

# Millwood Kindergarten Center



**Student and Parent Handbook**

**2018-19**

**Millwood Kindergarten Center**  
**8818 E. Grace**  
**Spokane, WA 99212**

Phone: (509)922-5469

Fax: (509)921-5259

School Website: [www.millwood.wvsd.org](http://www.millwood.wvsd.org)

District Website: [www.wvsd.org](http://www.wvsd.org)

**Office Hours**

**8:00 AM to 4:00 PM**

**School Hours**

**9:05 AM to 3:20 PM**

**Staff Email—[first.last@wvsd.org](mailto:first.last@wvsd.org)**

West Valley School District does not discriminate based on race, color, national origin (including language), sex, sexual orientation, creed, age, or disability and the notice is made continuously. Title II 28CFR35.107(a), Title XI 34CFR104.7(b), Title VI 35CFR100.6(d). For a full description of unlawful acts and their sanctions, please refer to the West Valley School District website, [www.wvsd.com](http://www.wvsd.com), policy #3200 Student Rights and Responsibilities.

# Staff Directory

<b>Office Staff</b>			
<b>First Name</b>	<b>Last Name</b>	<b>Title</b>	<b>Email</b>
Lisa	Skay	Principal	<a href="mailto:lisa.skay@wvwd.org">lisa.skay@wvwd.org</a>
Lori	Rousseau	Secretary	<a href="mailto:lori.rousseau@wvwd.org">lori.rousseau@wvwd.org</a>
Tammy	Kimberley	Asst. Secretary	<a href="mailto:tamara.kimberley@wvwd.org">tamara.kimberley@wvwd.org</a>

<b>Certificated Staff</b>			
<b>First Name</b>	<b>Last Name</b>	<b>Title</b>	<b>Email</b>
Amanda	Guilbault	Kindergarten	<a href="mailto:Amanda.guilbault@wvwd.org">Amanda.guilbault@wvwd.org</a>
Anna	Staley	Kindergarten	<a href="mailto:anna.staley@wvwd.org">anna.staley@wvwd.org</a>
Barbara	Brown	Paraeducator	<a href="mailto:barbara.brown@wvwd.org">barbara.brown@wvwd.org</a>
Cassie	Flaherty	Kindergarten	<a href="mailto:cassandra.flaherty@wvwd.org">cassandra.flaherty@wvwd.org</a>
CC	Collins	Kindergarten	<a href="mailto:ceian.collins@wvwd.org">ceian.collins@wvwd.org</a>
Debbie	Thone	Paraeducator	<a href="mailto:debbie.thone@wvwd.org">debbie.thone@wvwd.org</a>
Glenda	Bray	Paraeducator	<a href="mailto:Glenda.bray@wvwd.org">Glenda.bray@wvwd.org</a>
Jaime	Groh	Kindergarten	<a href="mailto:jaime.groh@wvwd.org">jaime.groh@wvwd.org</a>
Jane	Potter	Head Custodian	<a href="mailto:jane.potter@wvwd.org">jane.potter@wvwd.org</a>
Jeanine	Wolfe	Physical Education	<a href="mailto:jeanine.wolfe@wvwd.org">jeanine.wolfe@wvwd.org</a>
JoAnn	Schweda	Kindergarten	<a href="mailto:joann.schweda@wvwd.org">joann.schweda@wvwd.org</a>
Joe	Bodey	Evening Custodian	<a href="mailto:Joseph.bodey@wvwd.org">Joseph.bodey@wvwd.org</a>
Jody	Lund	Interventionist	<a href="mailto:jody.lund@wvwd.org">jody.lund@wvwd.org</a>
Jon	Fager	Nurse	<a href="mailto:Jon.fager@wvwd.org">Jon.fager@wvwd.org</a>
Kimilyn	Sopher	Building sub	<a href="mailto:Kimilyn.sopher@wvwd.org">Kimilyn.sopher@wvwd.org</a>
Laura	Jackson	Paraeducator	<a href="mailto:Laura.jackson@wvwd.org">Laura.jackson@wvwd.org</a>
Leah	Martin	Kindergarten	<a href="mailto:leah.martin@wvwd.org">leah.martin@wvwd.org</a>
Lisa	Mularski	ELL teacher	<a href="mailto:Lisa.mularski@wvwd.org">Lisa.mularski@wvwd.org</a>
Megan	Frederick	Speech Therapist	<a href="mailto:megan.frederick@wvwd.org">megan.frederick@wvwd.org</a>
Melissa	Fennen	STEAM	<a href="mailto:melissa.fennen@wvwd.org">melissa.fennen@wvwd.org</a>
Natasha	Moss	Kindergarten	<a href="mailto:natasha.moss@wvwd.org">natasha.moss@wvwd.org</a>
Nathan	Westlund	Music	<a href="mailto:nathan.westlund@wvwd.org">nathan.westlund@wvwd.org</a>
Nicole	Henrichs	Special Education	<a href="mailto:nicole.henrichs@wvwd.org">nicole.henrichs@wvwd.org</a>
Niki	Stephan	Kindergarten	<a href="mailto:niki.stephan@wvwd.org">niki.stephan@wvwd.org</a>

Pedro	Diaz	Counselor	<a href="mailto:pedro.diaz@wvsd.org">pedro.diaz@wvsd.org</a>
Sarah	Souders	Psychologist	<a href="mailto:sarah.souders@wvsd.org">sarah.souders@wvsd.org</a>
Shelby	Rothstrom	Kindergarten	<a href="mailto:shelby.rothstrom@wvsd.org">shelby.rothstrom@wvsd.org</a>
Shelci	Kehrli	Kindergarten	<a href="mailto:shelci.kehrli@wvsd.org">shelci.kehrli@wvsd.org</a>
Stacia	Kline	Kindergarten	<a href="mailto:stacia.kline@wvsd.org">stacia.kline@wvsd.org</a>
Starla	Flock	Paraeducator	<a href="mailto:starla.flock@wvsd.org">starla.flock@wvsd.org</a>

# West Valley School District

## Collaboration Schedule

School will start at 10:35 on the following days:

September	19
September	26
October	17
October	24
November	28
December	12
January	16
January	30
February	27
March	13
March	27
April	10
April	24
May	1
May	15

## POLICIES AND PROCEDURES

### **Attendance Policy**

---

State law requires students to attend school regularly and to be punctual. The attendance record becomes part of the student's permanent file. To ensure student safety, parents are asked to call in when your child is absent. When a student is absent, the parent/guardian must notify the attendance office by phone, email, or written notification in a timely manner. If we have not heard from you, our attendance secretary will attempt to make contact with you by phone. Absences must be reconciled within 48 hours by the parent or guardian. After 48 hours, an unreconciled absence is considered unexcused.

Students who have an absentee rate at or about 10% will be considered excessive in nature and could result in a referral to the truancy board. Students from out of district must not have excessive tardies or absences in order to maintain their "choice" status.

### **Building Access and Sign-In Procedures**

---

All parents, family members, guardians and guests are required to sign in and out at the main office. For safety reasons, we do not permit parents, family members, guardians, and guests in the hallway during the morning arrival (8:55 AM to 9:05 AM) and afternoon pick up times (3:00 PM to 3:20 PM) unless prearranged with a staff member.

All guests in our building are required to wear a visitor's identification badge, which will be provided at the time of signing in.

All individuals who volunteer in the school must pass a background check in advance. Please check with the main office for the appropriate paperwork.

### **Bus**

---

Student safety to and from school is of the utmost importance, therefore, students are required to follow all school guidelines when on the bus and while waiting at the bus stop. The bus driver's directions are to be followed at all times! Students who do not follow the guidelines may lose bus-riding privileges. Specific concerns should be directed toward Tim Morgan, Transportation Director, at 922-5467.

## **Bus Passes**

---

A phone call or written note by a parent or guardian must be provided for any student who is changing his/her bus or bus stop for the day. This note needs to be given to the office at the start of the school day in order to properly notify transportation services. Arrangements regarding bus changes have to be made prior to 2:30.

## **Dress Code**

---

Dress or appearance that causes a disruption to the educational process or which presents health or safety problems are not allowed at school. Clothes and shoes that are safety hazards on the playground and during PE should not be worn. Please adhere to the following guidelines:

- Tops with spaghetti straps, tube tops, and those exposing the midriff are not allowed.
- Clothing may not contain inappropriate graphics or language, make reference to alcohol, weapons or drugs.
- Open toed shoes are discouraged. For injury and safety reasons, flip-flops are not allowed.

## **Dropping Off and Picking Up Students**

---

In order to ensure safety and efficiency, please adhere to the following procedures when dropping off and picking up students.

- Pull your car up to the attendants in fluorescent vests. They will load and unload your child. Please ensure your student is on the passenger side of the car. This helps assure children's safety and keeps cars moving efficiently through the loading area.
- Once your child has been helped out or in the car, please pull forward so the cars behind you can move in the drop off/pick up area.
- Attendants will load and unload 3 cars at a time. Students are to wait in the car until a staff member is able to assist them.
- When picking students up be sure the Car Visor sign with your child's name is easily

visible to the staff. Your child's teacher will be handing out these signs during Open House and on the first day of school. If your family requires more than one sign, you are welcome to make an additional copy.

- Drop Off and Pick Up hours are from 8:55-9:05 and 3:20-3:30. If you arrive before or after these hours you will need to park your car and walk to the front entrance to either drop off or pick up your student.

## **Emergency Plans**

---

If there is an emergency and Millwood Kindergarten students must be evacuated from the property, the students will walk to West Valley High School, 8301 E. Buckeye. Students may be picked up there, but will only be released to their parents, guardians or persons listed on the emergency contact list. In ALL CASES, this person must provide photo identification. This also includes parents.

## **Field Trips**

---

Teachers will notify parents of upcoming field trips. A signed permission slip with emergency contact information is required for your student to participate. Attendance on field trips is a privilege and this privilege can be withheld if behavior issues should warrant it. The safety of all students is our utmost concern.

## **Health Concerns**

---

Students who become ill during the school day are sent to the office. The school staff determines whether or not the student should be sent home. If deemed necessary, parents are contacted and the child should be picked up as soon as possible. If your child exhibits any symptoms of illness in the morning, it is best to keep him/her at home for the day. A child must remain home if he/she has had a fever within the last 24 hours, has been vomiting or has diarrhea, or has a persistent cough.

In the case of an accident that involves a visible bump or mark, parents are contacted. Our files in the school office must contain updated information so we can quickly contact a parent or guardian should an emergency arise. **It is critical that we have an emergency**



**name and phone number in case a parent cannot be contacted.** Please keep this information current by logging into Skyward using the login information provided to you at the beginning of the year.

## **Meals**

---

Breakfast is served in the gym beginning at 8:45 each day. Children who qualify for free or reduced lunch also qualify for free or reduced breakfast. Only children who are eating breakfast should be in the gym before school begins. If family members would like to eat lunch with their child the school needs to be notified by 9:15 so a lunch can be ordered.

<b>2018-2019</b>	<b>Student</b>	<b>Reduced</b>	<b>Adult</b>	Online payment information and free / reduced lunch applications are available at <a href="http://wvsvd.org">wvsvd.org</a> .
Breakfast	\$1.50	Free	\$2.25	
Lunch	\$2.65	Free	\$4.00	
Milk	\$ 0.60	\$ 0.60	\$0.60	

Paying for meals can be done here in the office with cash, check or credit card. You are also welcome to pay on-line through the website – [www.wvsvd.org](http://www.wvsvd.org). Once there, choose Student and Parent Resources and Make a Payment in the drop down window. You will use your skyward login to gain access, then follow the prompts and provide appropriate information to complete the transaction. Should you have difficulty, you are welcome to phone the office during school hours and we will do our best to help you.

## **Volunteers**

---

Parent and other adult volunteer helpers are ALWAYS needed. Volunteers are needed for one-on-one tutoring (mentor or classroom), helping with fund-raising, after-school activities, chaperoning field trips, etc. Most parents find helping out at school a very enjoyable and rewarding experience. Students are always thrilled when parents and other adults are involved at school.

Volunteers are encouraged to attend the Volunteer Training in September in order to learn general guidelines for working in the school and classrooms. Volunteers must also fill out the Washington State Patrol form before working in the school.