

Student Rights and Responsibilities: Rights and Authorities of Teachers and Administrators Annual Notification 2018-2019

Welcome

This booklet is printed and distributed annually to all students in West Valley schools to inform them of their responsibilities and rights. A complete copy of the Rights and Responsibility Policy and Procedures #3200 is online for review on the West Valley School District website at www.wvsd.org.

Students have certain rights as citizens and the school system cannot unduly infringe on those rights. Contained in this document are rules that define the reasonable limits of those rights, based on the rules and regulations established by the State of Washington. This booklet also contains required annual notifications which are to be published and distributed to parents.



Pathways to Success



District Directory

Elementary Schools

Kindergarten Center 922-5469

Lisa Skay, Principal

Arthur B. Ness 922-5470

Theresa Kendall, Principal

Orchard Center 922-5473

Barb Knauss, Principal

Pasadena Park 922-5480

Brad Liberg, Principal

Seth Woodard 921-2160

Mike Lollar, Principal

Middle Schools

Centennial 922-5482

Karen Bromps, Principal

City School 921-2836

Dusty Andres, Principal

High Schools

Dishman Hills 927-1100

Lauren House, Principal

Spokane Valley 922-5475

Larry Bush, Principal

West Valley 922-5488

Ryan Mulvey, Principal

Learning Centers

ELC/ECEAP 922-5478

Dan Andrews, Principal

Outdoor Learning 340-1028

Jami Ostby Marsh, Director

Support Services

Assessment 927-1100

Julie Poage, Director

Learning Support Programs

Heather Awbery, Director

Maintenance 922-5465

George Castor, Director

Nutrition Services 232-6092

Tim Morgan, Director

Special Services 927-1138

Dan Andrews, Director

Technology Center 344-1064

Rod Neumann, Director

Transportation 922-5467

Tim Morgan, Director

Administration Office

2805 N. Argonne Road

Spokane, WA 99212

Phone: 924-2150

Fax: 922-5295

email: info@wvsd.org

Dr. Gene Sementi

Superintendent

Douglas A. Matson, CPA

Deputy Superintendent

*** Add Heather & Vicki ?**

Assistant Superintendent for

Teaching & Learning

WVSD Website:

www.wvsd.org

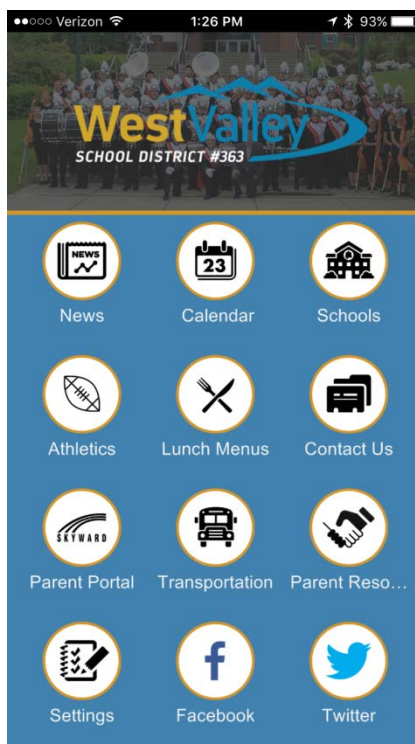
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Board of Directors

Pam McLeod, President

Dan Hansen, Vice President

Robert Dompier, Director

Bob Wentworth, Director

Adam Mortensen, Director

Amber Sety, Student Board Rep.

Machaelin Cordero, Student Board Rep.

The West Valley School District is governed by a five-member Board of Directors, elected by patrons in specific geographic areas of the district. The Superintendent reports to the School Board and leads the day-to-day operations of the district. The School Board meets regularly on the second and fourth Wednesday of the month and district patrons are welcome to attend. The first meeting each month is held at 11:30 a.m. in one of the schools and the second meeting is held at 7:00 p.m. in the District Conference Center at 8818 E. Grace Ave. The agenda for each meeting and a complete list of meetings is available online at www.wvsd.org.

Award Winning School Board

The West Valley School Board was named the 2015 State School Board of the Year by the Washington State School Directors' Association. The Board also earned "Board of Distinction" honors last year and received a special award for attaining Board of Distinction honors five times.

Vision Statement

The vision of the Board of Directors for West Valley is to be recognized as a district respected for superior quality that meets the needs of students and challenges them to excel in an interesting and exciting environment through an open and accessible partnership with its community through life-long learning.

PREAMBLE

It is important that every student, parent, employee and associate of the West Valley School District have an understanding of the rights, responsibilities and due process relating to students. For this reason, the District Board of Directors has authorized this document to summarize major laws and regulations governing behavior.

INTRODUCTION

The Board expects student conduct that will promote a positive atmosphere for learning, appropriate standards of behavior, effective citizenship and good emotional and physical health. Students must learn how to properly exercise their rights while also meeting their responsibilities.

Every student must:

- Obey the law
- Respect the rights and privileges of others
- Adhere to School District policies and rules
- Safeguard property of the school and District

Each student is expected to accept responsibility and be accountable for his/her own conduct.

The Board has approved reasonable policies and procedures in order to achieve the educational purposes of the District and guarantee an effective school environment. When violations of these policies or procedures occur, the school is authorized to take appropriate corrective and/or disciplinary action as per WAC 180-40.

Directory Information

Policy: In compliance with regulations by the Department of Health, Education and Welfare, it shall be the policy of the West Valley School District #363 of Spokane to release directory information concerning students for non-commercial purposes. Directory information as defined in rules and regulations adopted by the Department of Health, Education & Welfare as follows:

- The students name, address, telephone number, date and place of birth
- Major field of study
- Participation in officially recognized activities and sports; weight and height of athletic teams
- Dates of attendance
- Degrees and awards received
- The most recent previous educational agency or institution attended by the student
- Photographs and other similar information.

Parents or guardians can request IN WRITING to the Office of the Superintendent of Schools of the West Valley School District #363 that directory information concerning their individual children not be released. Students 18 years of age or older may make this request on their own behalf.

STUDENT RESPONSIBILITIES

Students have the responsibility to:

- Be aware of all school rules governing student behavior and

conduct themselves according to those rules

- Be regular and punctual in attendance at all classes, assemblies, and assigned school activities
- Make satisfactory academic progress consistent with his/her abilities and aptitudes
- Comply with a reasonable directive made by any school authority acting within the scope of his/her duty
- Express their ideas and opinions in a respectful manner, being careful not to libel or slander others
- Dress in a manner that is not disruptive to the educational process nor threatening to the health and safety of themselves or others
- Conduct themselves in a manner which will not disturb their education nor disrupt or deprive others of their education
- Fully respect the rights of others
- Follow established procedures if they desire to seek changes in any policies or rules with which they may disagree
- Identify themselves, upon request, to any District employee or school agent, on school grounds, on school busses or at school events

RIGHTS OF STUDENTS

Each student has stated and implied rights in the context of District policies and procedures. These rights are guaranteed by the Constitution of the United States and the State of Washington.

Students have the right to:

- Participate in relevant educational activities in a safe and sanitary environment
- Equal educational opportunity and freedom from discrimination in all phases of the educational process
- Fair and just treatment from school authorities and freedom from unreasonable treatment or unlawful physical abuse
- Freedom from unlawful interference in the pursuit of an education while in the custody of the District
- Be secure in their persons, papers and effects against unreasonable searches and seizures
- Freedom of expression and assembly consistent with the maintenance of an orderly and efficient educational process and the limitations imposed by laws governing obscenity, libel and slander
- Instruction in rules and regulations relating to their rights and responsibilities
- Use of established channels to voice concerns and opinions having to do with elements of the educational process that affect them

- Representation on advisory committees affecting student rights
- Present petitions, complaints or grievances to school authorities and to receive responses within a reasonable time
- Consult with teachers, counselors, administrators, and other school personnel at reasonable times
- Be involved in school activities, provided they meet the qualifications for such participation
- Have representation in student government organizations that may exist at their school
- Receive an explanation of the requirements of the course of study and the basis on which grades will be determined

Reasonable limitations must be placed upon the time, place, and manner of exercising these rights so that the school may effectively fulfill the function of educating young people. The school may not, however, infringe unduly upon these rights.

CARDINAL PRINCIPAL OF CONDUCT

All students who attend the schools, ride the buses or participate in activities of the District will comply with the rules and regulations and will submit to the reasonable discipline of school authorities.

RESPONSES TO MISCONDUCT Pursuant to Board Policy #3200

Any student who willfully performs any act which materially interferes with or is detrimental to any aspect of the educational process shall be subject to discipline, suspension or expulsion. Such acts pertain to the orderly operation of a school, authorized school activity or any school-sponsored event, regardless of the time or place of the occurrence.

Among acts considered as "misconduct" are the following: disruptive conduct; disobedience of reasonable instructions of school authorities; refusal to identify oneself; truancy or unauthorized absence from class; cheating; immoral conduct; vulgarity or profanity; use of tobacco in an unauthorized area; use, possession or being affected by alcohol, drugs, or related paraphernalia; use of narcotics not prescribed by the student's physician; assault; unlawful assembly, gambling, destruction or defacing of school property; arson; abuse or insult toward school personnel; extortion or intimidation of another student or staff member; stealing; possession or use of any dangerous weapon or object; committing any criminal act as defined by law.

**COMPLAINTS ABOUT
DISCRIMINATION,
DISCRIMINATORY
HARASSMENT, AND SEXUAL
HARASSMENT**

What is discrimination?

Discrimination is unfair or unlawful treatment of a person or group because they are part of a defined group, known as a protected class. Discrimination may include treating a person differently or denying someone access to a program, service, or activity because they are part of a protected class, or failing to accommodate a person's disability.

What is a protected class?

A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal, state, or local laws. Protected classes under Washington state law include sex, race, color, religion, creed, national origin, disability, sexual orientation, gender expression, gender identity, veteran or military status, and the use of a trained dog guide or service animal.

How do I file a complaint about discrimination?

If you believe that you or your child has experienced unlawful discrimination or discriminatory harassment at school based on any protected class, you have the right to file a formal complaint. For a full copy of the school district's nondiscrimination procedure, visit wvwd.org or contact the school district at **509-924-2150**.

Before filing a complaint, you may wish to discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Compliance Coordinator.

This is often the fastest way to revolve your concerns.

- HIB & Section 504 Coordinator: Dan Andrews, 509-922-5478
- Title IX Officer: Paula Jeffries, 509-924-2150
- Civil Rights Compliance Coordinator: Douglas Matson, 509-924-2150

Step 1: Complaint to the School District

In most cases, complaints must be filed within one year from the date of the event that is the subject matter of the complaint. A complaint must be in writing, describe what happened, and state why you believe it is discrimination. It is also helpful to include what actions you would like the district to take to resolve your complaint.

Complaints may be submitted by mail, fax, e-mail, or hand delivery to any district or school administrator or the district's Compliance Coordinator.

When the school district receives your written complaint, the Compliance Coordinator will give you a copy of the district's discrimination complaint procedure. The Compliance Coordinator will then make sure that the school district conducts a prompt and thorough investigation. You may also agree to resolve your complaint in lieu of an investigation.

The school district must respond to you in writing within 30 calendar days after receiving your complaint, unless you agree on a different date. If exceptional circumstances related to the complaint require an extension of the time limit, the school district will notify you in writing about the

reasons for the extension and the anticipated response date. When the school district responds to your complaint, it must include:

1. A summary of the results of the investigation;
2. Whether or not the school district has failed to comply with civil rights requirements related to the complaint;
3. Notice of your right to appeal, including where and to whom the appeal must be filed; and
4. Any corrective measures determined necessary to correct any noncompliance.

Step 2: Appeal to the School District

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint.

The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. At the hearing, you may bring witnesses or other information related to your appeal.

The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with OSPI.

Step 3: Complaint to OSPI

If you do not agree with the school district's appeal decision, you may file a complaint with the Office of Superintendent of Public Instruction (OSPI). A complaint must be filed with OSPI within **20 calendar days** after you received the district's appeal decision. You may send your complaint to OSPI by e-mail, mail, fax, or hand-delivery:

E-mail: Equity@k12.wa.us

Fax: (360) 664-2967

Mail: OSPI Equity and Civil Rights Office, PO Box 47200, Olympia, WA 98504-7200

SEXUAL HARASSMENT

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus, such as a school-sponsored field trip.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- ◆ A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or

- ◆ The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

How do I report sexual harassment?

You can report sexual harassment to any school staff member or to the district's Title IX Officer: **Paula Jeffries, 509-924-2150.**

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault



DEFINITIONS

DISCIPLINE:

All forms of corrective action or punishment other than suspension or expulsion. It may include, but not be limited to, the removal from a class or activity by a teacher or administrator for a time not longer than the balance of the immediate class or activity.

DISCIPLINARY ACTION:

Staff response to student misconduct. In all cases of disciplinary action, consideration will be made for students with Individual Educational Plans (IEP's) in accordance with WAC 392-172A and IDEA.

EXCLUSION: Each teacher is empowered to exclude any student who creates a disruption of the educational process while under the teacher's immediate supervision. The exclusion may be for all or a portion of the balance of the school day.

EMERGENCY REMOVAL:

Immediate removal of a student from a class or activity will occur when in the opinion of the teacher or administrator, that student poses an immediate and continuing danger to himself, other students or school personnel, or poses a threat of substantial disruption of the educational process.

SUSPENSION: A denial of attendance (other than exclusion) at any single subject or class, or any full schedule of subjects or classes, for a stated period of time.

“Short-term”

suspension shall mean a suspension for any portion of a calendar day up to and not exceeding ten (10) consecutive days.

“Long-term”

suspension shall mean a suspension which exceeds a short-term suspension.

EMERGENCY EXPULSION:

An emergency removal from school for up to, but not exceeding ten (10) consecutive school days from the student's current school placement by the superintendent or designee. There must be good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to other students or school staff or an immediate and continuing threat of substantial disruption of the educational process. An emergency expulsion must end or be converted to another form of corrective action within ten (10) school days from the date of the emergency removal from school. If the district converts the emergency expulsion to another form of corrective action, it must provide notice and an explanation of due process rights to the student and parent/guardian.

EXPULSION: A denial of attendance at any single subject or class at any full schedule of subjects or classes, or to any other activity conducted by or for the school, for an indefinite period of time.

PARENT: Natural parent, adoptive parent or legal guardian of the student.

SCHOOL BUSINESS DAY: Any calendar day upon which the office of the Superintendent of the District is open to the public for business.

Our Mission

Each West Valley student will have a Rigorous and Relevant education achieved through strong Relationships to maximize readiness for College, Career and Citizenship.

Our Why

We believe in partnering with our community to prepare our students for College, Career, and Citizenship, we do this by creating unique, high-rigor programs that respond to the needs of our students, staff and community.

Our Location

The West Valley School District is located eight miles east of downtown Spokane. Encompassing an area of approximately 25 square miles, the district is bordered by Spokane on the west, Woodruff Road on the east, the Dishman Hills to the south, and extends north of the valley.

Our Facilities

West Valley School District is comprised of one early learning center, one kindergarten center, four elementary schools, one traditional middle school, one non-traditional middle school, one traditional high school, two non-traditional high schools, and an outdoor learning center.

Student Discipline Model

West Valley School District is committed to maintaining a safe school learning environment for students, employees and visitors. This standardized student discipline model was developed with input from parents, and ensures that all students are provided with the opportunity to learn.

When considering the level of discipline to be implemented, school authorities shall consider several factors including, but not limited to:

- ❖ student's age
- ❖ student's attitude
- ❖ severity of conduct
- ❖ student's intent
- ❖ effect on other students and/or staff
- ❖ safety of the student and other students and/or staff
- ❖ mitigating circumstances, and
- ❖ the student's discipline history.

Depending on these factors, an alternate consequence or a more severe corrective action *may be imposed* at the discretion of the principal/designee. Students with disabilities will be disciplined in a nondiscriminatory manner on a case-by-case basis. *The range of sanctions is progressive.*

Repeated offenses in any one category or combination of categories will result in more severe corrective actions. After each offense, the level of discipline is indicated for each level:

E=Elementary;
M=Middle School;
H=High School

Exceptional Misconduct:

Designated by a diamond ◆ symbol has been judged by the school district to be (1) of such frequent occurrence, regardless of attempts to control such misconduct through other forms of corrective action and/or (2) so serious as to warrant immediate movement to emergency expulsion and/or long-term suspension.

Notification of Non-School Agency (e.g., Law Enforcement):

Designated by a star ★

Due process procedures are available for parents and students aggrieved by the imposition of these disciplinary measures.

The following list is not exclusive of other behaviors for which a student may be disciplined, up to and including expulsion and notification of non-school agencies (parent/guardian and/or the appropriate enforcement agency).

Note: Students who receive a suspension or expulsion for misconduct may be required by the building administrator/designee to complete threat and risk assessments and sign a re-admittance contract.

School specific rules and procedures may be found in school handbooks.



CODE	OFFENSE		School Discipline	Short-term suspension 1-10 days	Long-term suspension Exceeds 10 days	Emergency Expulsion	Notification Non-School Agency
ADHERENCE TO RULES							
XFC	Adherence to building/district rules: A student will obey the lawful instructions of school district personnel in a respectful and responsible manner.	E	Begin here				
		M	Begin here				
		H	Begin here				
BUS	Bus Conduct: A student must obey rules and regulations as adopted by the school board to ensure their safety and well-being while on school district transportation. Bus drivers are empowered to impose discipline upon a student for misconduct, which violates rules of conduct on a bus, and recommend to the Supervisor of Transportation the denial of riding privileges. School district administrators may impose additional sanctions in proportion to the severity and repetition of the act(s).	E	Begin here				
		M	Begin here				
		H	Begin here				
OFF	Closed Campus/Restricted Areas: A student will remain on school grounds and out of areas identified by building administrators as restricted areas (e.g., parking lots) from the time of arrival until students are officially excused, unless otherwise stated in school handbook.	E	Begin here				
		M	Begin here				
		H	Begin here				
DAV	Dress/Apparel: A student's dress and appearance may be regulated when, in the judgment of school administrators, there is reasonable expectation that (1) a health or safety hazard is presented by the dress or appearance, (2) it may damage school property, (3) cause disruption of the educational process or (4) violate school dress codes.	E	Begin here				
		M	Begin here				
		H	Begin here				
PPD	Use of Personal Protection Spray Device: It is unlawful for a person under 18, unless the person is at least 14 years old and has a parent/guardian's written permission, to possess such a device. Use of such a device in a manner inconsistent with the authorized use of force statute will cause the imposition of appropriate discipline. Student must have a signed permission form on file.	E		Begin here			
		M		Begin here			
		H		Begin here			
PTS	Private Transportation of Students: In accordance with state school regulations, school authorities are empowered to supervise and control private transportation. Violations endangering public or private safety, or lack of consideration for public welfare may be among the causes for suspending the student's driving privilege. Elementary and middle school students are not permitted to operate gas/electric powered vehicles on school grounds.	E	Begin here				
		M	Begin here				
		H	Begin here				★

CODE	OFFENSE		School Discipline	Short-term suspension 1-10 days	Long-term suspension Exceeds 10 days	Emergency Expulsion	Notification Non-School Agency
ASSAULT/THREATS							
◆ XDP	Assault/Abuse of District Personnel: A student will not intentionally cause or attempt to cause physical injury, or interfere with the discharge of the official duties of district personnel by force or violence in their actions or behavior.	E		Begin here			
		M				Begin here	★
		H				Begin here	★
◆ YST	Assault on Students (Grievous): A student will not assault with intent to inflict substantial or great bodily harm or knowingly inflict substantial or great bodily harm by any means.	E		Begin here			
		M				Begin here	★
		H				Begin here	★
YPO	Assault (All Others): A student will not intentionally make contact with another person that would be harmful or offensive to an ordinary person who is not unduly sensitive; or act with unlawful force, with intent to inflict bodily injury.	E	Begin here				
		M		Begin here			
		H		Begin here			
◆ THB	Bomb Threat: A student will not falsely indicate, verbally or in writing, that a bomb or other incendiary device is on school property.	E		Begin here			★
		M				Begin here	★
		H				Begin here	★
◆ THE	Extortion/Blackmail/Coercion: A student will not frighten with threats or attempt to obtain power, money, services or property from another by the use of force, fear or threat.	E		Begin here			
		M				Begin here	★
		H				Begin here	★
◆ XFO	Fighting: Students will not participate in mutual physical contact involving anger or hostility.	E	Begin here				
		M		Begin here			★
		H				Begin here	★
◆ THP	Threats on District Personnel: A student will not threaten to cause physical injury or interfere with the discharge of the official duties of district personnel by intimidation in their actions or behavior.	E		Begin here			
		M				Begin here	★
		H				Begin here	★
◆ THS	Threats on Students (Grievous): A student will not threaten a person with intent to inflict substantial or great bodily harm by any means.	E		Begin here			★
		M				Begin here	★
		H				Begin here	★
THO	Threats (all others): A student will not issue any written, verbal or electronically transmitted message that cause fear and/or disrupts the educational process.	E	Begin here				
		M		Begin here			
		H		Begin here			
ATTENDANCE							
TR	Excused Absences, Unexcused Absences and Truancy: Students will be punctual and regular in attendance. Students are expected to attend all assigned classes each day and will be in their assigned areas at assigned times unless officially excused. (See Policy 3121, 3122, RCW 13.32A and RCW 28A.225).	E	Begin here				
		M	Begin here				
		H	Begin here				
TAR	Tardiness: Students will be in their assigned areas at assigned times unless officially excused. Students arriving to class up to at least 10 minutes after class is scheduled to begin will be considered tardy while students arriving any later may be considered absent.	E	Begin here				
		M	Begin here				
		H	Begin here				
CHEATING/RECORDS							
REC	Alteration of Records: A student will not falsely, alter, or destroy any school record or any communication between home and school.	E	Begin here				
		M		Begin here			
		H		Begin here			
XAD	Plagiarism: A student will not knowingly submit the work of others and/or represent it as his/her own. S/he will not aid and abet (conspire) the cheating of others.	E	Begin here				
		M	Begin here				
		H	Begin here				
FOR	Misrepresentation/Forgery: A student will not deliberately make untruthful statements with the knowledge that they are untrue and with the intent to deceive, including aiding or abetting others in a misrepresentation e.g., lying, fraudulently using, in writing, the name of another person or falsifying times, dates, grades, addresses, or other data.	E	Begin here				
		M		Begin here			
		H		Begin here			

CODE	OFFENSE		School Discipline	Short-term suspension 1-10 days	Long-term suspension Exceeds 10 days	Emergency Expulsion	Notification Non-School Agency
HARRASSMENT/INTIMIDATION/BULLYING							
XBL	Bullying: Unwanted, aggressive behavior that involves a real or perceived power imbalance, and is repeated, including messages or images intentionally written or electronically transmitted (by email, text, and/or social media), verbal, and/or physical acts that harms, interferes, threatens or disrupts the educational process.	E	Begin here				
		M	Begin here				
		H	Begin here				
◆ THR	Interference with or Intimidation of School Authorities: A student will not interfere with the discharge of the official duties of district personnel by force, threat of force or violence.	E				Begin here	
		M				Begin here	
		H				Begin here	
XHS	Sexual Harassment: Conduct or communication intended to be sexual in nature, is unwelcome by the targeted person(s) and has potential to deny or limit another person's work performance or to participate in, or benefit from, a school's education program.	E	Begin here				
		M		Begin here			
		H		Begin here			
XHD	Discriminatory Harassment: Conduct or communication that is intended to be harmful, humiliating or physically threatening; and shows hostility toward a person(s) based on their real or perceived sex, race, creed, religion, color, national origin, sexual orientation, gender identity, gender expression, veteran or military status, disability or use of a trained dog guide or service animal.	E	Begin here				
		M		Begin here			
		H		Begin here			★
LEWD CONDUCT							
IT	Indecent Liberties: A student will not take indecent liberties with another student or intentionally make any open and obscene exposure of his/her person or another person knowing that such contact is likely to cause reasonable affront or alarm.	E	Begin here				
		M		Begin here			★
		H		Begin here			★
XIC	Lewd Conduct: A student will not display behavior that is indecent or obscene, e.g., sexual deviant behavior-mooning, depantsing. A student will not knowingly possess, transmit, disseminate, exchange, etc. printed or electronically-stored photos/matter of acts of "sexually explicit conduct e.g., body parts normally covered by underwear. Law enforcement will be notified.	E	Begin here				★
		M		Begin here			★
		H		Begin here			★
LAP	Obscenity, Profanity, and Vulgarity: Students will not use obscene, vulgar or profane language, writings, pictures, or make such signs or acts including on computer terminals. *When directed at school personnel.	E	Begin here	*			
		M	Begin here	*			
		H	Begin here	*			
STUDENT CONDUCT							
◆ AR	Arson: A student will not intentionally set or attempt to set a fire or cause an explosion nor will they possess or place explosives such as stink bombs or imitations of such devices on school property, transportation or at any school-related activity. RCW 70.74	E				Begin here	★
		M				Begin here	★
		H				Begin here	★
XFC	Failure to Cooperate: A student will comply with or follow reasonable, lawful directions or requests of teachers or staff. Failure to cooperate includes, but is not limited to non-compliance, defiance and disrespect. **Begin discipline at "emergency expulsion" if incident involves refusal/interference with a search.	E	Begin here			**	
		M	Begin here			**	
		H	Begin here			**	
PDA	Display of Affection: A student will not physically display affection-oriented behavior at school, on transportation or during school-sponsored activities or events.	E	Begin here				
		M	Begin here				
		H	Begin here				
XDC	Disruptive Conduct: A student will not exhibit conduct which materially and substantially interferes with the educational process.	E	Begin here				
		M	Begin here				
		H	Begin here				

CODE	OFFENSE		School Discipline	Short-term suspension 1-10 days	Long-term suspension Exceeds 10 days	Emergency Expulsion	Notification Non-School Agency
STUDENT CONDUCT, continued							
SSI	False Alarm: A student will not activate a fire alarm or make a 9-1-1 call for other than the intended purpose of the alarm.	E		Begin here			★
		M		Begin here			★
		H		Begin here			★
SSI	Fireworks: A student will not possess, transmit, use, distribute or sell firecrackers or other fireworks on school property or at school activities.	E		Begin here			
		M		Begin here			
		H		Begin here			
MIS	Gambling: A student will not play cards, dice or games of chance for money or other things of value.	E	Begin here				
		M	Begin here				
		H	Begin here				
◆ GAN	Gangs: A student will not knowingly engage in gang/gang-like activities on school property or at school-sponsored activities. "Gang" means a group which meets one or more of the following criteria: (1) consists of three or more persons; (2) has identifiable leadership; and (3) on an ongoing basis, regularly conspires and acts in concert, mainly for criminal purposes.	E		Begin here			★
		M				Begin here	★
		H				Begin here	★
XDC	Participating in an Incident: A student will not participate in an incident by inciting or encouraging misconduct or by being a spectator who is actively inciting or encouraging such conduct by words, action or presence.	E	Begin here				
		M		Begin here			
		H		Begin here			
MT	Technology Misuse: A student will observe the Student Electronic Information System and Internet User Consent form and not inappropriately use the building/district's network or hardware.	E	Begin here				
		M	Begin here				
		H	Begin here				
QN	Personal Electronics: Use or visual displays of electronic devices and/or personal listening devices is prohibited during the school day unless approved by school staff. Such devices may be confiscated if they are visible or if they disrupt the educational process. More severe sanctions may be imposed for multiple infractions.	E	Begin here				
		M	Begin here				
		H	Begin here				
SSI	Trespass/Loitering: A student will not without permission, enter or remain unlawfully in school buildings or on any part of school grounds.	E	Begin here				
		M		Begin here			
		H		Begin here			
SSI	Violation of Federal, State, or Local Laws (school-related): A student will not knowingly violate Federal, State or local laws.	E	Begin here				★
		M		Begin here			★
		H		Begin here			★
XMM	Multiple Minor Accumulated Incidents: Discipline for culmination of multiple minor infractions that both occurred throughout the school year, and individually would not necessarily rise to the severity of meriting a short-term or long-term suspension.	E		Begin here			
		M		Begin here			
		H		Begin here			
SUBSTANCES							
XTB	Tobacco Products: A student will not possess, use, transmit, sell or distribute tobacco products or any other tobacco innovation (e.g., electronic cigarettes) on school property, transportation or school sponsored activities.	E	Begin here				
		M		Begin here			
		H		Begin here			
◆ XID	Possession/Use of Controlled/Illegal Substances: A student will not possess, allege to possess, use or be under the influence of any illegal drugs, inhalants, unauthorized or controlled substances, non-prescription and/or over-the-counter medications or any "look-alike" substances or be in possession of drug paraphernalia.	E				Begin here	★
		M				Begin here	★
		H				Begin here	★
◆ XID	Distribution of Controlled/Illegal Substances: A student will not sell or distribute illicit drugs, controlled substances or alleged controlled substances, which may include unauthorized non-prescription and/or over-the-counter medications or "look-alike" substances, or be in possession of drug paraphernalia.	E				Begin here	★
		M				Begin here	★
		H				Begin here	★

CODE	OFFENSE	School Discipline	Short-term suspension 1-10 days	Long-term suspension Exceeds 10 days	Emergency Expulsion	Notification Non-School Agency
SUBSTANCES, continued						
◆ XAL	Possession/Use of Alcohol: A student shall not possess, allege to possess, use or be under the influence of any alcoholic beverage.	E	Begin here			★
		M	Begin here			★
		H	Begin here			★
◆ XAL	Distribution of Alcohol: A student will not sell or distribute alcoholic beverages.	E			Begin here	★
		M			Begin here	★
		H			Begin here	★
◆ XMJ	Possession/Use of Marijuana/Cannabis: A student will not use, possess, or allege to possess, or be under the influence of marijuana, cannabis or any "look-alike" substances or in possession of drug paraphernalia.	E	Begin here			★
		M	Begin here			★
		H	Begin here			★
◆ XMJ	Distribution of Marijuana/Cannabis: A student will not sell or distribute marijuana, cannabis or any look-alike substances or be in possession of drug paraphernalia.	E			Begin here	★
		M			Begin here	★
		H			Begin here	★
THEFT/VANDALISM						
◆ XRO	Burglary: A student will not enter or remain unlawfully in a district building with intent to commit a crime.	E	Begin here			★
		M	Begin here			★
		H	Begin here			★
◆ XDP	Malicious Mischief/Vandalism: A student will not intentionally cause damage to any property (school district, contractor, school employee, or another student) including unlawful discharge of a laser. Restitution for the cost of repair/replacement will be the responsibility of the student and/or parent/guardian/custodian. Discipline may be increased depending on the severity of the incident.	E	Begin here			★
		M	Begin here			★
		H	Begin here			★
◆ TH	Theft or Possession of Stolen Property: A student will not remove (steal) school or personal property. Law enforcement agencies may be contacted depending upon the value/gravity of the incident. Discipline may be increased depending on the severity of the incident. A student will not knowingly receive, retain, possess, conceal or dispose of stolen property.	E	Begin here			
		M	Begin here			★
		H	Begin here			★
◆ XRO	Robbery: A student will not take another's property by force or threat of force.	E	Begin here			★
		M			Begin here	★
		H			Begin here	★
WEAPONS						
◆ WOF	Firearms/Air Guns/Dangerous Weapons/Explosives: Unauthorized use or possession of any object that is or reasonably can be considered or viewed as a firearm, air gun, dangerous weapon or explosive. Students carrying dangerous weapons other than firearms including "nun-chuks," "throwing stars," air guns, air pistols; or air rifles or spring blade knives may be expelled or subject to other disciplinary action. Law enforcement will be notified. (RCW 9.41.250, RCW9.41.280)	E			Begin here	★
		M			Begin here	★
		H			Begin here	★
◆ WOW	Weapons/Other Weapons: A student will not possess, transmit or use items that are used as weapons, or in a threatening manner, that are not legally defined as "dangerous weapons" in RCW 9.14.250 and RCW 9.41.280 (e.g., knife, lead pipe, laser, etc.)	E	Begin here			★
		M	Begin here			★
		H	Begin here			★

DUE PROCESS

DISCIPLINE:

Each certificated teacher, school administrator, school bus driver and any other school employee designated by the Board of the District shall possess the authority to impose discipline upon a student for misconduct which violates District rules.

Students may also be removed from a class, subject or activity in emergency situations.

No form of "discipline" for tardiness or absences shall be administered in such a way as to prevent a student from completing class or graduation requirements or affect his/her grade or credit in a course unless:

- A. The student's attendance and/or participation is related to the instructional objectives of the particular subject or course, and
- B. The student's attendance and/or participation have been identified by the teacher as a basis for grading, in whole or in part, in the particular subject or course

EMERGENCY REMOVAL shall continue only until the danger or threat ceases or the principal imposes discipline, suspension or expulsion. The principal shall meet with the student as soon as reasonably possible following the student's removal in order to initiate corrective action. Such meeting will occur no later than the commencement of the next school day.

SHORT-TERM SUSPENSION: Suspension for any portion of a calendar day up to and not exceeding ten (10) consecutive school days.

Prior to a suspension, a conference shall be held with the student. During this conference the student shall be provided with an oral or written notice of his/her alleged misconduct and identification of the school rules involved. Evidence in support of the allegations shall also be provided, along with corrective action proposed.

The student shall be given the opportunity to present his/her explanation.

If the suspension is to exceed one calendar day, the parent/guardian shall be notified of the reasons and the duration of the suspension.

GRIEVANCE PROCEDURE FOR SHORT-TERM SUSPENSION

Any student or parent/guardian of a student who is aggrieved by the imposition of discipline or short-term suspension has the right to an informal conference with the principal and any other staff member involved.

If, after the informal conference, the student is still aggrieved, he/she may, upon two (2) school business days' prior notice, present a written and/or oral grievance to the Superintendent/designee.

If the grievance is still unresolved, it may, upon two (2) school business days' prior notice, be presented to the School Board at its next regularly scheduled meeting. Discussion of the grievance by the Board will be closed unless requested otherwise by the aggrieved party.

Notification of the Board's decision shall be delivered, in writing, within ten (10) school business days following the meeting. The disciplinary action or short-term suspension shall continue throughout the grievance procedure unless the principal/designee decides to postpone such action.

LONG-TERM SUSPENSION:

Suspension that exceeds ten (10) consecutive school days. A long-term suspension may not exceed the length of an academic term as defined by the school board and may not be imposed as a form of discretionary discipline except for the offenses listed in the discipline model.

No long-term suspension shall be imposed until written notice has been delivered to the parent or guardian by certified mail or in person by the proper authority. The notice shall specify the violation, and notify the student of his/her right to a hearing.

The written notice shall indicate that a request for a hearing must be received by the school authority before the end of the third day after the suspension letter was received. If a request is not received within this three (3) day period, the right to a hearing shall be considered waived and the suspension shall take effect on the fourth school day without further contest of the matter.

EXPULSION

A student may be expelled for violation of District rules. No student shall be expelled unless other forms of corrective action or punishment have failed, or the school authority believes other forms would fail if employed.

School procedure for expulsion shall be the same as for long-term suspension, above.

EMERGENCY EXPULSION

Emergency removal may be imposed if the school authority has good and sufficient reason to believe that the student poses an immediate and continuing danger to himself or others or is a threat of substantial disruption of the class, subject, activity or educational process.

The removal shall continue only until the student is reinstated by the school authority or until a hearing is held and a final determination is reached. An emergency expulsion may be imposed for no more than ten (10) consecutive school days.

School procedure for emergency removal shall be the same as for long-term suspension and expulsion with the following exceptions:

- A. The Principal/designee shall meet with the student as soon as reasonably possible to take or initiate appropriate corrective or disciplinary action. In no case shall the opportunity for such meeting be delayed beyond the

commencement of the next school day

- B. Reasonable attempt shall be made to notify the parent/guardian immediately by telephone
- C. Written notice to the student and parent/guardian must be delivered within 24 hours of the expulsion
- D. The student or parent/guardian shall have three (3) school business days in which to request in writing that a hearing be held

HEARING PROCEDURES LONG-TERM SUSPENSION AND EXPULSION

Hearings relating to long-term suspension or expulsion will begin within three (3) school business days after the school authority receives such a timely request.

Hearings for emergency expulsions will begin within two (2) business days after the school authority receives such a timely request.

Hearings will be conducted by a Hearing Officer appointed by the Superintendent.

All case evidence may be inspected by the student, parent/guardian and school authorities prior to the hearing.

The student shall have the following rights at his/her hearing:

1. The right to be represented by counsel
2. The opportunity to express his/her views
3. The opportunity to present evidence and witnesses
4. The opportunity to question witnesses

APPEAL TO BOARD OF DIRECTORS

If a hearing is properly appealed, the matter will be reviewed by the Board of Directors within ten (10) school business days from receipt of the appeal. The Board shall render its decision within the ten (10) school business days or schedule a second meeting to hear further arguments or hear the case anew. An appeal may be made to the courts.

RE-ADMISSION

Any student who has been suspended or expelled may apply for readmission at any time by written application to the Superintendent. The letter should include reasons for readmission and a statement assuring that the problems will not reoccur. The Superintendent will reply within thirty (30) days of receipt of the application.

Annual Nondiscrimination Notification - West Valley Meets Federal Requirements

The West Valley School District #363 complies with all Federal and State rules and regulations and does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by the person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

This holds true for all students who are interested in participating in educational programs and/or extra-curricular school activities. Fund applications and any required policies, procedures, evaluation plans and reports relating to the district's special education program are available for parents and the general public for comment and inspection. Inquiries regarding compliance, grievance procedures, the inspection of federal application or general comments may be directed to:

Title IX Officer

Paula Jeffries
2805 N. Argonne Road
Spokane, WA 99212
(509) 924-2150

Special Services Director

Dan Andrews
2523 N. Park Road
Spokane, WA 99212
(509) 927-1138

Compliance Coordinator

Douglas Matson, CPA
2805 N. Argonne Road
Spokane, WA 99212
(509) 924-2150

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. & 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

-FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

-Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

-Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a

formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

-Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

School officials with legitimate educational interest; Other schools to which a student is transferring; Specified officials for audit or evaluation purposes; Appropriate parties in connection with financial aid to a student; Organizations conducting certain studies for or on behalf of the school; Accrediting organizations; To comply with a judicial order or lawfully issued subpoena; Appropriate officials in cases of health and safety emergencies; and schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not

disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service. Or you may contact us at the following address: Family Policy Compliance Office U.S. Department of Education. Copies of the policy adopted under Sec. 99.6 are located at the District Office, 2805 N. Argonne Road, Spokane, Washington. Parents of students who have a primary or home language other than English may obtain a copy of Sec. 99.6 in their native language by contacting the District Office at (509) 924-2150.

Parent and Student Rights in Federal Programs

All instructional materials, including supplementary materials and teachers manuals, used with any survey, analysis or evaluation in a program or project supported by federal funds are available for inspection by parents and guardians. No student will be required as part of any project or program supported by federal funds to submit to a survey, analysis or evaluation that reveals information concerning political affiliations;

potentially embarrassing mental or psychological problems; sexual behavior and attitudes; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of close family members; privileged or similar relationships; or income, other than information necessary to establish eligibility for a program; without the prior consent of adult or emancipated students, or written permission of parents.

Exemption of Release of Student Information to Military Recruiters

Both federal and state laws require that school districts provide military recruiters access to directory information for students who are juniors or seniors in high school. WVSD will comply with the laws to provide names, addresses and telephone listings of junior and senior students to military recruiters, when requested, **unless** a parent, or student who has already turned 18, has “opted out” of providing such information. To opt out you must provide a written statement to the principal of your student’s high school stating that you do not want your student’s information released to military recruiters.

Prohibition of Harassment, Intimidation or Bullying

The District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons that is free from

harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any intentional written message or image—including those that are electronically transmitted—verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability, or other distinguishing characteristics, when an act: physically harms a student or damages the student’s property; has the effect of substantially interfering with a student’s education; is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school. Complaints regarding harassment, intimidation or bullying are addressed through Policy and Procedure 3207. Individuals who believe they have been the victim of harassment, intimidation or bullying, or know of such an incident, may contact their school administrator or counselor. Complaint forms are available at each school and website. If the complaint is not resolved following an investigation, the administrator or counselor will forward the complaint to the District’s Compliance Officer for further investigation.

Registering for School

1. Proof of age is required for kindergarten and first grade children who have not been previously enrolled in school. Entering kindergarten students must be five (5) years old by midnight, August 31. Entering first grade students must be six (6) years old by midnight, August 31.

2. Proof of immunization status is required by state law and must be presented at the time of registration.

3. For students entering from another school district, a report card or transcript is helpful in placing the student.

School Attendance

It takes the cooperation of parents and staff to keep students safely and regularly in school. If you know that your student will miss school for any reason, please contact the school office. After any absence, it is important for your student to bring a written excuse to the office. Please refer to School Board Policy #3110 – Qualification of Attendance Policy and #3121 – Compulsory Attendance Policy for more information.

Categorical Programs

Title I, Part A

Title I, Part A is a federal program designed “To provide all children significant opportunity to receive a fair, equitable, and high-quality education, and to close

educational achievement gaps.” Title I, Part A can support early learning and Kindergarten to grade 12 where programs and services provide customized instruction and curricula that helps these students meet academic standards and take an active, engaged interest in what they learn and can do. Title I, Part A programs build equity of opportunity for children whose struggles often keep them on the academic sidelines.

School staff must plan and implement parent and family engagement activities that exemplify ongoing and meaningful consultation of the families whose children benefit from Title I, Part A services.

McKinney -Vento Act

The McKinney-Vento Education of Homeless Children and Youth Assistance Act is a federal law that ensures immediate enrollment and educational stability for homeless children and youth. McKinney-Vento provides federal funding to states for the purpose of supporting district programs that serve homeless children.

The McKinney-Vento Act defines homeless children as “individuals who lack a fixed, regular, and adequate nighttime residence.”

The McKinney-Vento Act requires schools to enroll homeless children and youth immediately, even if they lack normally required documents, such as immunization records or proof of residence. The act ensures that homeless children

and youth have transportation to and from their school of origin if it is in the child's or youth's best interest.

Learning Assistance Program – LAP

LAP programs serve eligible students who need **academic support for reading, writing and math**, or who need readiness skills to learn these core subjects. With special emphasis on reading literacy in the early grades (K-4), schools use their state LAP funds to deliver supplemental services that give these students the strong start they need for academic success.

English Language Development Program

The state Transitional Bilingual Education Program (TBIP) and federal Title III address the unique needs of eligible students, who come from linguistically and culturally diverse backgrounds. Both programs share the same goal: develop language proficiency that enables meaningful access to grade level curricula and instruction.

Special Services

Special Services strives to move students along their individual learning continuum by providing a positive, rewarding learning environment for a variety of students within the district. Special Services includes those students receiving specially designed instruction and services in Title I and Learning Assistance Programs.

Disabled students birth through 21 years of age receive a continuum of educational services from early intervention to vocational training for job placement within the community. Students receiving supplemental services in Title I or LAP programs receive additional academic support in the areas of mathematics and literacy.

The **Preschool Program** provides the developmentally delayed child with an opportunity for an early learning experience and individual therapy in preparation for entrance into kindergarten. "Child Find" is a screening program which is offered to the community for identification of youngsters who may benefit from a preschool program. In the **Primary Level**, a variety of options are available to meet individual needs, ranging from remedial support of basic skills within the regular classroom through specialized and individual therapy for students with more involved disabilities. **Secondary Level** special-needs students receive support in their regular curriculum, individualized remediation in basic skill areas, and career training through the Professional Technical programs. Career guidance and individual counseling are available for each student through Special Services.

Extra-curricular Activities are an integral part of a student's education. All special-needs students are encouraged to participate and have been successful in school activities

such as band, drama, robotics and varsity sports.

The District has a strong commitment to provide for the special-needs student's education within the framework of the regular classroom and school environment. A dedicated staff of teachers, speech therapists, occupational and physical therapists, teacher aides, and school psychologists comprise the child's study team at each building to support classroom teachers and parents in determining an educational program that will meet each student's individual needs. The special services personnel, along with other district staff, work closely with Spokane County and State of Washington agencies to provide an overall program for those students with identified needs.

For additional information about special services, contact Special Services Director, Dan Andrews at (509) 922-5478.

ECEAP Registration

The Early Childhood Education and Assistance Program (ECEAP) is a state-funded life enrichment program that offers classroom learning for preschool children of low-income families. Parents and staff work together to provide a positive experience for all. The program is free for those families who qualify. Eligibility requirements are as follows:

1. Family eligibility is based on federal low-income guidelines for total gross income.
2. Priority is given to children who are four years old by

August 31.

3. The program is designed for families living in the West Valley School District.

Call the West Valley Early Learning Center at (509) 922-5478 for more information.

Highly Capable Program

In order to develop the special abilities of each student, the district offers a highly capable program which provides identified students in kindergarten through twelfth grade access to basic education programs that accelerate learning and enhance instruction.

Highly capable students are students who perform or show potential for performing at significantly advanced academic levels when compared with others of their age, experiences, or environments.

Referrals to the highly capable program are accepted based on data or evidence from teachers, other staff, parents, students, and members of the community. Nominators will use the district's nomination form to refer a student to be considered for admission in the program. Parents should return the parent referral form by March 1st. Parents are encouraged to talk with teachers at fall conferences for more information about the nomination process. Once a child has been assessed in the spring, parents will receive a letter in June notifying them of the assessment results.

The district will make a variety of appropriate program services available to highly capable students. Services may include, but are not limited to: accelerated learning opportunities; academic grouping arrangements that provide intellectual and interest peer group interactions; cooperative agreements between K-12 and institutions of higher education and programs designed to share resources and facilities to maximize student learning and mentorships and career exploration, differentiated instruction, and academic competitions.

Further information may be found in School Board Policy and Procedure #2190, or by calling Mike Lollar, the Highly Capable Coordinator, at (509) 921-2160.

SPICE Program

SPICE (Student Parent Interactive Classroom Environment) is an instructional program that emphasizes parent, teacher, child, and community interaction as an integral part of the educational process. SPICE parents experience the excitement and reward of watching their child be successful in learning. They are truly involved in their child's education, get to know the people with whom their child spends his/her day, and help support the child's education through classroom support. SPICE is open to all children between the ages of five and twelve (kindergarten through grade 5). For more information about the SPICE Program volunteer

requirements, contributions, and availability, contact Seth Woodard Elementary School at (509) 921-2160.

Health & Safety

Student Immunization Requirements

To assure that your student's school year gets off to a smooth start, please remember that Washington State law and Board Policy #3413 requires that a certificate of immunization be on file for every student enrolled in the district. On or before the first day of attendance, all students must present or have on file documentation of immunization status. Immunization forms are available at your child's school. (This information is on file for previously enrolled students.) Washington State law requires that students with life threatening health conditions must have an Emergency Care Plan in place before the first day of attendance.

The minimum immunizations required for students entering kindergarten through 12th grade:

DTaP: Five doses (or 4 or 3 depending on age when vaccine was given)* 1 dose DTaP required for 6th-9th grades.

*Please refer to www.wvdsd.org for more detailed information on DTaP immunizations.

Polio: Four doses are required unless dose three was given after the 4th birthday, then only three doses are required.

Measles/Mumps/Rubella: The first dose on or after the child's

1st birthday. The second dose can be given any time 4 weeks after the first dose. (Second dose must be given prior to entering kindergarten.) Blood test (titer) showing immunity to measles, mumps, and rubella is acceptable.

Hepatitis B: Three doses required up through sixth grade. If a series is started after age 11, only two adult doses are needed.

Varicella: Two doses required for kindergarten through 2nd grade. Parent reported history of disease is **only** accepted for students in 3rd, 4th, and 6th grades. Blood test (titer) showing immunity to varicella and/or provider diagnosis or verification of varicella disease is acceptable.

Preschool students are also required to provide certificates of immunization status that is up-to-date according to age.

Parents of 11-year-olds are reminded that your child probably needs a TDaP immunization.

When recording the immunization, the parent will be required to provide month, day, and year of the doses. If your child is not compliant with this schedule of immunizations, it will be necessary for you to update the shots BEFORE entrance into school. Conditional admissions are given to those children who have recently started a series of immunizations but are unable to complete them due to medical reasons or the immunization schedule itself.

Exemptions are allowed for medical reasons, but those need to be signed by the child's physician. Exemptions due to homelessness, religious, or personal beliefs are also allowed and are signed by the parent. However, it is important for the parent to realize that the child is then susceptible to the diseases for which they filed an exemption. In case of any outbreaks of the diseases, the child may be subsequently excluded from school for the duration of the outbreak. Signature of the parent/guardian is required on all certificates.

Health Screenings: Vision and hearing screening is provided each year for kindergarten through 3rd grade, 5th grade, and 7th grade*. (* Note: These screenings may also be provided "on request" by a parent or teacher.)

Medication at School: Medication, including prescription and non-prescription, can be given at school only with specific, written directions from the doctor and with signed parental permission. Parents are urged to adjust timing for a child's medication so it can be taken other than during school hours. If your child does require any medication during school hours, please contact the school office. No medication should be sent to school without written doctor instructions and signed parental permission.

Medical Alert

Please help us keep your child safe. If you have a student who has a potentially medically fragile or a chronic medical condition (such as asthma, allergies, diabetes, etc.), please be sure to contact your child's school and alert them to this information.

School Lunch and Breakfast Program

West Valley is committed to providing nourishing meals to students. We offer the National School Breakfast and National School Lunch Programs to ensure students are offered well-balanced meals at an affordable cost.

We encourage the pre-payment of meals through the school office or online using credit or debit via our website at www.wvgsd.org by choosing Nutrition and then "Make a Payment". First-time users can contact the student's school for assistance with obtaining a Skyward password.

Free and reduced-priced meals are available to students whose families meet Federal income eligibility guidelines. This program is a great benefit, and we encourage you to apply at any time, especially if your home situation or income changes. Applications are available in all schools and on our website at www.wvgsd.org.

Please join your child for lunch whenever you wish. One day advance notice at the elementary schools is appreciated. If you have questions about Nutrition Services, call (509) 232-6092.



Riding the Bus

The safe and efficient transportation of students to and from school is the primary goal of the Transportation Department. However, riding the bus is a privilege and students are expected to follow all bus rules, policies, and procedures.

Our bus drivers will periodically review bus riding expectations as well as instruct the students on emergency evacuation procedures and the location of safety equipment on the buses. School bus transportation is offered to students based on attendance area. Students should be at their bus stop 5 minutes prior to the scheduled pick-up time and are expected to ride the bus from AND to their regular bus stop unless the parent/guardian has provided written permission to do otherwise.

- If your child's bus is more than ten minutes late, you are welcome to call the Transportation Office at (509) 922-5467 to inquire about the status of the bus.
- To leave a message at any time regarding special services transportation, call (509) 340-7154.

- Please visit the “Transportation” page of the district website (www.wvsd.org) for more information, links and downloads.

Severe Weather/ Emergency Closures

School bus schedules or routes are changed only during the most severe weather or emergency conditions. District buses are equipped with chains and the drivers have been trained to drive in all weather conditions. If it is necessary to run limited school bus schedules or close schools for any reason, information will be broadcast on local radio and television stations. The district website at www.wvsd.org also details emergency snow route stops and times.

Please remind your student that in case of an emergency school closure:

- Students who ride the bus will remain at school until transportation is available.
- Students who walk or drive to school will be sent home.
- In either case, if no one is at home, it is the parents’ responsibility to make the student aware of an alternate place to go in an emergency.

Severe weather reminders:

1. Between 4:30 a.m. & 7:00 a.m. area radio and television stations will announce any school cancellations or starting time delays. The district

website, www.wvsd.org will also contain information about school closures and delays.

2. If no announcements about West Valley schools are broadcast from the radio, television, or on the district website, schools are open!
3. If schools are closed for emergency reasons for one day, they will be open the following day unless information to the contrary is announced by radio, television, or on the district website.
4. Please do not call school officials or radio stations about school closures. Listen to your radio or television, or log on to the website, www.wvsd.org for the latest information.

Use of School Facilities

The Board of Directors believes that West Valley Schools are owned and operated for its patrons. The public is encouraged to use school facilities, and in some instances may be assessed a fee for such use to ensure funds intended for educational purposes are not expended.

Application for use of school facilities should be made to the appropriate building principal; however, the Business Manager or designee reserves the right to make the final decisions regarding the public use of school facilities.

District authorization for use of school facilities shall not be

considered an endorsement or approval of the activity group or organization, nor for the purposes or beliefs it may represent.

Class I: (No fee assessed)

- * West Valley school-related groups and organizations (*i.e.* PTO)
- * Community education activities (community schools)
- * Scheduled meetings of chartered youth groups (Boy Scouts, Girl Scouts, Camp Fire etc.)
- * District-authorized usage
- * Community civic-oriented groups such as Kiwanis, Chamber of Commerce, etc., if the activity is directly for the betterment of West Valley School District’s students. For other uses, these groups may rent the facilities per the Class II schedule.
- * Intergovernmental Agreements—West Valley School District may allow other governmental agencies use of the facilities on a case-by-case basis.
- * Other district-authorized use

Class II:

- * Other groups not listed in Class I which provide activities for the betterment of adults in the community.

Class III:

School facilities exist for the purpose of facilitating the best possible instructional purposes for the children attending West Valley Schools. The facilities are not intended to be income-producing properties and, therefore, our commitment

toward that end is limited to those groups or individuals we perceive as community-enriching endeavors.

Groups or organizations in this classification are subject to rental fees that shall be established by the Business Manager or his/her designee. These fees will be commensurate with the prevailing rate in the community.

Rental fees may be assessed for the use of gymnasiums, cafeteria/multipurpose rooms, auditoriums, cafeteria with kitchen, and classrooms.

When required, additional charges for district staff will be assessed. All staff are required to be on duty a minimum of 1/2 hour prior to function and 1/2 hour after function. In all cases a 2-hour minimum will be charged for all staff. In every instance, the Business Manager or designee has the authority to decide whether staff services are required.

The Business Manager or designee has authority to require a damage deposit.

Annual Pesticide and AHERA notice

WVSD applies several types of pesticides for use in controlling dandelions and other *unwanted weeds*. We use Round-up, Arsenal, Esplanade 200 SC and Weed-B-Gone for spot spraying of our grounds. WVSD contracts the annual spring spraying of all athletic play fields for weed control. The products used for this spraying are Esplanade™ 200 SC,

Portfolio® 4F, Barricade® 4FL, Agri Star® Glystar® Original, Syl-Tac®, Barricade 4FL and Foundation™. We also contract the fence line sterilant spray. The product used is Espalade™ 200 SC. WVSD also sprays and or applies insecticides for controlling insects, bees, and yellow jackets. We use ant traps, Tempo®SC Ultra (by commercial application) and wasp and hornet spray from Ortho.

The next district-wide spraying of athletic and play fields will be May of 2018. If you would personally like to be notified in advance of these applications, please send a letter with your name, address and phone number to West Valley School District, Maintenance Department, 7211 E. Nora, Spokane, WA 99212. If you wish to obtain information on our spray program, please call the Maintenance Director George Castor at (509) 922-5465.

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Act (AHERA), WVSD contracted with NE Washington Educational Service District 101 of Spokane, Washington to conduct the Three-year Asbestos Re-Inspection of all school buildings. During April 2017, an EPA accredited asbestos Inspector and Management Planner performed the required inspection, reassessed each category of asbestos containing building materials (ACBM) and noted any significant changes from the previous inspections.

Re-inspection will assist the school district in the process of safely managing each ACBM within our District.

The AHERA Re-inspection Report and Management plans are available to the general public and can be reviewed anytime during normal school hours. Maintenance Director George Castor is available at (509) 922-5465 to answer any AHERA related questions.

