

# WIDE HOLLOW STEAM ELEMENTARY



## Parent/Student Handbook 2023-2024

Dear Parents,

Welcome all Wide Hollow STEAM Elementary students and families to the 2023-2024 school year! Together we can make it a great year. If you need anything please let us know.

Following is necessary information provided for you to know more about the school and procedures that are used. There are a few minor changes from last year's handbook as we work to communicate more effectively. The staff wants to work together with you to make sure your child has a very successful school year. Please feel free to visit the school or call if you have questions or concerns.

### SCHOOL HOURS

Grades K - 5

8:55 -3:30

We have supervision for students between 8:30 am and 3:45 pm. If you drive your student to school or if your student walks or rides a bicycle to school, please have him/her arrive no earlier than 8:30 a.m. Also, students will need to walk home or be picked up by family/designee before 3:45 pm.

As always, if you have any questions or concerns please feel free to contact me.

Sincerely,

Rick Ferguson, Principal, and The Wide Hollow Teachers & Staff  
Phone: 509-972-5550  
Email: [fergusonr@wvsd208.org](mailto:fergusonr@wvsd208.org)

# 1. Anaphylaxis Prevention

The Board of Directors expects school administrators, teachers and support staff to be informed and aware of life threatening allergic reactions (anaphylaxis) and how to deal with the resulting medical emergencies. For students, some common life threatening allergies are peanuts, tree nuts, fish, bee or other insect stings, latex and some medications. Affected students require planned care and support during the school day and during school sponsored activities.

Parents/guardians are responsible for informing the school about their student's potential risk for anaphylaxis and for ensuring the provision of ongoing health information and necessary medical supplies. The district will take reasonable measures to avoid allergens for affected students. The district will also train all staff annually in the awareness of anaphylaxis and prepare them to respond to emergencies. Additionally, student specific training will be provided for appropriate personnel.

Even with the District's best efforts, staff and parents/guardians need to be aware that it is not possible to achieve a completely allergen-free environment. However, the District will take precautions to reduce the risk of a student having an anaphylactic reaction by developing strategies to minimize the presence of allergens in schools.

Hand held radios shall be required for all supervising personnel at all school day outdoor activities, including but not limited to recess, PE, and field trips when school buses are not provided.

The district will maintain at designated school locations a supply of epinephrine auto injectors based on the number of students enrolled at the school. Undesignated epinephrine auto injectors must be obtained with a prescription in the name of the school by a licensed health professional within the scope of their prescribing authority and must be accompanied by a standing order protocol for their administration.

In the event a student with a current prescription for an epinephrine auto injector on file at the school experiences an anaphylactic event, the school nurse or designated trained school personnel may use the school supply of epinephrine auto injectors to respond if the student's supply is not immediately available. In the event a student with a current prescription for epinephrine on file with the school or a student with undiagnosed anaphylaxis experiences an anaphylactic event, the school nurse may utilize the school supply of epinephrine to respond under the standing order protocol.

The school's supply of epinephrine auto injectors does not negate parent/guardian responsibility to ensure that they provide the school with appropriate medication and treatment orders pursuant to RCW 28A.210.320 if their student is identified with a life-threatening allergy.

The superintendent will establish procedures to support this policy and to ensure:

- 1) Rescue protocol in cases of suspected anaphylaxis will follow OSPI's Guidelines for the Care of Students with Anaphylaxis (2009);
- 2) A simple and standardized format for emergency care plans is utilized;
- 3) A protocol is in place to ensure emergency care plans are current and completed;

- 4) Medication orders are clear and unambiguous;
- 5) Training and documentation is a priority; and
- 6) Each school's supply of epinephrine auto injectors, if any, is maintained pursuant to manufacturer's instructions and district medication policy and procedures.

## **2. Arrival Time –**

Children should arrive at school no earlier than 8:30 a.m., as playground supervision is not available before that time. Upon arrival, students should place their backpacks next to their classroom's door and move to their designated playground area (K-2 on east side of building; 3-5 on north and west sides of building). The first bell rings at 8:45 a.m. and the tardy bell rings at 8:55 a.m.

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 parents in the office.

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

## **3. Attendance Policy – WVSD Board Policy 3121, 3122**

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-5, 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 INFORM THE SCHOOL SECRETARY (972-5550) before 9:00 AM if your child will be absent or late to school.

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.

### **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:

The following are valid excuses for absences:

1. Participation in a district or school approved activity or instructional program;
2. Illness, health condition or medical appointment (including but not limited to medical, counseling, dental or optometry);
3. Family emergency, including but not limited to a death or illness in the family;
4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
5. Court, judicial proceeding or serving on a jury;
6. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
7. State-recognized search and rescue activities consistent with RCW 28A.225.055;
8. Absence directly related to the student's homeless status;
9. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and
10. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

### **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 a.m.

When children are tardy, their parents must check them in at the office or send a written note explaining the reason for their delay. Tardies will be excused or unexcused according to the same standards as absences. When children miss more than 90 minutes of the school day, it shall be counted as a half-day 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.

#### **4. West Valley Child Care**

Before and after school day care is available through the Wide Hollow Elementary School West Valley Child Care Program. Prior Registration is required. Please contact West Valley Child Care not Wide Hollow Elementary. WV Child Care Director, McKel Dean @ 509-930-7876.

#### **5. Early Dismissal – WVSD Board Policy 3124**

Students with excellent attendance tend to be excellent learners. For this reason, *please do your best to schedule medical appointments during non-school hours*. If you find it necessary to pick up your child early, you must check in at the office first and sign out your child. We also ask that you send a written excuse to the teacher that morning so that she may plan for your child's absence.

#### **6. 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.

#### **7. Classroom Celebrations and Holidays**

Any food items brought to school for classroom celebrations or holidays must be prepackaged, store-purchased food items. All purchased food items must have a listing of the ingredients displayed on the packaging.

#### **8. School Lunches**

The West Valley Child Nutrition program provides YOUR SCHOOL with a hot lunch program. All students will be provided information to establish their qualification in the federal free or reduced price lunch program. The child nutrition department has created an "electronic" point of sale process. A student's lunch money is deposited into his/her individual account. When the student enters his/her account number at the cash register, the appropriate amount is deducted from the account.

**Adults are welcome** to have lunch with their children at school. If you'd like to join your child for lunch, **please make your reservation** by calling the school office (972-5550) before 9:00 a.m. Also you will need a current school year background check completed by our district before entering the school. Forms can be found in the entry-way of the school office. Always remember to check in at the office when you arrive.

Students who lose or forget their money will be allowed to call home to ask their parents to bring them lunch or lunch money.

### **How to Notify Child Nutrition of Dietary Restrictions**

We will provide substitutions or modifications in school meals for children whose disabilities restrict their diets. A child with a disability will be provided substitutions in foods when that need is supported by a dietary prescription form with a physician's signature. The special dietary form must include:

- identification of the medical or other special dietary condition which restricts the child's diet;
- the food or foods to be omitted from the child's diet; and
- the food or food choice of foods to be substituted.

Generally, children with food allergies or intolerance do not have a disability. However, when in the licensed physician's assessment, food allergies may result in severe, life-threatening reactions, the child's condition would meet the definition of "disability," and substitutions prescribed by the licensed physician will be made.

Please submit all documentation to the Child Nutrition Office. You may contact the Child Nutrition Director to discuss possible substitutions or modifications for child's school meals.

Magieline Benedicto, RD  
Child Nutrition Director

## **9. 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. 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.**

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.

## **10. 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 to 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.

## **11. 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 authorization 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.

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

## **12. Change in Address / Telephone**

Please **notify the office** 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.

## **13. WVSD #208 Anti-Discrimination Clause – WVSD Board Policy 3210**

“The West Valley School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained 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: Stacey Drake, (509) 972-6005 or Joe Connolly (509-972-6006), West Valley School District, 8902 Zier Road, Yakima, WA 98908”

#### Process for Resolution

Anyone with an allegation of discrimination may request an informal meeting with the compliance officer or designated employee to resolve their concerns. Such a meeting will be at the option of the complainant. If unable to resolve the issue at this meeting, or at any time, the complainant may submit a written complaint to the compliance officer.

##### A. Level One

At any time, anyone may file a complaint with the school district alleging unlawful discrimination. A written complaint must be signed by the complainant and set forth the specific acts, conditions or circumstances alleged to be in violation. Upon receipt of a complaint, the compliance officer will investigate the allegations set forth within 30 calendar days. The school district and complainant may agree to resolve the complaint in lieu of an investigation. The officer will provide the superintendent with a full written report of the complaint and the results of the investigation. The superintendent will respond in writing to the complainant as expeditiously as possible, but in no event later than 30 calendar days following receipt of the written complaint. The response of the superintendent will include notice of the complainant’s right to appeal to the school board, and will identify where and to whom the appeal must be filed.

The superintendent’s written response will state that the district either:

1. Denies the allegations contained in the written complaint received by the district; or
2. Will implement reasonable corrective measures to eliminate any such act, condition, or circumstance within the school district. Such corrective measures deemed necessary will be instituted as expeditiously as possible, but in no event later than 30 calendar days following the superintendent's mailing of a written response to the complaining party unless otherwise agreed to by the complainant.

##### B. Level Two

If a complainant disagrees with the superintendent’s written decision or if the superintendent fails to respond, the complainant may appeal to the district board of directors by filing a written notice of appeal with the secretary of the board by the tenth calendar day following:

1. The date upon which the complainant received the superintendent's response; or
2. The expiration of the 30-calendar day response period stated in Level One, whichever occurs first. The board will schedule a hearing to commence by the 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. The board will render a written decision by the tenth calendar day following the termination of the hearing and will provide a copy to the complainant, unless otherwise agreed to by the complainant and the superintendent or for just cause. The response of the board will include notice of the complainant’s right to appeal to the Superintendent of Public Instruction and will identify where and to whom the appeal must be filed.

##### C. Level Three

If a complainant disagrees with the decision of the board of directors in connection with any matter which, if established, would constitute a violation, the complainant may appeal the board's decision to the Superintendent of Public Instruction.

1. A notice of appeal must be received by the Superintendent of Public Instruction on or before the 20th day following the date upon which the complainant received written notice of the board of directors' decision.



2. A notice of appeal must be in writing in the form required by the Superintendent of Public Instruction and must set forth:
  - a. A concise statement of the original complaint and the portions of the board of director’s decision which is appealed; and
  - b. The relief requested by the complainant.
- D. Other

If the complainant remains aggrieved they may seek resolution with federal or state agencies empowered with the authority to resolve such a complaint.

## **14. School/District Contact Information**

### **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 lifelong learners.

<b>Dr. Peter D. Finch</b>	Superintendent	972-6007
<b>Stacey Drake</b>	Asst. Superintendent	972-6005
<b>Joe Connolly</b>	Business and Operations	972-6006
<b>Rick Ferguson</b>	Wide Hollow Elementary Principal	972-5550

### **BOARD OF DIRECTORS**

Mike Meyer, District #1 Representative  
 Michael Thorner, District #2 Representative, Vice President  
 Mark Strong, District #3 Representative, President  
 Mark Mochel, District #4 Representative  
 Dave Jaeger, District #5 Representative  
 Dr. Peter Finch, Superintendent and Secretary to the Board

### **WIDE HOLLOW PTA - PARENT TEACHER ASSOCIATION**

Michelle Maher, President  
 Sara Colby, Vice President  
 Lucy Rodriguez, Treasurer  
 Lynn Ruff, Secretary  
 Email: [widhollowpta@gmail.com](mailto:widhollowpta@gmail.com)

## 15. Wide Hollow's Daily Schedule

### Grades K-5

8:30 am	Students May Arrive at School <i>Because there is no supervision before 8:30, students may not arrive before this time.</i>
8:45 am	Students May Enter The School
8:55 am	School Begins
10:30-10:45 am	Morning Recess
11:30-12:10 pm	Lunch
12:10-12:40 pm	Noon Recess
2:15 – 2:30	Afternoon Recess
3:30	School Dismissed

## 16. Staff Listing

### **Wide Hollow STEAM Staff 2023-2024**

Mr. Rick Ferguson, Principal - Mrs. Shelly Jaeger, Secretary

#### Kindergarten

Mrs. Jennifer Balderston  
Mrs. Ashley LaTour  
Mrs. Michelle McKimmy  
Mrs. Colleen Brawn

#### First Grade:

Mrs. Jenn Fife  
Mrs. Kristi Grange  
Mrs. Kim Walker

#### Second Grade:

Mrs. Kaitlyn Hinton  
Mrs. Jenneifer Komstadius

#### Paraprofessionals

Mrs. Ashley Belles, Office Attendance  
Mrs. Beverlee Brockway, SLP  
Mrs. Sara Colby, Computer Lab  
Mrs. Mandi Beaudry, LAP  
Mrs. Kim Buhl, LAP  
Mrs. Stacy Carascio, LAP  
Mrs. Annabelle Ferguson ELL/LAP  
Mrs. Linda Ghiglione, LAP  
Mrs. Charlene Johnston, Library  
Mrs. Renee Webster, LAP/ELL  
Mrs. Beverlee Brockway, SLP  
Mrs. Roxane Pond, PBIS Tier 2 Behavior  
Mrs. Amanda Smeback, LAP

Mrs. Andrea Little

Mrs. Marielena Uriostegui, Support

Third Grade:

Mrs. Awdrey Balm

Mrs. Emily Sutliff

Miss Amy Tabor

Mr. Brian VanDyke (PAL)

Special Services:

Jody Moen, Counselor

Medical Assistant

Maribel Gutierrez

Fourth Grade

Mrs. Charity Caprile

Mrs. Kyla Garcia

Ms. Danita Worley

Mrs. Jaime Whittum (PAL)

Special Education:

Mrs. Kirsten Livingston

Mrs. Taylor Schilperoot

Mrs. Jean Walker

Fifth Grade

Mrs. Annie Anderson

Mr. Jimmy McDonald

Ms. Chesney Ramynke

Mr. Tanner LaTour (PAL)

Custodians

Mrs. Maria Diaz, Head Custodian

Mr. Derek Johnson

Mr. Santiago Sanchez

Specialists:

Mr. Brandon Lamb, Music

Mrs. Tracy Hill, Health & Fitness

Mrs. Lynn Ruff, Instructional Coach

## 17. Parking Lot Safety

Students being dropped off/ picked up by private vehicles and their parents/guardians are expected to follow the rules for parking lot safety that have been developed.

### WIDE HOLLOW PARKING LOT CODE OF CONDUCT

1. **DRIVE SLOWLY**, no more than 5 miles per hour when using the driveway or parking lot. Be watchful for patrol students and for any students who may dart between cars.
2. **NEVER STOP YOUR CAR IN A CROSSWALK!** Crosswalks are designated crossing zones.
3. **THE DESIGNATED PICK-UP AND DELIVER LANE** area is for single lane traffic only. **Drivers may not exit their cars and students are to exit the cars only on the curb side of the car.**
4. **USE THE DESIGNATED PARKING AREAS** to pick-up and deliver your students to school or use the designated pick-up and deliver lane.

5. **ALWAYS USE THE CROSSWALKS** when walking to and from the school building to the parking areas.
6. **USE ONLY DESIGNATED PARKING SPACES** when using our east parking lot. Don't park in the service driveway or block other parked cars.
7. **HANDICAPPED SPACES** are reserved for those authorized to use them. These spaces should not be used for picking up or dropping off children.

## 18. School Bus Conduct

### Bus Notes

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 child must give the driver a parent note that has been signed by the office. Transportation Center: 509-972-5590.

Students who do not normally ride the bus, but wish to go to a friend's house, must bring a parent note to this effect to the office. 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 parents 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, 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.
- Use appropriate language.
- No eating or drinking (except water).
- No electronic devices.
- Wait at the bus stop 10 feet from the 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.

### 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 the bus is in motion.

- Yelling, pushing or shoving, throwing paper or littering on the bus, etc.

**Minor Ticket #1:** Parents 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:** Parents 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:** Parents 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 the 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 the building administrator.

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

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

Appeal Process: Parents wishing to appeal disciplinary actions should refer to West Valley School District 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/aftershave/scented hand lotions or other airborne***

***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/Aftershave/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\****

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

The following statement will be included in the student handbook for each school and distributed annually to students and parent/guardian:

NOTICE FOR DIRECTORY INFORMATION (FERPA NOTICE) The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the West Valley School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the West Valley School District may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the West Valley School District to include this type of information from your child's education records in certain school publications.

Examples include:

- a playbill, showing your student's role in a drama production
- the annual yearbook
- the school website
- honor roll or other recognition lists
- graduation programs
- sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the West Valley School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1st of each school year. The West Valley School District has designated the following information as directory information:

- student's name
- participation in officially recognized activities and sports
- address
- telephone listing
- weight and height of members of athletic teams
- electronic mail address
- photograph
- degrees, honors, and awards received
- date and place of birth
- major field of study
- enrollment status
- dates of attendance
- grade level
- the most recent education agency or institution attended

## **20. Substance Abuse Program - WVSD Board Policy 2121**

Substance Abuse Program

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.

#### Prevention

The prevention program shall focus on classroom instruction, guidance services and the school climate.

#### Instruction

This dimension of the prevention program shall focus on:

- A. The effects of addictive substances such as alcohol, drugs and nicotine upon the body.
- B. Skill development related to self esteem, goal-setting, decision-making, conflict management, problem-solving, refusal and communication.

#### Guidance Services

Staff shall meet with students, individually and in small groups, to supplement addictive substance prevention, instruction and skill development. Staff will also assist parents to maximize the prevention efforts of the school.

#### School Climate

A facilitative school environment can help students to achieve in a productive manner (academically, socially and emotionally). The school shall strive to be a place where:

- A. Students, staff, and parents respect themselves and others.
- B. Individuals can be trusted to do what they say they will do.
- C. High morale is evident.
- D. Each person feels that he/she has a voice in the decisions that affect him/her.
- E. All feel that they are continuing to learn and grow.
- F. All value diversity and accept it as an opportunity for growth and development.
- G. All possess a "sense of belonging".
- H. All feel that they can make a difference to someone else.

#### Intervention

The West Valley School District's intervention strategy is aimed at eliminating student use of tobacco, alcohol, and other drugs.

- All schools will establish and maintain an assistance program, which utilizes a team approach. The team will assess the student's level of use/abuse, develop goals, and make recommendations for needed services for the student.
- Team members will receive training in confidentiality procedures, alcohol and drug abuse, and intervention strategies.

Ongoing inservice will be provided for faculty and staff focusing upon those characteristics of a comprehensive program that are crucial for successful implementation.



## **21. 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.

## **22. 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.

The following persons may carry firearms into school buildings, as necessary, although students engaged in these activities are restricted to the possession of rifles on school premises:

persons engaged in military, law enforcement, or school district security activities;

persons involved in a school authorized convention, showing, demonstration, lecture or firearm safety course;

persons competing in school authorized firearm or air gun competitions; and  
any federal, state or local law enforcement officer.

The following persons over eighteen years of age and not enrolled as students may have firearms in their possession on school property outside of school buildings:

persons with concealed weapons permits issued pursuant to RCW 9.41.070 who are picking up or dropping off students; and

persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle.

Persons may bring dangerous weapons, other than firearms, onto school premises if the weapons are lawfully within the person's possession and are to be used in a school-authorized martial arts class.

Persons over eighteen years of age and persons between fourteen and eighteen years of age with written parental or guardian permission may possess personal protection spray devices on school property. No one under eighteen years of age may deliver such devices, nor may anyone eighteen years or older deliver a spray device to anyone under fourteen or to anyone between fourteen and eighteen who does not have parental permission.

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.

Spray devices may not be used other than in self-defense as defined by state law. Possession, transmission or use of personal protection spray devices under any other circumstances is a violation of district 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.

## **23. Sexual Harassment – WVSD Board Policy 3207, 5011**

The West Valley School District is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities.

Sexual harassment is sometimes hard to talk about because it's a sensitive topic and can be a serious problem for both adults and students. Our school considers sexual harassment a serious offense, and it is subject to a range of disciplinary actions, including warning, suspension and expulsion.

Sexual harassment is unwanted sexual attention, usually in the form of repeated verbal or physical sexual advances, sexually implicit or derogatory statements, or discriminatory remarks made by someone in your school, any one of which causes you discomfort or interferes with your academic performance or creates an hostile/offensive environment.

Any victim of sexual harassment should immediately report the offense to a teacher, counselor, or school administrator. Staff members will work with you to stop the offensive behavior.

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 inform an appropriate supervisor when they receive complaints of sexual harassment.

#### Formal Complaint Process:

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

- A. The compliance officer will receive and investigate all formal, written complaints of sexual harassment, or information in the compliance officer's possession that the officer believes requires further investigation.
- B. All formal complaints will be in writing; will be signed by the complainant; and will set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. The compliance officer may draft the complaint based on the report of the complainant, for the complainant to review and sign.
- C. When the investigation is completed the compliance officer will compile a full written report of the complaint and the results of the investigation. If the matter has not been resolved to the complainant's satisfaction, the superintendent will take further action on the report.
- D. The superintendent will respond in writing to the complainant and the accused within thirty days stating:
  1. That the district does not have adequate evidence to conclude that harassment occurred, and/or
  2. Corrective actions that the district intends to take; and/or
- E. The response of the superintendent will include notice of the complainant's right to appeal to the school board, and will identify where and to whom the appeal must be filed.
- F. Corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty days after the superintendent's 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.

#### Appeal Procedure

##### A. Level One

If a complainant remains aggrieved as a result of the action or inaction of the superintendent in resolving a complaint, the complainant may appeal to the board of the district by filing a written notice of appeal with the secretary of the board by the 10th calendar day following:

1. The date upon which the complainant received the superintendent's response, or
2. The expiration of the 30-calendar day response period based on the receipt of the complaint by the school district, whichever occurs first.

The board will schedule a hearing to commence by the 20th calendar day following the filing of the written notice of appeal. Both parties will be allowed to present such witnesses and testimony as the board deems relevant and material. The board will render a written decision by the 10th calendar day following the termination of the hearing and will provide a copy to the complainant. The response of the board will include notice of the complainant's right to appeal to the Superintendent of Public Instruction and will identify where and to whom the appeal must be filed.

#### B. Level Two

If a complainant remains aggrieved as a result of the decision of the board in resolving a complaint, the complainant may appeal to the Superintendent of Public Instruction by filing a written notice of appeal with the Superintendent of Public Instruction by the 20th calendar day following the date upon which the complainant received written notice of the board's decision. The notice of appeal must state the areas of disagreement and the relief requested. Appeals to the Superintendent of Public Instruction will be conducted de novo and in compliance with the state Administrative Procedures Act. The complainant will present his or her case and the school district will defend the decision rendered by the board.

## **24. Pesticide Notification - WVSD Board Policy 6895**

### Pesticide Notification, Posting And Record Keeping Requirements

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

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

At least 48 hours before the application of a pesticide to school facilities or school grounds, the District shall notify parents and staff of the planned application in writing, including the heading, "Notice: Pesticide Application." This notice shall be posted in a prominent place in the building office in addition to being provided to parents and staff. This pre-notification is not required if the school grounds or facilities will not be occupied by students for two days following the application of the pesticide. If the application is not made within 48 hours of the notification, an-other 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.

Ground killer and broad leaf products will be applied to playgrounds, grass areas, and athletic fields in the District. Insect sprays/chemicals will be used as necessary. For application records contact the District's Maintenance & Operations Department.

## **25. 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.*

## **26. Rules about Student Conduct and Consequences - WVSD Board Policy 3240, 3241**

### **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 Classroom, Playground, and/or 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:**

Administrators will follow progressive discipline process which may include out of school suspension.

**OUT-OF-DISTRICT STUDENTS: Exceptional Misconduct may result in withdrawal of permission to attend the West Valley School District.**

**Examples of EXCEPTIONAL MISCONDUCT:**

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.
- Gang related behavior
- False Alarm or bomb threats/Prank 911 Call
- Theft/Vandalism
- Extortion
- Possession of unauthorized medication/drugs/alcohol/tobacco

**CONSEQUENCES 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**

CELL PHONES, LASER POINTERS, ANY ELECTRONIC DEVICE, RUBBERBANDS, SHOOTERS, COLLECTOR OR PLAYING CARDS, FINGERBOARDS, 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 lost or stolen items. REPEATED DISRUPTION WITH THESE TYPES OF ITEMS WILL RESULT IN DISCIPLINARY ACTION.**

*Flowers/balloons delivered to school will be given to students at the end of the day. They ARE NOT ALLOWED ON BUSES.*

**Wide Hollow Elementary is a drug free, smoke free, and weapons free campus.**

**WEAPONS POLICY**

State law and district policies are specific regarding weapons of any kind on school property.

**FIREARMS**

**Students in possession of firearms on school property will be turned over to local authorities and will face immediate expulsion.** A firearm is defined as a weapon or device from which a projectile may be fired by an explosive.

For obvious reasons, toy weapons are also prohibited at school.

## **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

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.

## **27. PBIS at Wide Hollow**

A term you will be hearing this year at Wide Hollow Elementary School is Positive Behavior Interventions and Support, or PBIS. PBIS is an approach in behavior management on a school-wide level, in a specific setting such as the classroom, hallways, cafeteria, restrooms, assemblies, etc., or with an individual student.

PBIS methods are research-based and have been proven to significantly reduce the occurrence of problem behaviors. One of the keys is to focus on prevention. ***PBIS is based on the idea that when students are taught clearly defined behavioral expectations and provided with predictable responses to their behavior, both positive and corrective, 80-85% of students will meet these expectations.*** The 15-20% of the students not responding to universal interventions will receive additional support through group and individual interventions. Another key element is an analysis of discipline referral data. This team-based approach to data analysis allows Wide Hollow Elementary School's PBIS Team to identify problem areas, brainstorm interventions, acknowledge students exhibiting positive behavior, and communicate the findings to staff, students, and parents.

The key components of an effective school-wide PBIS system involve:

- Clearly defining and teaching a set of behavioral expectations
- Consistently acknowledging and rewarding appropriate behavior
- Constructively addressing problematic behavior



- Effectively using behavioral data to assess progress

The purpose of this staff manual is to briefly illustrate how these components will be utilized with Wide Hollow Elementary School's PBIS system.

The ultimate goal is to increase academic performance, decrease problem behavior, increase safety, and establish positive school climates through research-based strategies and systems. The foundation of our school's culture is built on the common values of **PAWS**: Positive Attitude, Accept Responsibility, Work Hard, and Show Respect. Through the implementation of Positive Behavior Interventions and Supports (PBIS) at Wide Hollow Elementary School, we will create and sustain a positive learning environment in which all students can succeed academically, socially, and emotionally.

### **Wide Hollow Elementary School's Behavioral Expectations**

- **P-Positive Attitude**
- **A-Accept Responsibility**
- **W-Work Hard**
- **S-Show Respect**

## **28. 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; and must be evaluated and returned to students in a timely manner.

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, the basis for evaluating the work performed and the guidelines and/or rules should be made clear to the student at the time of the assignment.

The school principal shall establish guidelines which clarify the nature and the use of homework assignments to improve school achievement.

## **29. Parent Communication**

### Responsibility & Discipline FORMS

Our goal as a staff is to effectively communicate with families regarding academic and behavioral progress. For the 2023-24 school year, Wide Hollow will be using a service called, Remind.com, which will send notifications to any wireless phone. These communications are intended to remind you and your student of upcoming homework and/or projects, AR Goals,

materials needed to participate, upcoming field trip information, or just to let you know something amazing your student did in class or something to focus on for improvement.

### **30. 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.

### **31. 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.

### **32. Closed Campus - WVSD Board Policy 3242**

Wide Hollow Elementary 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.

### **33. 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.

### **34. Internet 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. All users of the district’s electronic resources are required to comply with the district’s policy and procedures and agree to abide by the provisions set forth in the district's user agreement. Violation of any of the conditions of use explained in the district’s Internet Access Agreement, Policy 2022-F. Electronic Resources Policy or in these procedures could cause disciplinary action, including suspension or expulsion from school and suspension or revocation of network and computer access privileges.

### **35. Emergency School Closure Information**

Emergency School Closure information will be posted on the District website: [www.wvsd208.org](http://www.wvsd208.org). In addition, when weather conditions are extreme, you can 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 - AM**

KIT 1280 AM  
KMWX 1460 AM  
KBBO 1390 AM  
KYXE 1020 AM  
KHAK 980 AM

**RADIO - FM**

KATS 94.5 FM  
KFFM 107.3 FM  
KXDD 104 FM  
KQSN 930 AM  
KRSE 105.7 FM

**TELEVISION**

KNDO CH 23  
KIMA CH 29  
KAPP CH 35

### **36. 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.

### 37. 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 to school. The school cannot be responsible for the loss or damage to students’ personal items. **Check the lost and found bin** in our office for lost items.

### 38. 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 may register for school one day and begin classes the next.

### 39. 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, textbooks, musical instruments, magazines, or any other lost or damaged items. Student progress reports will be held until payment is received.

### 40. School Patrol

The purpose of the school patrol at Wide Hollow Elementary is to assist members of the student body to and from school at designated crossings. These crossings have been determined to be the safe walking routes to and from this school. In addition, the safety patrol strives to provide a model to foster the development and use of good safety habits by the entire student body at Wide Hollow Elementary. Please encourage your child to cooperate with the School Patrol. Their job is to help keep your child safe. Being uncooperative, non-compliant, or disrespectful toward school patrols will result in a school disciplinary action.

#### PATROL SCHEDULE AND DESIGNATED CROSSINGS:

Safety patrol persons will be stationed at the following crosswalks during these times:



Morning Patrol  
Afternoon Patrol

8:30 a.m. - 8:45 a.m.  
3:30 p.m. - 3:45 p.m.

#### Crosswalks:

72nd Ave. and Nob Hill Blvd., has safety patrols  
Nob Hill Blvd. and Dairy Queen, no safety patrol  
Wide Hollow Parking Lot, has safety patrols

## **41. Library Information**

**MISSION STATEMENT:** The mission of Wide Hollow Elementary library is to provide a setting in which life-long learning is encouraged through the offering of a broad range of current materials that complements and enhances the curriculum. For students and staff the atmosphere of the library will not only provide technological opportunities but will also install the love of literature and learning. A variety of books for research and pleasure reading are available in the library. The library home page may be accessed at: <http://follett.wvdsd208.org>. The library is open during school hours.

Students are encouraged to use their Wide Hollow Library! The librarian is available to assist you.

## **42. Progress Reporting**

Parents/guardians are able to access progress reports at any time via Skyward Family Access. If you have difficulty accessing your student's information, contact the District Office Student Records Department at 972-5909.

## **43. Student Records**

Student records containing academic and testing information on each student are kept in the Office and move with you from elementary school to the Middle School to the Junior High to the High School as you progress through the system. The records are available to school personnel on a need-to-know basis. The records are also available for inspection by students and/or parents/guardians by appointment during regular school hours. It is important that we have an up-to-date address.

## **44. Student Cubbies (Search & Seizure)**

Each student at Wide Hollow Elementary is assigned a cubby for the storage of books and personal belongings.

***The school does not assume responsibility for lost or stolen items.***

Since the cubbies are a permanent part of the building, students are expected to keep them in good condition.

The cubbies are school district property and are loaned to you for your use while you are here at Wide Hollow Elementary. As school property, the district, through its appointed representatives, has the legal right to open, inspect, or search the cubbie and its contents.

## **SEARCH AND SEIZURE**

Given that school lockers and desks are the property of the school district, the school may conduct searches of school property assigned to a specific student and seize items in his/her locker or desk. Student personal searches will be conducted in accordance with Washington State Law and adopted School District Policy.

## **45. 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. Field trips which take students out of the state or are planned to keep students out of the district overnight must be approved in advance by the Board. Outdoor education residential school plans shall be presented to the Board for annual approval. The Superintendent has the authority to approve all other field trips.

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. Private vehicles may be used to transport students if approval is obtained in advance from the principal.

No staff member may solicit students for any privately arranged field trip or excursion without Board permission.

## **46. Parental Notification of Professional Qualifications**

In accordance with ESEA 1111(h)(2), parents/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, parents/guardians may request public records regarding school employee discipline.