board Policy 3520

Students must demonstrate care and respect for both personal and school property. Fees and fines will be charged to replace or repair library books, chromebooks, textbooks, musical instruments, magazines, or any other lost or damaged items. Student report cards will be held until payment is received.

Library Information

The library is open for all students to use and enjoy. Grade level determines the number of books a student can check out at one time. They are checked out for one week, but they can be renewed for as long as necessary. If a student wishes to select new books before the week is over, he/she may ask their teacher for a time to go to the library.

If a book is lost or damaged, the student will receive a fine. Report cards and other items may be withheld until the fine is paid.

Progress Reporting

Student report cards are reported two times during the school year. Parent conferences are scheduled during fall and spring and report cards are mailed home at the end of the school year. If you have concerns at any time, we encourage you to call the school and arrange a conference with your child's teacher.

Student Internet/Directory Information

The district is prohibited from releasing any personal identifiable records or files about an individual student without parent consent. However, the district may release a list of students belonging to a group (e.g. a class list, etc.). A student's name will be excluded from a listing upon written request by a parent. If you want more information about what may be included or excluded in any listing, please contact the school office at 972-5530.

Mountainview Elementary does have a Facebook page and website. If you do not want any pictures taken of your child and placed on these pages, please inform the office in writing of your request.

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

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

- All telecommunication/electronic devices may not be in visible sight or operated in school at the elementary and middle schools or in class or during instructional time at the junior and senior high schools, unless an emergency situation exists that involves imminent physical danger or a school administrator authorizes the student to do otherwise.
- Students who violate this policy will be subject to progressive disciplinary action up to and including confiscation of the device. The first step in most cases shall be confiscation, after which the student may pick the device up at the end of the school day. A device which has been confiscated more than once shall only be returned to the student's parent or guardian.
- Students are responsible for telecommunication/electronic devices they bring to school or onto district-owned transportation. The district shall not be responsible for loss, theft or destruction

of such devices brought onto school property even when confiscated. Nor will the school investigate the loss or damage of such an item. While on school property after school hours or while attending school-sponsored or school-related activities occurring after school hours, students may possess and use personal telecommunication/electronic devices. These include, but are not limited to, pagers, beepers, MP3 players and cellular phones. The possession and use of such devices must not pose a threat to academic integrity, disrupt the learning environment or violate the privacy rights of others. Legal References: RCW 28A.320.135
Telecommunication devices - Limits on possession - Policies Adopted Date: 12/07

Acceptable Use Policy - WVSD Board Policy 2022

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

Birthday/Holiday Celebrations - AMENDED AUGUST 28TH 2018

Many parents love to bring in something to share with their student's class on birthdays. It's an exciting day for your kids and we, as parents, love to make it the best we can. However, in the interest of ensuring the safety and well beings for each our students, we are implementing a policy of "no shared edible birthday treats" starting this school year.

Please do not bring any food items to share with the class on your student's birthday. If you would like to bring in something to share, please bring in a non-food item (i.e. stickers, pencils, etc.).

Students will still have opportunities to share food items on special occasions when initiated by the classroom teacher (i.e. 100 day celebration, seasonal parties, or celebrations tied to the class curriculum). You will be notified when those special occasions occur.

Field Trips - WVSD Board Policy 2320

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

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

Vandalism

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

Visiting or Volunteering

We welcome visitors and volunteers to Mountainview Elementary. In order to provide communications and ensure safety, we require all visitors to **complete a volunteer form** and **check in at the school office**. If you would like to visit, please let the teacher know in advance. To conference with a teacher, please schedule an appointment after 3:40, when teachers have completed the end of the school day. This assures that testing, assemblies, field trips, or other activities are not taking place. It is very important not to disrupt instruction and classroom management.

Please remember the following:

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

We really appreciate your help keeping our students safe by knowing who is in the building at all times.

THE WEST VALLEY SCHOOL DISTRICT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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

Civil Rights Compliance Coordinator:

Randy Souers
8902 Zier Road, Yakima, WA 98908
(509) 972-6016

souersr@wvsd208.org

Title IX Coordinator:

Randy Souers
8902 Zier Road, Yakima, WA 98908
(509) 972-6016

souersr@wvsd208.org

Section 504/ADA Coordinator:

Lucas Jaeger
8902 Zier Road, Yakima, WA 98908
(509) 972-5560

jaegerl@wvsd208.org

Please tear off and sign this form.
Return it to your classroom teacher

At Mountainview Elementary, our goal is to keep the parents and students informed about our operating procedures and student expectations. This parent/student handbook has been prepared for you to help answer many of your questions and help guide you through some of our routines and requirements to fulfill district and state policies and to help our school operate in a safe and orderly fashion.

To get everyone off to a great start, please review this handbook with your child/children as soon as school begins.

Child's name _____ Teacher _____

My child and I have read and discussed this handbook for Mountainview Elementary. *PLEASE NOTE OUR BIRTHDAY CELEBRATION POLICY.*

_____ We have no questions

_____ Questions we have:

Child's signature _____ Date _____

Parent/Guardian signature _____ Date _____

****I DO NOT WANT** my student's picture to be posted on the Mountainview website/facebook page**

Parent/Guardian signature _____

Date _____

Return by Monday, September 9, 2019.
We appreciate your time to review and share this book
with your child/children.
We are ready for another great year at Mountainview!
www.mv.wvsvd208.org