



# West Valley High School

## Student Handbook

9800 Zier Road

Yakima, WA 98908

<http://www.hs.wvsd208.org>

Main Office

(509) 972 - 5900

Attendance

(509) 972 - 5912

[HS-Attendance@wvsd208.org](mailto:HS-Attendance@wvsd208.org)

Counseling

(509) 972 - 5924 or (509) 972 - 5610

[HS-Registrars@wvsd208.org](mailto:HS-Registrars@wvsd208.org)

### MISSION STATEMENT

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West Valley High School's mission is to ensure that students become lifelong learners, creative problem solvers and successful citizens.

### NON-DISCRIMINATION POLICY

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#### 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.



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## **HIGH SCHOOL STAFF**

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### **ADMINISTRATION AND SUPPORT**

Principal	Ben McMurry	972-5906
Assistant Principal	Sarah Flickinger	972-5606
Assistant Principal	Chance Dolezal	972-5908
Assistant Principal	Jeff Weeks	972-5907
Athletic Director	Jeff Jamieson	972-5942
Activities Director	Amy Osborn	972-5931
ASB Advisor	Kristin Johnson	972-5984
Head Secretary	Lisa Olden	972-5910
Attendance Secretary	Val Serrano	972-5912
Attendance Parapro	Heidi McLaughlin	972-5912
ASB Secretary	Kelsey Day	972-5903
Office Parapro	Jennifer Hull	972-5657
Nurse	Stephanie Bendall	972-5629
Security Officer	Adam Eckert	972-5955
Security Officer	Jackie Bartolini	972-5955

### **COUNSELING**

Registrar	Vicki Tomerlin	972-5610
Registrar	Breanna Boger	972-5924
Counselor (A-D)	Tina McKeel	972-5919
Counselor (E-K)	Sarah Rinaldi	972-5624
Counselor (L-Q)	Cory Kingsbury	972-5914
Counselor (R-Z)	Heather Clark	972-5921
Graduation Specialist	Lorenzo Juarez	972-5966
Interventionist	Yuri Alverez	972-5932
Mental Health Counselor	Aadriana Hernandez	972-5927
School Psychologist	Stephanie Melton	972-5920
WVSD Assessment Specialist	Liliana Nunez	972-5625
WVVA Coordinator	Russ Tuman	972-6816
WVVA Registrar	Shea Smillie	972-2603

## **ACADEMIC DISHONESTY / CHEATING / PLAGIARISM**

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Cheating is defined as obtaining or attempting to obtain, or aiding another to obtain, credit for work or improved evaluation by any dishonest or deceptive means. Cheating includes but is not limited to: lying; copying from someone else's work unless specifically authorized by the instructor; taking or receiving copies of student work or an exam without instructor permission; collaborating on an assignment that is intended to be individual effort; using unauthorized sources; and using or displaying notes, "cheat sheets," or other information inappropriate to the learning task. In addition, assignments in world language classes are designed to develop and assess student skills in the target language; therefore, use of online translators, websites or mobile applications that translate blocks of text from English to the target language is cheating.

Plagiarism is cheating by using another person's ideas, information or expressions as if they are your own or without properly documenting them. This includes paraphrasing an author's idea or quoting a passage without documenting the source; using "phony" information in parenthetical references or citations; failing to identify and cite

material from other sources; cutting and pasting from a source directly into your paper; and/or turning in someone else's work as your own.

Incidents of cheating will be recorded in the student's permanent discipline record. Additional consequences may include:

- 1) Receiving no credit for the assignment.
- 2) Referral to the administration, and if applicable, to the National Honor Society Advisor, coaches and other advisors.
- 3) Notification of parents.
- 4) Loss of membership in academic or other clubs.

## **ACADEMIC EXPECTATIONS**

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We believe that learning is the primary responsibility of students at West Valley High School. Students will learn the skills, attitudes, values and self-discipline needed to become contributing and positive members of society. For students to reach these learning expectations, they need to:

- 1) Have prompt and regular attendance, be in class from bell to bell.
- 2) Bring materials and assignments to class daily.
- 3) Work independently and in groups in a responsible manner.
- 4) Complete daily work and homework.
- 5) Develop and express original thinking and wording in assignments.
- 6) Respect fellow students and their property.
- 7) Respect school property.
- 8) Contribute to the learning environment.

## ARRIVAL AND DISMISSAL TIMES

<p><b>MON, WED, FRI SCHEDULE</b></p> <p>Period 1 7:45 - 8:38 (53 min.)</p> <p>Period 2 8:43 – 9:36 (53 min.)</p> <p>Ram Strong 9:41 – 9:58 (17 min.)</p> <p>Period 3 10:03 – 10:56 (53 min.)</p> <p>Period 4 11:01 – 11:54 (53 min.)</p> <p>2<sup>nd</sup> Lunch 11:54 – 12:24 (30 min.)</p> <p>1<sup>st</sup> Lunch 10:56 – 11:26 (30 min.)</p> <p>Period 4 11:31 – 12:24 (53 min.)</p> <p>Period 5 12:29 – 1:22 (53 min.)</p> <p>Period 6 1:27 – 2:20 (53 min.)</p>	<p><b>TUES, THURS SCHEDULE</b></p> <p>Period 1 7:45 - 8:35 (50 min.)</p> <p>Period 2 8:40 – 9:30 (50 min.)</p> <p>Ram Strong 9:35 – 10:10 (35 min.)</p> <p>Period 3 10:15 – 11:05 (50 min.)</p> <p>Period 4 11:10 – 12:00 (50 min.)</p> <p>2<sup>nd</sup> Lunch 12:00 – 12:30 (30 min.)</p> <p>1<sup>st</sup> Lunch 11:05 – 11:35 (30 min.)</p> <p>Period 4 11:40 – 12:30 (50 min.)</p> <p>Period 5 12:35 – 1:25 (50 min.)</p> <p>Period 6 1:30 – 2:20 (50 min.)</p>
<p><b>1 HOUR DELAY</b></p> <p>Period 1 8:45 – 9:35 (50 min.)</p> <p>Period 2 9:40 – 10:25 (45 min.)</p> <p>Period 3 10:30 – 11:15 (45 min.)</p> <p>Period 4 11:20 – 12:05 (45 min.)</p> <p>2<sup>nd</sup> Lunch 12:05 – 12:35 (30 min.)</p> <p>1<sup>st</sup> Lunch 11:15 – 11:45 (30 min.)</p> <p>Period 4 11:50 – 12:35 (45 min.)</p> <p>Period 5 12:40 – 1:25 (45 min.)</p> <p>Period 6 1:30 – 2:20 (50 min.)</p> <p><b>**Note:</b> Students will not attend Rams Strong class on 1 Hour Delay days</p>	<p><b>2 HOUR DELAY (LATE START WEDNESDAYS)</b></p> <p>Period 1 9:45 – 10:20 (35 min.)</p> <p>Period 2 10:25 – 11:00 (35 min.)</p> <p>Period 3 11:05 – 11:45 (40 min.)</p> <p>2<sup>nd</sup> Lunch 11:45 – 12:15 (30 min.)</p> <p>1<sup>st</sup> Lunch 11:00 – 11:30 (30 min.)</p> <p>Period 3 11:35 – 12:15 (40 min.)</p> <p>Period 4 12:20 – 12:55 (35 min.)</p> <p>Period 5 1:00 – 1:35 (35 min.)</p> <p>Period 6 1:40 – 2:20 (40 min.)</p> <p><b>**Note:</b> Students will not attend Rams Strong class on 2 Hour Delay days. Lunches will be based on 3<sup>rd</sup> Period Teacher.</p>
<p><b>FINALS DAY 1 (PERIODS 1, 3, 5)</b></p> <p>Period 1 7:45 – 9:25 (100 min.)</p> <p>Ram Strong 9:30 – 9:40 (10 min.)</p> <p>Period 3 9:45 – 11:25 (100 min.)</p> <p>Ram Strong 11:30 – 12:05 (35 min.)</p> <p>2<sup>nd</sup> Lunch 12:05 – 12:35 (30 min.)</p> <p>1<sup>st</sup> Lunch 11:25 – 11:55 (30 min.)</p> <p>Ram Strong 12:00 – 12:35 (35 min.)</p> <p>Period 5 12:40 – 2:20 (100 min.)</p> <p><b>**Note:</b> Lunches will be based on Ram Strong Teacher</p>	<p><b>FINALS DAY 2 (PERIODS 2, 4, 6)</b></p> <p>Period 2 7:45 – 9:25 (100 min.)</p> <p>Ram Strong 9:30 – 9:40 (10 min.)</p> <p>Period 4 9:45 – 11:25 (100 min.)</p> <p>Ram Strong 11:30 – 12:05 (35 min.)</p> <p>2<sup>nd</sup> Lunch 12:05 – 12:35 (30 min.)</p> <p>1<sup>st</sup> Lunch 11:25 – 11:55 (30 min.)</p> <p>Ram Strong 12:00 – 12:35 (35 min.)</p> <p>Period 6 12:40 – 2:20 (100 min.)</p> <p><b>**Note:</b> Lunches will be based on Ram Strong Teacher</p>

# ATHLETICS AND ACTIVITIES

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Students participating in athletics or activities must comply with all regulations as outlined in the West Valley Athletic / Activity Handbook, posted on the West Valley High School website.

## RAM ZONE BEHAVIOR

- 1) Goal statement: Realizing the importance and need to teach good sportsmanship and good citizenship, through interscholastic athletics not only to the athletes and coaches who participate in the program, but to all student, adult fans and participants, the Big 9 considers it an ongoing goal to emphasize the following expectations.
- 2) Crowd Control: Big 9 Athletic events are meant to provide a safe environment where everybody feels respected. The WIAA handbook places the responsibility for crowd control at interscholastic activities clearly in the hands of the member schools. Student and adult fans are expected to support Big 9 activities in a positive manner. Incidents of negative or disruptive behavior on the part of student and adult fans shall be considered a violation of the COLUMBIA BIG NINE LEAGUE rules for good sportsmanship and shall be dealt with according to the nature of the specific violation and in accordance with the appropriate state statutes.
- 3) Spectator Rules of Conduct: Spectators shall have all spirit items approved by the school administration. Individual schools and/or facilities may have expectations different than listed here and will be communicated to schools prior to their event as needed.
  - a. Banners and Hand Held Signs:
    - i. Foam fingers, hand held pom-poms, and small hand towels with professional printing approved by school administration (a sponsor name / on the hand is permissible provided it is secondary in size to the predominate school name / logo are permissible).
    - ii. One official school banner may be posted.
    - iii. Hand held signs are permitted. Signs need approval from school administration and should never impede the view of surrounding spectators. Any and all flags must be district related and approved by school administration.
    - iv. Individual schools and facilities dictate whether face painting is allowed.
    - v. Signs for event sponsors and broadcast media are permitted.
    - vi. All fans must wear shirts at all times. Appropriate school clothing is expected.
    - vii. Artificial noisemakers, including thunder sticks are not allowed and will be confiscated. Cheerleaders only may use megaphones.
    - viii. No confetti is allowed at athletic events.
    - ix. Run through signs are allowed at events only under the direction of the school administration and only if they are done by the cheer squad.
  - b. Cheer / Chants / and Yells:
    - i. Only school district accepted cheers may be used at appropriate times.
    - ii. Cheers and chants are to be directed only toward the school team.
    - iii. Cheers, chants or yells intended to degrade an opponent and / or profanity will not be allowed. Repetitive chants toward the opponents are not allowed.
    - iv. Cheers, chants or yells that single out any opposing player by using his/her name or uniform number will not be allowed.
    - v. **Harassment of any kind, including racial or sexual comments directed toward players, opposing fans, or officials will not be tolerated.** Violators may be removed from the contest and/or subject to penalties from the league as well as local law enforcement.



- c. Mascots: Mascots are allowed for the home team only and must be part of the school’s cheer team.
- d. Designated Rooting Sections:
  - i. Sports Medicine Dance and Cheerleaders are the only student groups allowed access to the field or floor before, during, and after the event.
  - ii. At no time may students be in the playing area before, during, or after the event. The only exception would be for halftime activities as approved by school administration.
  - iii. Tunnels may be formed and must not encroach on the playing area unless in uniform and under the direction of the school administration.
  - iv. High five lines may be allowed depending on the host school. High five lines are for the home team only and must involve the home team’s side of the playing arena only. These lines must stay completely outside of the court or field lines.
- e. Specific guidelines for student athletes are included in the “Attendance Policy” section below.

## ATTENDANCE

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### CONTACT THE ATTENDANCE SECRETARY AT (509) 972-5912 OR HS-ATTENDANCE@WVSD208.ORG

“Students are expected to attend all assigned classes each day.” (WVSD Board Policy 3122) For the complete attendance policy, please go to the “Inside WVSD – School Board Policies and Procedures” link on the West Valley School District website, [www.wvsd208.org](http://www.wvsd208.org).

Parents and students should be aware that when a student misses several days in a course, excused or not, the student’s grade is likely to suffer. Information and activities in the classroom are critical to learning and showing mastery of the material. Homework assignments do not make up for class time. **In-class participation will be part of each teacher’s grading policy;** students may not be able to make up in-class participation points. We encourage parents to monitor their student’s attendance via Family Access.

### ABSENCE PROCEDURES

**WVHS may not excuse every absence, even if there is a note or a phone call from a parent.** The school will take into account the requesting student’s rate of attendance, current and past achievement in classes, and the nature of the classes missed (RCW 28A.225.010). **If a student has accumulated 15 or more absences in any one class, the absence will not be excused without a doctor’s note or principal clearance.**

The following are valid excuses for absences, as specified in WVSD Board Policy 3122:

- 1) Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental, optometry, pregnancy, and in-patient or out-patient treatment for chemical dependency or mental health) for the student or person for whom the student is legally responsible;
- 2) Family emergency including, but not limited to, a death or illness in the family;
- 3) Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
- 4) Court, judicial proceeding, court-ordered activity, or jury service;
- 5) Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
- 6) State-recognized search and rescue activities consistent with RCW28A.225.055;
- 7) Absence directly related to the student's homeless or foster care/dependency status;

- 8) Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010;
- 9) Absences due to suspensions, expulsions or emergency expulsions imposed pursuant to chapter 392-400 WAC if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC 392-121-107;
- 10) Absences due to student safety concerns, including absences related to threats, assaults, or bullying;
- 11) Absences due to a student's migrant status; and
- 12) An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth.
- 13) Absences related to the student's illness, health condition, or medical appointments due to COVID-19;
- 14) Absences related to caring for a family member who has an illness, health condition, or medical appointment due to COVID-19; 15. Absences related to the student's employment or other family obligations during regularly scheduled school hours that are temporarily necessary due to COVID-19 until other arrangements can be made, including placement in a more flexible education program;
- 15) Absences due to the student's parent's work schedule or other obligations during regularly scheduled school hours, until other arrangements can be made;
- 16) Absences due to the student's lack of necessary instructional tools, including internet broadband access or connectivity; and
- 17) Other COVID-19 related circumstances as determined between school and parent or emancipated youth.

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

When a student is absent, within 48 hours a parent or guardian must **send a note to or call the attendance office at 972-5912** stating the REASON and DATE for the absence. Without the note or phone call, the absence is unexcused. When first arriving to school, students must get an "Admit to Class" slip before they go to any class if they are late.

West Valley High School requires students who are absent due to doctor's appointments to bring an appointment card or other verification from the doctor's office stating the date and time of the appointment.

Students with excused absences will be allowed the same number of days to make up missing work as the number of days they were absent, i.e. if a student is absent 3 days they have 3 school days to make up the work they missed. **Students may not make up missing work or assignments for unexcused absences.**

Enrolled students found to be absent from school or class for reasons other than those permitted by WVSD Board Policy 3122 shall be considered unexcused. Specifically, students shall be considered unexcused if they:

- 1) Are absent from school without parent or guardian permission.
- 2) Are absent from class without permission although they are on the school grounds.
- 3) Do not check out of school when leaving campus.
- 4) Obtain permission to leave school for a specified reason and do not comply with the specified reason.
- 5) Leave school or class due to illness without reporting to the attendance office.
- 6) Are on a so-called "SKIP DAY".
- 7) If a student is tardy more than 10 minutes to class, the student shall be considered absent from class.
- 8) Students who have chronic tardiness and/or absences, even if excused, may be subject to corrective action (WVSD Board Policy 3122).

## PRE-ARRANGED ABSENCE PROCEDURE

The pre-arrangement procedure for West Valley High School must be used for all family vacations. Even with the pre-arrangement procedure, however, **students may not be excused for all family vacation requests**. The school will take into account the requesting student's rate of attendance, current and past achievement in classes, and the nature of the classes missed during vacation (RCW 28A.225.010).

- 1) At least three (3) school days prior to the prearranged absence, the student is to bring a note from a parent or guardian requesting the absence, the reason, and the specific date(s) the student will be absent.
- 2) Teachers will sign the Pre-arranged Absence Form and check all applicable categories and make comments as necessary.
- 3) The student will take the form home for parent signature.
- 4) The student must return the signed form to the attendance office before departure, or the absence is unexcused.
- 5) Assignments given in advance are DUE upon return.

## SCHOOL INITIATED ABSENCE (SIA)

Students who will miss class due to a School Initiated Absence (SIA) are expected, BEFORE leaving for the absence, to turn in assignments and make sure they know what's due the day following the SIA. Tests and presentations should be made up the day following the SIA. SIAs are reserved for activities that are mandatory for the program/class (competitions, performances, etc.). If students will remain on campus and the activity is not mandatory, the organizer should contact staff through email and ASK that they be released after check-in with teachers. Teachers should feel free to keep students if the content cannot be made up, or if it's considered critical to the class.

For each School Initiated Absence (SIA) for a school activity other than athletics, choir or band:

- 1) All SIAs organizers should have pertinent information delivered to the attendance secretary by the **Friday BEFORE the event**.
- 2) Please include the following information when you submit your SIA: **Organizer, date, release time, event description, and student list**.
- 3) Communicate changes in your SIA lists to the attendance secretary as soon as possible for accurate attendance.

Teachers will receive an email Monday morning with the SIAs for the week (date, time, event), and a link to a google sheet with student listings. Teachers should look over these lists to identify students who might be a concern for attending and communicate with the organizer of the event. Disagreements should be directed to administration.

Pre-arranged forms will be used for personal absences only. Students with failing grades may not attend activities during the school day.

If a student participates in a school initiated absence (SIA) and the student complies with the above procedures, the SIA (including athletics) will have no negative impact in the grading area of participation (WVSD Board Policy 3122).

## SCHOOL ATTENDANCE REGULATIONS FOR ATHLETES

All day school attendance for practice and contest days is mandatory. Full day school attendance is required the day following a contest (see West Valley Athletic / Activity Handbook). Participant must obtain special administrative approval for special needs/circumstances to waive this requirement by phoning the school and discussing the problem with the athletic director or principal IN ADVANCE. If approval has not been given in advance, the student must present a doctor's or dentist's note to the principal, AD, or designee immediately upon returning to school in order to be eligible to participate in that day's school activities. Irregular school and/or practice attendance is cause for suspension from the team.

Other Specific Guidelines for Athletes:

- 1) To compete, an athlete must attend a **full day** of school on the day of the activity (practice or game). Approved shortened schedules for seniors, doctor or dentist appointments or funerals shall serve as exceptions, when pre-approved.
- 2) Athletes who report to school late the day of or following an athletic contest (see exception on page 4) will not practice or play on that day unless cleared by the principal, AD, or designee.
- 3) In the event a student-athlete is inadvertently allowed to participate after an attendance violation, the student will forfeit participation on the next appropriate occasion.
- 4) An athlete who is suspended from school may not participate in practice or play during the period of suspension. This period is defined as from the close of school on the day of suspension to the end of the school day upon completion of the suspension.

## **BEHAVIOR / PROGRESSIVE DISCIPLINE POLICY**

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The West Valley High School disciplinary program allows students the opportunity to learn new behavior. The program involves students, parents, and the school community working cooperatively to solve discipline problems before they seriously impact the school, family, or student environment. A school employee will be in contact with parents to try to eliminate problems.

If a student is disruptive to the educational process, with the exception of exceptional misconduct, the following steps will be applied:

- 1) The teacher or staff member will confer with the student to try to get a behavioral change.
- 2) The teacher will contact parent or guardian and document in Skyward.
- 3) The teacher or staff member will refer the student to administration for disciplinary action.

### **PROGRESSIVE DISCIPLINE FOR INFRACTIONS**

#### STEP ONE: 60 Minutes After School Study or 2 Lunch Detentions

- 1) Use of undirected racial terms
- 2) Lying to teacher, administrator or other school staff.
- 3) Loitering in a parking lot or other undesignated areas
- 4) Interference and/or disruption of the educational process
- 5) Unsafe/Dangerous Behavior
- 6) Failure to check in or out
  - a. When signing out during lunch, failure to return to the building within 10 minutes.
- 7) Failure to comply with policy (e.g. not attending required academic interventions, not checking out of school properly, propping exterior doors/letting others in, or entering the parking area during school hours)
- 8) Recording of any person (staff or student) without their specific permission.
- 9) Make-up time for being removed from class by the classroom teacher

#### STEP TWO: 120 Minutes After School Study or 4 Lunch Detentions

- 1) Failure to comply with reasonable and lawful requests of school staff, including security personnel, bus drivers, custodians, cooks, teachers, paraprofessionals and administrators
- 2) Obstruction of a school official in the performance of lawful duties
- 3) Operating a vehicle on campus in a manner which may endanger the health and safety of others or other vehicles (Additionally, loss of driving privileges for the balance of the semester may occur.)
- 4) Second referral for level one violations

STEP THREE: Out-of-School Suspension (1 day)

- 1) Insubordination (willful disregard of a directive by staff)
- 2) Use of profane, abusive, or obscene language, gestures, or drawings
- 3) Wearing of obscene, sexual, drug related or otherwise inappropriate clothing: first offense = change clothing; second offense = restitution
- 4) Using racial slurs or epithets towards another student or staff member
- 5) Forgery
- 6) Inciting a Fight
- 7) Third referral for level one violations
- 8) Second referral for level two violations

STEP FOUR: Out-of-School Suspension (2-3 days)

- 1) Forging the signature of a school official
- 2) Use or possession of tobacco/vaping products, at school or at a school related activity: first offense = suspension; multiple violations = increased levels of discipline at the discretion of West Valley High School Administration
- 3) Fighting or physical confrontations on campus or originating on campus
- 4) Theft (Police may be notified)
- 5) Profanity or obscene language directed at a staff member
- 6) Fourth referral for level one violations
- 7) Third referral for level two violations
- 8) Second referral for level three violations

STEP FIVE: Out-of-School Suspension (4 - 10 days)

- 1) Vandalism (cost of damage must be paid)
- 2) Setting a false fire alarm (Fire Marshall notified)
- 3) Extortion (Police notified)
- 4) Harassment
- 5) Verbal or physical threats (Police notified)
- 6) Fifth referral for level one violations

- 7) Fourth referral for level two violations
- 8) Third referral for level three violations.
- 9) Second referral for level four violations

STEP SIX: Long-Term Out-of-School Suspension (11+ days)

- 1. Threatening or intimidating school personnel (Behavior that adversely impacts the health or safety of other students or educational staff - police notified)
- 2. Possession, use, or under the influence of alcohol/controlled drugs/substances; construction, production, or possession of drug paraphernalia (any equipment, product, or material that is modified for making, using, or concealing drugs, typically for recreational purposes) at school or school related activity (Police notified)
- 3. Assault (Police notified)
- 4. Arson (Police notified)
- 5. Insubordination (Willful disregard of a directive by Administrator or his/her designee. Behavior that adversely impacts the health or safety of other students or educational staff)
- 6. Sixth referral for level one violations
- 7. Fifth referral for level two violations
- 8. Fourth referral for level three violations
- 9. Third referral for level four violations
- 10. Second referral for level five violations

STEP SEVEN: Expulsion

Actions falling under the “Exceptional Misconduct” category **may result in expulsion.**

**EXCEPTIONAL MISCONDUCT**

The following acts are among those defined as criminal offenses under the laws of the State of Washington and Yakima County. Students involved in criminal acts are subject to prosecution whether these acts occur in the community, at school, or at school related functions. Appropriate action may be taken by school authorities if the incident is school-related regardless of whether or not criminal charges result. **Police may be summoned.**

Alcoholic Beverages or Illegal Drugs: Sale, use or possession of alcoholic beverages or illegal drugs

Arson: Intentional setting of a fire

Assault: Physical or verbal threats or violence to a person

Bomb Threat: Threatening damage to persons or property from exploding bombs, whether real or imagined

Burglary: Illegally entering with the intent to steal school or personal property

Dangerous Weapons: Illegal possession or use of firearms or dangerous weapons that could cause bodily harm to an individual

Explosives: Illegal possession or use of an explosive substance that could cause injury or damage

Extortion, Blackmail or Coercion: Obtaining money or property by violence or threat of violence, or forcing someone to do something against his/her will by force or threat of force

False Fire Alarms

Forgery: Fraudulent imitation of a signature or document

Gang-Type Activity: Gang whistles, clothing (including bandanas and rosaries), graffiti, language and/or hand signs, or other actions that intimidate, foster fear and/or disruption or promote the formation or continuance of gangs will be considered engaging in gang activity. The student will be placed on a Gang Contract which, if violated, will result in corrective action – possibly including expulsion.

Larceny: Stealing of school or personal property

Malicious Mischief: Willful damage or destruction of school or personal property

Trespass: Being present in an unauthorized place or refusing to leave when asked to do so

Unlawful Interference with School Authorities: Interfering with administrators, teachers or security personnel by force or violence or threat of force

## **BUS CONDUCT**

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Students that need to get off at another stop other than their assigned bus stop must give the driver a parent note that has been signed by the office. These arrangements should be made in advance, if you have any questions or need to make different arrangements for your student please contact the Transportation Center 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.

Once your student has gotten onto the bus after school they are not allowed to disembark from the bus at school or any other bus stop without parent approval. If you are in the parent parking lot and your student is on the bus you may go to the door of the bus to request that your child be released or you may contact our office 972-5590 to let us know that you give permission for the driver to release your student. Once they are on the bus it is our responsibility to assure that they are dropped off at their designated bus stop.

## **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:

- 1) Respect yourself and others.
- 2) Follow the directions of the driver/substitute driver.
- 3) Must use ear buds to listen to personal music.
- 4) Remain seated while the bus is in motion.
- 5) Keep hands and feet to yourself.
- 6) Use inside or classroom voice.
- 7) Use appropriate language.
- 8) No eating or drinking (except water).

- 9) Wait at the bus stop 10 feet from roadway. **Do not approach the bus until the driver opens the door.**
- 10) Wait for the driver's signal before crossing the road. **Only cross in front of the bus.**
- 11) If necessary, wait to get the mail until the bus has pulled completely away from the stop.
- 12) Students are expected to go directly home from the bus stop.

## **MINOR TICKET DEFINITION**

Minor Ticket Infractions Include:

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

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

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

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

## **MAJOR TICKET DEFINITION**

Major Ticket Infractions Include:

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

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

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



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

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

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

## **APPEAL PROCESS**

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

## **PROTECTING STUDENTS WITH ALLERGIES AND SENSITIVITIES**

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

## **EATING/DRINKING PROCEDURE FOR W.V.S.D. BUSES**

- 1) 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.
- 2) Students that are riding on a bus for a field trip or sporting events may be allowed to eat with the teacher or coaches', permission. Eating/drinking will be allowed **only** if there are teachers/chaperones/coaches present on the bus to monitor students for choking or adverse allergic reactions.

## **AIR BORNE CONTAMINANTS – PERFUMES/AFTER SHAVE/SCENTED HAND LOTION ETC.**

- 1) Students will not be allowed to use perfume, cologne, after shave, heavily scented hand lotions, etc. on the buses.
- 2) 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\****

## CAFETERIA

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The Cafeteria (Commons) is a communal dining area. All students who choose to dine in the Commons are responsible for cleaning and maintaining the table areas at which they sit and for clearing tables before leaving. Students are expected to:

- 1) Pay for their lunch -- no credit
- 2) Stand in line and wait their turn
- 3) Eat in the cafeteria or courtyard; no sitting on tables or sitting or eating on the stage area in the Commons
- 4) Keep the table areas clean
- 5) Dump trays and refuse in cans provided
- 6) Act appropriately while eating
- 7) Recycle when appropriate

## CHANGES IN ADDRESS / TELEPHONE

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Notify the school's registrar 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. Parents/Guardians may call one of the Registrars at 509-972-5924 or 509-972-5610. Emails can also be sent to HS-Registrars@wvdsd208.org.

## CHILD ABUSE REPORTING

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

## CLOSED CAMPUS

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"Students shall remain on school grounds from time of arrival until close of school, unless officially excused." (WVSD Board Policy 3242) Students are not excused and are not allowed to leave campus during a regularly scheduled assembly or activity period. Students needing to leave campus before the end of the school day must sign out in the office. **Students may not return to the parking area until the end of school without a pass from the office. Students have a ten minute window. Violators of the above policy and subsequent rules and regulations will be declared TRUANT and will lose parking privileges.**

## CLOTHING

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**Students may not wear any attire disruptive to the educational process or presenting health or safety problems.** (RCW 392.400.510) Students should consider school as their "work place" and dress accordingly. Attire is to be neat, clean, and appropriate for the learning environment. Footwear is required.

Additional guidelines include:

- 1) Head or face coverings may not be worn in the building during school hours unless approved by administration. Hats (beanies, baseball, or cowboy) may be worn in the halls and other common areas but each teacher will determine their hat policy within their classroom.
- 2) Sunglasses may not be worn unless written permission from a doctor is provided.

- 3) Clothing must have fabric that cover the front and sides.
  - a. Clothing must cover stomachs, lower backs and undergarments.
- 4) While sitting, standing or climbing stairs, clothing must cover undergarments and private parts.
- 5) Fabric covering all private parts must not be see through.
- 6) No gang related attire (including rosaries, bandanas of any style or color)
- 7) Clothing that can be harmful to others is not allowed.
- 8) Clothing may not depict, advertise or advocate any illegal activities or the use of alcohol, tobacco, marijuana or other controlled substances.
  - a. Some examples are Cookies, Backwoods, and 40s & Shorties.
- 9) Clothing may not depict pornography, nudity or sexual acts.
  - a. Clothing may not have profanity.
- 10) Clothing may not use or depict hate speech. Including but not limited to targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- 11) Flags of any type may not be worn as clothing or an accessory.
- 12) Clothing must be suitable for all scheduled classroom activities including physical education, science labs, woodshop and other activities where unique hazards exist.
- 13) Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Students with inappropriate attire will be asked to remedy the problem before returning to class. Any missed class time as a result will be considered unexcused. Repeat clothing violations will be considered insubordination under the progressive discipline policy. Exceptions require administrator approval.

## **COPYRIGHT COMPLIANCE**

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“The Board recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for unauthorized copying or using of audio visual or printed materials and computer software, unless the copying and using conforms to the ‘fair use’ doctrine.” (WVSD Board Policy 2025).

Students as well as school staff are subject to copyright laws and regulations. Students are expected to produce their own creative and educational work, to cite material from other sources, and to incorporate only legally permissible material in student work. This includes digital material, such as music and images, incorporated into multi-media projects.

## **COUNSELING CENTER**

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The counselors support teachers in their primary role of aiding students to learn effectively. Our counseling staff offers services to all West Valley High School students and their parents. The counselors are available from 7:30 AM - 3:00 PM daily, and can be reached calling 972-3610 or 972-5924. The registrars will receive calls until 3:30 pm daily. Parents may call to discuss concerns or to schedule an appointment.

Students may see a counselor by making an appointment through the registrar. This is to be done before or after school or between classes. Counseling appointments may be held before or after school, between classes or during class release time, providing the classroom teacher has given permission for release.

### **COUNSELING CENTER SERVICES**

- 1) **Personal Counseling:** Providing short-term counseling services to assist in personal student concerns, family conflicts, peer relationships, and school problems
- 2) **Academic Counseling:** Assisting parents in arranging parent-teacher conferences, determining current academic performance and aiding in improving student daily work habits
- 3) **Scheduling:** Enrolling new students, student scheduling for each year, and resolving scheduling concerns; working with classes to advise students of their elective choices and academic requirements
- 4) **Special Programs:** Handling the screening and referral process for students having academic difficulties who may be considered for special programs
- 5) **Drug and Alcohol Counseling**

## COUNSELOR ASSIGNMENTS

Counselor (A-D)	Tina McKeel	972-5919
Counselor (E-K)	Sarah Rinaldi	972-5624
Counselor (L-Q)	Cory Kingsbury	972-5914
Counselor (R-Z)	Heather Clark	972-5921

## DANCES

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West Valley High School groups put on dances for our students.

- 1) All dance attendees must show ID at the door as they enter the dance. West Valley students must present a valid ASB or student ID card, and all guests must present a photo ID. Doors close at 9:30 pm for entrance to the dance.
- 2) WVHS Juniors and Seniors in good standing may bring a guest from another school as long as they complete the Guest Pass Form at least two days prior to the event. Guest Passes will be available in the HS office about two weeks before a dance that allows guests. Guests must be under the age of 21 to attend our dances.”
- 3) Freshmen and sophomores may attend Prom only if accompanied by a junior or senior.
- 4) Students with outstanding fines or fees will need to clear those before they can purchase a dance ticket.
- 5) **Note that by choosing to attend a dance, students agree to the following dance policies and procedures:**
  - a. Students are subject to a **SOBRIETY** test.
  - b. Dancing is to be front to front at a respectable distance, not provocative/sexual in nature, and not posing a danger to others on the dance floor, i.e. mosh pits, lifting individuals on shoulders, etc.
  - c. Students will be asked to “Clean it up” or leave; no refunds will be given.

## DANGEROUS WEAPONS ON SCHOOL PREMISES

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**“...it is a violation of district policy for any person to carry a firearm or dangerous weapon on district property or school-provided transportation. This prohibition applies to any facility owned, rented, or leased by the District. If the District leases or rents part of a property for District use, firearms and dangerous weapons are prohibited on any portion of the premises where the district has the right of exclusive use.” (WVSD Board Policy 4210)**

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. 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.

Students who violate this policy are subject to district discipline policies, including the due process provisions regarding notification of parents. Students who violate the firearms provisions are subject to a minimum one calendar year expulsion, with possible case-by-case modification by the superintendent. The district shall also comply with federal protections for disabled students in the application of this policy.

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

## **DISTRICT TECHNOLOGY AND ELECTRONIC RESOURCES**

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These procedures are written to support the Electronic Resources Policy of the board of directors and to promote positive and effective digital citizenship among students and staff. Digital citizenship represents more than technology literacy. Successful, technologically fluent digital citizens live safely and civilly in an increasingly digital world. They recognize that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career. Expectations for student and staff behavior online are no different than face-to-face interactions.

### **INFORMED CONSENT**

Students will be informed of expectations for online behavior and use of district technology prior to logging on to the district's network. Expectations for responsible computing will be reinforced by classroom teachers, teacher-librarians, and other school district staff.

### **COMPUTER NETWORK AND INTERNET**

The district network includes wired and wireless computers, laptops/tablets and peripheral equipment, files and storage, e-mail and internet content (blogs, web sites, web mail, groups, wikis, etc.). All use of the network must support education and research and be consistent with the mission of the district. The district reserves the right to prioritize the use of, and access to, the network. Access is a privilege, not a right.

Students are responsible for good behavior on computers used anywhere on campus. All school rules and policies apply, and there may be specific guidelines in some computer areas. District Policies for acceptable use (WVSD Board Policy 2022) are available on the District website. Network and internet activity and content may be monitored by network administrators. Misuse will be cause for restricted access and disciplinary action.

### **EXAMPLES OF BEHAVIOR NOT PERMITTED INCLUDE:**

- 1) Playing online games
- 2) Bypassing or attempting to bypass the network filter
- 3) Sending, deliberately accessing or displaying offensive messages or pictures
- 4) Using obscene language
- 5) Harassing, insulting or attacking others
- 6) Damaging or interfering with use of computers, computer systems or computer networks
- 7) Violating copyright laws
- 8) Using another's password or sharing your password with others
- 9) Trespassing in other peoples' documents, folders or files
- 10) Downloading large files
- 11) Using the network for personal profit or gain
- 12) Subscribing to or accessing bulletin boards, chat groups, email or commercial online services not provided as part of an instructional lesson. As a guideline, if you are not directed to the site by a teacher and it requires a personal log on, it should not be accessed from school.

\*\*For additional rules, regulations and information regarding Electronic Resources and Use of District Technology, please refer to WVSD Board Policy 2022P under Instruction on the West Valley School District #208 website.

## **PERSONAL ELECTRONIC DEVICES AT SCHOOL**

West Valley High School's ultimate goal with our electronic device policy is to increase student engagement in the classroom and create a culture of respect for learning. We also want to help teach and promote appropriate digital citizenship. We know that there is a time and place for students to use their electronic devices throughout the school day. Our intent is to support them in their academic success and to promote face to face social interaction and connection.

Students may use cell phones/earbuds during passing times and at lunch. Students will not be permitted to use cell phones/earbuds during instructional time as determined by their teacher. Students who use electronic devices outside the defined times should expect:

1. Staff to give an opportunity for the student to change their behavior.
2. Parent/Guardian to be given an opportunity to change their student's behavior. (Documented in Skyward)
3. Staff to refer the behavior of the student to the office. (Students check their cell phone in and out of the office for at least one school day.)

\*Students in the possession of telecommunication or other electronic devices will observe the following conditions:

- 1) Use of listening devices shall not be used in classrooms unless specifically allowed by the classroom syllabus.
- 2) Students shall not send, share, view or possess pictures, text messages, emails or other material deemed inappropriate or substantially affecting the educational process, in accordance with WVSD Board Policy 3240.
- 3) A school administrator or designee with reasonable suspicion has the authority to search a device. School staff who discover content which may be illegal are required to notify law enforcement.
- 4) Students are responsible for telecommunication/electronic devices they bring to school or onto District-owned transportation. **The District shall not be responsible for loss, theft or destruction of such devices brought onto school property.** Nor will the school investigate the loss or damage of such an item.
- 5) Misuse of personal electronic devices will be addressed with progressive discipline.
- 6) If a student refuses to surrender their personal electronic device to school staff, this will be considered **insubordination**, and will result in progressive discipline action in addition to discipline related to the use of the device.

- 7) Parents/Guardians may contact their student in an emergency or leave a message for their student by calling the high school office. Students will be allowed to make emergency calls from the office or classroom.
- 8) Using a personal electronic device to record another student or staff member at school without their consent or with the potential to harass (fights) is not allowed and may result in a **suspension**. ([RCW 9.73.030](#))

## **DRUG, ALCOHOL AND TOBACCO EDUCATION**

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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. ([RCW 46.61.5056](#))

Drug Impairment Training for Educational Professionals (DITEP) Procedures will be adhered to.

Students who re-enroll from one semester to the next who were suspended for drug or alcohol related behavior need to have a sit-down meeting with an administrator outlining what contract restrictions they will be under when they re-enroll.

### **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. (WVSD Board Policy 2121)

Investigative Procedures and Corrective Action Procedures will be followed by the administrator/designee. This may include, as needed, a student search and/or administration of a drug/alcohol screening test. Corrective action includes: parent/guardian contact; referral to drug/alcohol treatment center for an assessment; student subjected to suspension/expulsion; reentry to school may be contingent on following all recommendations included in the treatment center's drug/alcohol assessment for the student.

### **PREVENTION**

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

- 1) **Instruction:** The instruction 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.
- 2) **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.
- 3) **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.”
- 4) 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.

Vape pens or e-cigarettes found are reasonable suspicion to have students do a UA (urine analysis).

**DUE PROCESS**

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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 from the 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.

**EMERGENCY SCHOOL CLOSURE**

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If the West Valley School District determines school should not operate for some specific reason, that information will be available by phoning 972-6002, by checking our web page, [wvsd208.org](http://wvsd208.org) or by checking the following radio or television stations:

<u>Radio AM</u>	<u>Radio FM</u>	<u>Television</u>
KIT 1289 AM	KATS 94.5 FM	KNDO CH 23
KMWX 1460 AM	KFFM 107.3 FM	KIMA CH 29
KBBO 1390 AM	KXDD 104 FM	KAPP CH 35
KYXE 1020 AM	KQSN 930 FM	
KHAK 980 AM	KRSE 105.7 FM	

Sign up for Flash Alerts at [wvsd208.org/resources/flash-alerts](http://wvsd208.org/resources/flash-alerts) to receive emails regarding emergency school closures and other in-the-moment updates.



# FERPA DISCLOSURE

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In accordance with the Family Educational Rights and Privacy Act 1974, parents/guardians have the right to inspect and review all official records pertaining to your child(ren) which are maintained by the West Valley School District. (WVSD Board Policy 3231)

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

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:

- 1) A playbill, showing your student's role in a drama production
- 2) The annual yearbook
- 3) The school website
- 4) Honor roll or other recognition lists
- 5) Graduation programs
- 6) 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:

- 1) student's name
- 2) participation in officially recognized activities and sports
- 3) address
- 4) telephone listing
- 5) weight and height of members of athletic teams
- 6) electronic mail address
- 7) photograph
- 8) degrees, honors, and awards received

- 9) date and place of birth
- 10) major field of study
- 11) enrollment status
- 12) dates of attendance
- 13) grade level
- 14) the most recent education agency or institution attended

## FIELD TRIPS

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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 resident 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. (WVSD Board Policy 2320)

## FINES AND FEES

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Students with fines or outstanding fees WILL NOT be allowed to participate in extracurricular activities or graduation ceremony.

**Student fees and fines include (but are not limited to):**

AP Tests	Art Class	
ASB Card	Clubs	
Damage to School Property	Damaged Books	
Dances	Equipment	
Food Handlers Permit	ID/ASB Card Replacement	Lost books
Parking Permit	Parking Tickets	
Pay to Participate	Uniforms	

## FIRE DRILLS / LOCKDOWN DRILLS

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Emergency drills at regular intervals are required by law and are an important safety precaution. When the first signal is given, students are to follow orders promptly and in an orderly manner. The teacher or school staff member in each classroom will give instructions. Students and staff may re-enter the building when signaled to do so by administration. Tampering with or damaging fire alarm apparatus or equipment and/or sounding false alarms of fire is unlawful and will be prosecuted.

## FLYERS AND POSTERS

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All flyers, posters and other materials to be posted in school buildings or on school grounds must be submitted to the activities director for approval and stamping.

Non-school related information may be posted on the bulletin board outside the office with approval of the activities director.

## FOOD RESTRICTIONS

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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.

## GRADING

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West Valley High School issues grades and progress reports on a regular basis as a means of evaluating student progress and determining changes that need to be made to improve student performance. Parents may print the semester report card from Family Access or request a hard copy of the report by contacting the Counseling Office at 509-972-5924. Parents are encouraged to regularly monitor student grades online through Family Access.

### GRADE POINTS

A = 4.0	B+ = 3.3	C+ = 2.3	D+ = 1.3	F = .00
A- = 3.7	B = 3.0	C = 2.0	D = 1.0	
	B- = 2.7	C- = 1.7		

### NON-GRADED OPTIONS (PASS/FAIL, SATISFACTORY/UNSATISFACTORY, AUDIT)

No class required for graduation may be taken as a non-graded option. Students may not be enrolled in more than one (1) non-graded class in any single semester. The decision to take a course with one of these options is undertaken **within the first two (2) weeks of the semester** and is an agreement between the teacher, student, and parent. TA, Peer Coaching, and Independent Study are all non-graded courses. Students receive credit for Pass or Satisfactory grades, but the grade point average is not impacted. Serious college-bound students are cautioned to restrict the number of non-graded courses applied to the transcript.

## HARASSMENT / INTIMIDATION / BULLYING

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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.

It is a violation of district policy for a student to be harassed, intimidated, or bullied by others in the school community, at school sponsored events, or when such actions create a substantial disruption to the educational process. The school community includes all students, school employees, school board members, contractors, unpaid volunteers, families, patrons, and other visitors. Student(s) will not be harassed because of their race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics.

Harassment, intimidation or bullying is an intentional electronic, written, verbal, or physical act that:

- 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.
- Has the effect of substantially disrupting the orderly operation of the school.

Conduct that may rise to the level of harassment, intimidation and bullying may take many forms, including, but not limited to: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, ostracism, physical attacks or threats, gestures, or acts relating to an individual or group whether electronic, written, oral, or physically transmitted messages or images.

Any student who believes he or she has been the target of unresolved, severe, or persistent harassment, intimidation or bullying, or any other person in the school community who observes or receives notice that a student has or may have been the target of unresolved, severe, or persistent harassment, intimidation or bullying may report incidents verbally or in writing to any staff member.

## **HEALTH ROOM**

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The Health Room in the main office is for students who are ill and/or need first aid treatment. A student must first report to the Attendance Office before going to the Health Room. Once a student reports to the Health Room, the parent or emergency person will be contacted for transportation home. Students should not expect to spend long periods of time in the health room. If a student doesn't feel well, he/she will need to go home.

### **SICKNESS**

A student who becomes ill in the classroom must have teacher permission to report to the Attendance Office before going to the Health Room.

### **ACCIDENTS**

When an accident occurs it must be reported at once to the teacher in charge who will report it to the office and any other necessary authorities. Proper medical referrals will be made when necessary.

## **HOMEWORK CENTER**

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The library is open after school 2:20pm to 4:30 pm for supervised Homework Center. Students may quietly read, study, research and work on assignments. Student tutors may be available to assist.

## **HOMEWORK POLICY**

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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:

- 1) Practice --- to help students to master specific skills which have been presented in class;
- 2) Preparation --- to help students gain the maximum benefits from future lessons;
- 3) Extension --- to provide students with opportunities to transfer specific skills or concepts to new situations; and

- 4) 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.”

Completion of homework is essential for student progress and success in many classes. Students are expected to complete and turn in all assignments when due. Homework may count as a significant portion of the course grade.

The homework load may vary widely because of individual differences of students as well as the demands of various courses. West Valley High School students should expect up to 5 hours of homework per week for each core/academic class in which they are enrolled. Due to the college-level nature of Honors, AP and CHS courses, students who select such classes should expect to spend more time reading, researching and writing than their peers who select less rigorous courses. Students who read more slowly, take frequent study breaks, have distractions or multi-task during study time may require more time to complete assignments.

## HONOR SOCIETY

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To be eligible for West Valley’s chapter of National Honor Society, a student must have junior or senior standing (unless a transfer student, then he/she must have been here for one semester). He/she must have a cumulative grade point average of at least 3.6. Students with the required grade point average may participate in the following selection process:

- 1) All eligible students are given an application form by the Honor Society advisor. Since Honor Society is also a service organization, the form is designed to learn about a student’s activities. It questions prospective members as to their school activities, leadership positions, community service, awards and honors.
- 2) All students who turn in a completed application form are evaluated by the entire teaching staff for class attendance, attitude and behavior.
- 3) All applications are then reviewed by the Honor Society Selection Council, a committee of faculty members and the Honor Society advisor. This committee looks for students who are well-rounded and excel in all of the areas listed in #1.
- 4) Any applicant denied selection may appeal to the Principal.

The entire selection process takes about three weeks and tapping follows. Once selected and tapped, a student is a member of National Honor Society as long as his/her grade point stays at or above a 3.6 and he/she isn’t suspended/expelled for violating the rules of West Valley High School. Honor Society members meeting stipulated criteria receive the honor of wearing gold cords with their graduation robes as well as scholarship opportunities.

## IDENTIFICATION BADGES

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

- 1) When requested by staff
- 2) When conducting any monetary transactions in the office
- 3) When checking in with attendance

Presentation of ID badge is helpful for checking out textbooks and library materials. A replacement badge may be purchased at a cost of \$5.00 per badge. Students may use the Skyward app or a photo of their ID Badge to show proof of ID. Note the Skyward app does not show whether a student has an ASB card or not.

## IMMUNIZATIONS

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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 (WVSD Board Policy 3410 and 3413). Please contact the school office for details.

## INSURANCE

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Schools *DO NOT* provide insurance to cover students in the event of injury at school or while participating in school sponsored athletics or activities. If a student is not covered by another health insurance program, the parent/guardian may want to consider the student insurance program selected by the district to provide affordable coverage options. Enrollment, payment and correspondence for this optional coverage must be sent directly to the provider and NOT to the school. Contact the District Office at 972-6000 for more information about the student insurance program.

## LIBRARY

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### HOURS

The Library is open 7:15 AM to 3:00 PM each normal school day. Extended hours may be offered through Homework Center; check the library website.

### LIBRARY WEBSITE

Visit [HS.wvsd208.org/library](https://hs.wvsd208.org/library) for links to access the library catalog and other helpful resources.

### GUIDELINES FOR SCHOOL LIBRARY USE

- 1) Students are expected to be on-task with a library purpose.
- 2) Students coming to the library are to bring a pass with student name, the date and period, purpose of visit, and teacher's signature.
- 3) All school rules are in effect, and during school hours, students may use cell phones in the library **only** when material on the cell phone is needed for assignments and is not available on the Chromebooks. Ask library staff for permission **prior to use**. Otherwise, phones are to be put away. Cell phones out or in use without permission are subject to confiscation and progressive discipline.
- 4) Computers are provided for educational use. Games and inappropriate sites are NOT allowed at any time.
- 5) The District Acceptable Use Policy governs network use. Misuse, damage or violation of policy may result in restricted access and/or school discipline.
- 6) No food or beverage (other than water) is permitted.
- 7) Students are expected to conduct themselves with appropriate behavior for an academic area and with courtesy and respect toward their peers and all staff.

### CHECKOUT AND FINE POLICY

Library materials may be checked out as follows:

- 1) **Most books:** 4 weeks. If not renewed or returned when due, the library will assess a fine for the cost of replacing the book.
- 2) **Reference books:** should be used in the library but may be checked out for overnight only, due at 8 AM the next school day. Check with library staff about having pages copied rather than checking the book out.

3) Magazine back issues: 5 days.

If an item is not returned; i.e. lost, the student is charged the cost of the material. Students are charged the cost of repair or replacement for damaged library materials or equipment. The library applies fine money to purchases of replacement and additional library materials.

## LOCKERS

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A student may use a locker for storage of books and personal belongings. Lockers may be checked out in the main office by request and based on availability. The student is responsible to use his/her assigned locker only and to keep it locked. The school does not assume responsibility for lost or stolen items. Since the lockers are a permanent part of the building, students are expected to keep them in good condition. Lockers may be decorated on the inside with removable materials.

No person shall possess, place, keep or maintain any article or material that is prohibited by law or District policy in items, lockers, vehicles, desks or bags assigned to them or under their control while on District property or at a District sponsored event.

Lockers, desks, and storage areas are the property of the school District. No right nor expectation of privacy exists for any student as to the use of any space issued or assigned to a student by the school and such lockers and other spaces are subject to search in accordance with District policy. (WVSD Board Policy 3230)

## LOST AND FOUND

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Clothing and other items found unattended are to be taken to the main office. Students should refrain from bringing unnecessary personal items to school. The school is not responsible for loss or damage to students' personal items. **Check the lost and found table** periodically for missing items. Uncollected Lost & Found Items are donated once a month.

## MEDICATION AT SCHOOL

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For a student to take prescribed or over-the-counter medication during the school day, a medication authorization form including complete instructions for administering the medication must be signed by both the parent and a physician. A parent or guardian, not the student, is to bring the medication to the office in the original container. (WVSD Board Policy 3416)

## PARENT CONFERENCES

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Parents/guardians are encouraged to contact school personnel about their son/daughter. Teachers can be contacted before or after school by telephone or can be contacted by email. Staff email addresses can be found at [hs.wvsd208.org/contact](http://hs.wvsd208.org/contact).

## PARKING PERMITS AND STUDENT DRIVING

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Students may NOT drive during the school day without the consent of the parent and principal. Students may NOT transport another student during class time unless consent of parents and principal has been granted through completion of a school-approved form.

A student may use the school parking lot subject to the following conditions:

- 1) All student drivers must register their vehicle and purchase a parking permit. The student must possess a valid Washington driver's license and show evidence that there is a liability and property damage insurance coverage on the vehicle and acknowledge that he/she will assume full responsibility for any comprehensive or collision claims that may occur while on school property.
- 2) Students may not occupy a vehicle (without permission) during the school day.
- 3) Student conduct rules governing possession of alcoholic beverages, illegal chemical substances or opiates, firearms or a dangerous weapon extend to a student's vehicle.
- 4) No person shall possess, place, keep or maintain any article or material that is prohibited by law or District policy in items, lockers, vehicles, desks or bags assigned to them or under their control while on District property or at a District sponsored event. (WVSD Board Policy 3230)

A student who does not conform to the above rules shall be subject to corrective action and/or the following fines:

- 1) \$10.00 FINES
  - a. Taking up two spaces
  - b. Parking in a visitor or staff space
  - c. Parking in a non-parking space
  - d. No permit visible (First offense)
- 2) \$15.00 FINES
  - a. Parking on campus without purchasing a permit (First offense)
  - b. Blocking other vehicles
- 3) \$20.00 FINES
  - a. Parking in a fire lane
  - b. Parking in a handicap zone
  - c. No permit visible (Second offense and thereafter)
  - d. Parking on campus without purchasing a permit (Second offense and thereafter)
  - e. Parking in other than assigned parking space (First offense and thereafter)

### **REMOVAL OF PARKING PRIVILEGES**

Students may lose parking privileges for the following:

- 1) Speeding
- 2) Reckless driving
- 3) Vehicular endangerment
- 4) Excessive violations/tickets
- 5) Non-payment of tickets/fines
- 6) Leaving/attempting to leave campus in a car
- 7) Sitting in a car during the school day



## **PARTICIPATION AND/OR ATTENDANCE AT SCHOOL ACTIVITIES**

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Participation and/or attendance at school activities events may be restricted or suspended due to student misconduct for the duration of the suspension. Students or parents may appeal suspensions to a building principal or designee. The appeal process may be initiated in writing or via phone.

Students participants in athletics or extra-curricular activities that may be associated with a class such as band, ASB offices, etc., are also accountable to the regulations outlined in the West Valley Athletic/Activity Handbook posted on the high school website.

## **PASSING TIME AND LUNCH TIME**

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Students may not block the flow of traffic during passing times and lunch times, nor congregate in such a large group that it is difficult for students to walk in the hallways. Students may not claim a “territory” of the school, as a public school is equally available to everyone. Students who violate this will be disciplined according to harassment / intimidation / bullying.

During their lunch period, students are to stay out of the hallways of the classroom wings, with the exception of using Stairwell 7 by the main office to access the library. If there is a change in schedule, the student is responsible to know which period/lunch coincides with. If student attends incorrect lunch time, progressive discipline will be followed.

## **PESTICIDE NOTIFICATION, POSTING AND RECORDS**

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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. (WVSD Board Procedure 6895)

Procedure 6895 shall be printed and distributed upon request to employees, students and parents.

At least 48 hours before the application of a pesticide to school facilities or school grounds, the District shall notify parents and staff of the planned application in writing, including the heading, “Notice: Pesticide Application.”

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

Following the application of a pesticide to school facilities (structures and vehicles) a sign shall be posted at the location of the application. The notice shall be at least 8.5 x 11 inches in size, shall include the heading, “Notice: Pesticide Application,” and shall state the product name; date, time and specific location of the application; the pest for which the application was made; and a contact name and telephone number. The notice shall remain posted for 24 hours, or longer if required by the label of the pesticide.

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

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

Ground cover 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.

## **PROGRESS REPORTING**

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Progress Reports are emailed weekly to the parent/guardian email as listed in school registration.

Student grades may be viewed at any time on Family Access. Parents are encouraged to regularly monitor their students' academic progress and attendance through Family Access. In addition, teachers may be contacted via e-mail; the addresses are available on Family Access (click on the teacher's name) or on the High School website through the link to "Staff."

Parents may print the semester report card from Family Access or request a hard copy of the report by contacting the school's registrar at 509-972-5610 or 509-972-5924.

Progress Reports are emailed weekly to the parent/guardian email as listed in school registration. Be sure to contact the Registrar with any changes in email addresses or family information.

## **PUBLIC DISPLAYS OF AFFECTION**

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All areas of the school building and grounds are public areas. Intimate expressions of affection can be disruptive to the educational process and offensive to others. Examples of behaviors that are not acceptable include:

- 1) Extended holding or touching
- 2) Touching personal areas
- 3) Extended kissing

Students exhibiting inappropriate behavior are subject to the WVHS progressive discipline policy.

## **REPORT CARDS**

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Report Cards with final course grades are completed at the end of each semester and are available within two weeks after the end of the semester. Parents/students will be notified via email regarding the release date of report cards. Report cards are available for viewing in Family Access. If a hard copy is preferred, the parent should contact the counseling office at 509-972-5610 or 509-972-5924.

## **RESTITUTION**

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If a student is in school and fails to appear on time for restitution, he/she will be considered truant and the student will be suspended or the amount of restitution will be doubled. When students who have been assigned restitution are absent from school the assigned time will automatically go to the next restitution day they are in attendance. Any changes in assigned restitution time must be cleared through an administrator prior to 2:25 PM on the assigned day.

Continued absence from assigned restitution will result in progressive discipline and may result in suspension.

# RESTROOMS/LOCKER ROOMS

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Due to WAC 162-32-060, students are allowed to use the school restroom that is consistent with the gender identity of the student. If a person expresses concern or discomfort about using a public restroom, they can use a private restroom in the main office or in the counseling office. If a student would like privacy to change their clothes for PE, they should contact their teacher.

# SCHEDULE CHANGES

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## Dropping/Changing of Classes

A student dropping or requesting a change of class **between 7 and 13** full school days into a grading term will be issued a 'W' (Withdrawal) grade for the original course.

A student dropping a class **between 14 and 19** full school days into a grading term will be issued an 'NC' (No Credit) grade.

A student dropping a class after 20 days will be issued an 'F' (Fail) grade for the course.

All late schedule changes require approval from administration and receiving teacher, if applicable.

# SCHOOL MEALS

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The West Valley Child Nutrition program participates in the National School Lunch and Breakfast program.

A student's lunch money is deposited into his/her individual account. Students must have sufficient funds to purchase a meal. When the student enters his/her account number at the cash register, the appropriate amount is deducted. Online deposits may be made through [www.myschoolbucks.com](http://www.myschoolbucks.com).

National School Lunch and Breakfast Program Applications, menus, forms and other information are available through the Child Nutrition website accessed from the West Valley School District Home Page, using the menu for Inside WVSD and selecting Child Nutrition. Call 509-972-6040 with questions or for assistance.

## MEAL PRICES

Due to the public health emergency, USDA has given schools the flexibility to operate the Seamless Summer Option (SSO) in school year 2021-22. As such, West Valley School District **will offer meals each school day at no charge to all students for the 2021-22 school year.**

In order for our school/school district to get federal funds for these meals, it is still recommended that all households complete the National School Lunch and Breakfast program application.

Adults - Breakfast                    \$2.75

Adults - Lunch                         \$3.75

# SEARCHES

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To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may, upon reasonable suspicion of violation of the law or school rules, search a student, student lockers or student automobiles (RCW 28A.600.230). Illegal, unauthorized or contraband materials discovered in a search will be seized and law enforcement may be notified. In accordance with WVSD Board Policy 3230, the campus may be subject to canine search for contraband including controlled substances, alcoholic beverages, tobacco and firearms.

## STUDENT RECORDS

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Individual student records containing academic and testing information are forwarded to each school the student attends as he or she advances through the grade levels. 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. Address and contact information must be kept current by contacting the Counseling Center.

## TARDY POLICY

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A student shall be considered tardy if he/she is not in the classroom before the tardy bell rings. A teacher may insist on having students in their seats at the bell. All teachers will have their tardy policy in writing on the course syllabus.

- 1) At the third tardy, teacher will contact parent and document in Skyward.
- 2) Additional tardies should be referred to the office for progressive discipline.
- 3) **“Tardies” of more than 10 minutes are considered an unexcused absence.**

## TEACHER AIDES

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Students may schedule to be a teacher aide only **ONCE** during High School (Grades 9-12 with the exception of Office TA).

Students who are teacher aides are accountable to his/her assigned teacher for attendance and supervision. Students are not permitted to work in unsupervised areas. All school rules apply to teacher aides, including the requirement for written pass or vest to be in halls or other areas, and closed campus.

## TEST PREPARATION

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ACT or SAT standardized tests are required for entrance to four year colleges and for some scholarships. Test prep information can be found through the SAT website at [www.collegeboard.com](http://www.collegeboard.com), or the ACT website at [www.act.org](http://www.act.org).

The Compass Test is required for community college or Running Start admission. Check out the YVCC website at [www.yvcc.edu](http://www.yvcc.edu) and take the links under High School Seniors for more information about Placement Testing and Running Start.

The ASVAB is required for military service, and during the junior year at WVHS the ASVAB test is used as a career exploration guide.

Contact the Counseling Center for additional resources as well as information about after-school help sessions. Students who perform well on these types of tests generally have done some level of extra preparation outside of the regular high school classes. Various practice tests are also available through the WVHS Library webpage under Recommended Websites.

## VISITORS

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All students must obtain administrative approval (48 hours in advance) before inviting a visitor to campus. All visitors must sign in and out with the main office and obtain a visitor badge.

Deliveries to students must occur in the main entrance secured vestibule. The student must retrieve deliveries from the vestibule, and the delivering party will not enter the building.

## **WITHDRAWING FROM SCHOOL**

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Students wishing to withdraw from West Valley High School must have written permission from a parent or legal guardian or be eighteen (18) and not living at home. A withdrawal form, obtained from the counseling office, must be signed by each of the student’s teachers. All books, electronics and materials must be checked in and fines paid before a transcript can be sent to another school.

## **WRITING AND RESEARCH GUIDES**

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Students are expected to learn and apply standard as well as teacher-specific instructions, formats and guides to writing and research assignments in all curricular areas. MLA 7<sup>th</sup> Edition is the standard at West Valley High School. Additional information and assistance are available from your classroom teacher, the library and links on the WVHS website.

## **SEXUAL HARASSMENT POLICY**

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Sexual harassment is 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 a hostile or offensive environment.

Any victim of sexual harassment should immediately report the offense to a teacher, counselor, or other staff member. Keep in mind that all inquiries are handled discreetly and held in confidence. Staff members will work with you to stop the offensive behavior.

### **DEFINITIONS**

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

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

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

to interfere with or limit the student's ability to participate in or benefit from the school's program. The more severe the conduct, the less need there is to demonstrate a repetitive series of incidents. In fact, a single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe, violent, or egregious. Investigation and Response If the district knows, or reasonably should know, that sexual harassment has created a hostile environment, it will promptly investigate to determine what occurred and take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, the district will take prompt and effective steps reasonably calculated to end the sexual harassment, eliminate the hostile environment, prevent its recurrence and as appropriate, remedy its effects. The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. The district will take these steps 2 every time a complaint, alleging sexual harassment comes to the attention of the district, either formally or formally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps to resolve the situation, to the extent that such investigation does not interfere with an ongoing criminal investigation. A criminal investigation does not relieve the district of its independent obligation to investigate and resolve sexual harassment. Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff or other third parties involved in school district activities. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

## **STAFF RESPONSIBILITY**

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

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

## **NON-DISCRIMINATION POLICY**

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"Anyone with an allegation of discrimination may request an informal meeting with the compliance officer or designated employee to resolve their concerns. Such a meeting will be at the option of the complainant. If unable to resolve the issue at this meeting, the complainant may submit a written complaint to the compliance officer." (WVSD Board Policy 3210)

The District will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability.

The District will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. District programs shall be free from sexual harassment. Auxiliary aids and services will be provided upon request to individuals with disabilities.

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

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

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

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

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

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

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

## **COMPLAINT PROCEDURE**

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

- 1) **Grievance** means a complaint which has been filed by a complainant relating to alleged violations of any state or federal anti-discrimination laws.
- 2) **Complaint** means a written, signed charge alleging specific acts, conditions or circumstances, which are in violation of the anti-discrimination laws. The time period for filing a complaint is one year from the date of the occurrence that is the subject matter of the complaint. However, a complaint filing deadline may not be imposed if the complainant was prevented from filing due to: 1) Specific misrepresentations by the District that it had resolved the problem forming the basis of the complaint; or 2) Withholding of information that the District was required to provide under WAC 392-190-065 or WAC 392-190-005. Complaints may be submitted by mail, fax, e-mail or hand-delivery to any district, school or to the district compliance officer responsible for investigating discrimination complaints. Any district employee who receives a complaint that meets these criteria will promptly notify the compliance officer.

- 3) **Respondent** means the person alleged to be responsible or who may be responsible for the violation alleged in the complaint.

The primary purpose of this procedure is to secure an equitable solution to a justifiable complaint. To this end, specific steps will be taken. The District is prohibited by law from intimidating, threatening, coercing or discriminating against any individual for the purpose of interfering with their right to file a grievance under this policy and procedure and from retaliating against an individual for filing such a grievance.

### **INFORMAL PROCESS FOR RESOLUTION**

Anyone with an allegation of discrimination may request an informal meeting with the compliance officer or designated employee to resolve their concerns. Such a meeting will be at the option of the complainant. If unable to resolve the issue at this meeting, the complainant may submit a written complaint to the compliance officer. During the course of the informal process, the District must notify complainant of their right to file a formal complaint.

### **FORMAL PROCESS FOR RESOLUTION**

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

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.

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

The Superintendent or designee will respond to the complainant with a written decision as expeditiously as possible, but in no event later than 30 calendar days following receipt of the written complaint, unless otherwise agreed to by the complainant or if exceptional circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the District will notify the complainant in writing of the reason for the extension and the anticipated response date at the time the District responds to the complainant, the District must send a copy of the response to the office of the superintendent of public instruction.

The decision of the Superintendent or designee will include: 1) a summary of the results of the investigation; 2) whether the District has failed to comply with anti-discrimination laws; 3) if non-compliance is found, corrective measures the District deems necessary to correct it; and 4) notice of the complainant's right to appeal to the school board and the necessary filing information. The superintendent's or designee's response will be provided in a language the complainant can understand and may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964.



Any corrective measures deemed necessary shall be instituted as expeditiously as possible, but in no event later than 30 calendar days following the superintendent's mailing of a written response to the complaining party unless otherwise agreed to by the complainant.

**Level Two – Appeal to the Board of Directors**

If a complainant disagrees with the superintendent's or designee's written decision, the complainant may appeal the decision to the District Board of Directors by filing a written notice of appeal with the Secretary of the Board within ten (10) calendar days following the date upon which the complainant received the response.

The Board shall schedule a hearing to commence by the twentieth (20th) calendar day following the filing of the written notice of appeal, unless otherwise agreed to by the complainant and the superintendent or for good cause. Both parties shall be allowed to present such witnesses and testimony as the board deems relevant and material. Unless otherwise agreed to by the complainant, the board will render a written decision within thirty (30) calendar days following the filing of the notice of appeal and provide the complainant with a copy of the decision. The decision of the board will be provided in a language the complainant can understand, which may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act. The decision will include notice of the complainant's right to appeal to the Superintendent of Public

Instruction and will identify where and to whom the appeal must be filed. The District will send a copy of the appeal decision to the office of the superintendent of public instruction.

**Level Three – Complaint to the Superintendent of Public Instruction**

If a complainant disagrees with the decision of the Board of Directors, or if the District fails to comply with this procedure, the complainant may file a complaint with the superintendent of public instruction.

- 1) A complaint must be received by the Superintendent of Public Instruction on or before the twentieth (20) calendar day following the date upon which the complainant received written notice of the board of directors' decision, unless the Superintendent of Public Instruction grants an extension for good cause. Complaints may be submitted by mail, fax, electronic mail, or hand delivery.
- 2) A complaint must be in writing and include: 1) A description of the specific acts, conditions or circumstances alleged to violate applicable anti-discrimination laws; 2) The name and contact information, including address, of the complainant; 3) The name and address of the district subject to the complaint; 4) A copy of the district's complaint and appeal decision, if any; and 5) A proposed resolution of the complaint or relief requested. If the allegations regard a specific student, the complaint must also include the name and address of the student, or in the case of a homeless child or youth, contact information.
- 3) Upon receipt of a complaint, the Office of the Superintendent of Public Instruction may initiate an investigation, which may include conducting an independent on-site review. OSPI may also investigate additional issues related to the complaint that were not included in the initial complaint or appeal to the superintendent or board. Following the investigation, OSPI will make an independent determination as to whether the district has failed to comply with RCW 28A.642.010 or Chapter 392-190, WAC and will issue a written decision to the complainant and the district that addresses each allegation in the complaint and any other noncompliance issues it has identified. The written decision will include corrective actions deemed necessary to correct noncompliance and documentation the district must provide to demonstrate that corrective action has been completed.

All corrective actions must be completed within the timelines established by OSPI in the written decision unless OSPI grants an extension. If timely compliance is not achieved, OSPI may take action including but not limited to referring the district to appropriate state or federal agencies empowered to order compliance.

A complaint may be resolved at any time when, before the completion of the investigation, the district voluntarily agrees to resolve the complaint. OSPI may provide technical assistance and dispute resolution methods to resolve a complaint.

**Level Four – Administrative Hearing**

A complainant or school district that desires to appeal the written decision of the Office of the Superintendent of Public Instruction may file a written notice of appeal with OSPI within thirty (30) calendar days following the date of receipt of that office's written decision. OSPI will conduct a formal administrative hearing in conformance with the Administrative Procedures Act, Chapter 34.05, RCW.

## **MEDIATION**

At any time during the discrimination complaint procedure set forth in WAC 392-190-065 through 392-190-075, a district may, at its own expense, offer mediation. The complainant and the district may agree to extend the discrimination complaint process deadlines in order to pursue mediation.

The purpose of mediation is to provide both the complainant and the district an opportunity to resolve disputes and reach a mutually acceptable agreement through the use of an impartial mediator. Mediation must be voluntary and requires the mutual agreement of both parties. It may be terminated by either party at any time during the mediation process. It may not be sued to deny or delay a complainant's right to utilize the complaint procedures.

Mediation must be conducted by a qualified and impartial mediator who may not: 1) Be an employee of any school district, public charter school, or other public or private agency that is providing education related services to a student who is the subject of the complaint being mediated; or 2) Have a personal or professional conflict of interest. A mediator is not considered an employee of the district or charter school or other public or private agency solely because he or she serves as a mediator.

If the parties reach agreement through mediation, they may execute a legally binding agreement that sets forth the resolution and states that all discussions that occurred during the course of mediation will remain confidential and may not be used as evidence in any subsequent complaint, due process hearing or civil proceeding. The agreement must be signed by the complainant and a district representative who has authority to bind the district.

## **PRESERVATION OF RECORDS**

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