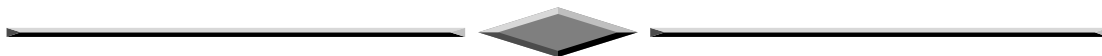




**VALLEY SCHOOL  
STUDENT-PARENT HANDBOOK**

**2022-2023**

**3034 Huffman Rd.  
Valley, WA 99181  
(509) 937-2413  
Toll free: (855) 937-2413  
Website: [www.valleysd.org](http://www.valleysd.org)**



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## PRINCIPAL'S MESSAGE

August 22, 2022

Dear Parents/Guardians, Families, and Students,

Welcome to the 2022-2023 school year! I am your new Principal, Ms. Johnson, and I am so excited to be part of the Valley Eagles! Here at Valley, we pride ourselves in partnering with parents/guardians to support all students in whatever manner they may need. We find that parents/guardians are one of our most valuable assets in educating our students. I look forward to meeting each of you!

Please make sure that you are aware of the information contained in this handbook. As you will see it provides information about how Valley School operates. As we start the year, students and staff will be focusing on the Valley Eagles S-O-A-R general rules and guidelines:

**Safety** – Safety of self, others, staff members, and property

**Ownership** – Ownership for our actions and behaviors

**Achievement** – Achieve by finding ways to meet the expectations of each setting and content area

**Respect** – Respect for self and others

The staff at Valley School is very excited to be back in the classroom with students and facilitating some great learning opportunities. It is going to be a great year!

Please do not hesitate to reach out at any time with questions or concerns. Thank you for your support of Valley School, and your dedication to your child!

Sincerely,

Leoni Johnson, Principal

509-937-2413

[Leoni.Johnson@valleyk8.org](mailto:Leoni.Johnson@valleyk8.org)

# GENERAL INFORMATION

## SCHOOL HOURS MONDAY-FRIDAY:

On the regular daily schedule, buses begin arriving at 8:15 a.m. If you are dropping off your student, please do so between 8:20 and 8:30 a.m. at the main school entrance. Students should arrive to school no later than 8:35 a.m. **Classes begin at 8:40 a.m. for all grades, and dismissal time for all students is 3:10 p.m.** Mondays are generally one hour late-start days. Please note the schedule variation for Mondays, below.

### DAILY BELL SCHEDULE (Tues-Fri)

MIDDLE SCHOOL	4th & 5th Grade	2nd & 3rd Grade	1st Grade	Kindergarten
8:40 Home Room	8:40 Class	8:40 Class	8:40 Class	8:40 Class
8:53 WIN Period	10:15 Recess	9:50 Encore	10:00 Recess	10:00 Recess
9:51 1st Core Period	10:30 Class	10:40 Class	10:15 Class	10:15 Class
10:50 Recess	10:40 WIN	11:35 Recess	11:20 Recess	11:10 Recess
11:05 Lunch	11:50 Recess	11:50 Lunch	11:35 Lunch	11:25 Lunch
11:26 2nd Core Period	12:05 Lunch	12:10 Class	11:55 Class	11:50 Class
12:18 Encore	12:25 Class	1:15 WIN	12:10 WIN	12:40 WIN
1:12 3rd Core Period	2:10 Encore	2:20 Recess	1:15 Encore	1:15 Encore
2:05 Recess	3:00 Class	2:35 Class	2:10 Recess	2:10 Recess
2:17 4th Core Period			2:25 Class	2:30 WIN
<b>3:10 Final Bell &amp; Release</b>				

### Monday Late Start BELL SCHEDULE

MIDDLE SCHOOL	4th & 5th Grade	2nd & 3rd Grade	1st Grade	Kindergarten
9:40 Advisory	9:40 Class	9:40 Class	9:40 Class	9:40 Class
9:51 1st Core Period	10:40 WIN	9:50 Encore	11:20 Recess	11:10 Recess
10:50 Recess	11:50 Recess	10:40 Class	11:35 Lunch	11:25 Lunch
11:05 Lunch	12:05 Lunch	11:35 Recess	11:55 Class	11:50 Class
11:26 2nd Core Period	12:25 Class	11:50 Lunch	12:10 WIN	12:40 WIN
12:18 Encore	2:10 Encore	12:10 Class	1:15 Encore	1:15 Encore
1:12 3rd Core Period	3:00 Class	1:15 WIN	2:10 Recess	2:10 Recess
2:05 Recess		2:20 Recess	2:25 Class	2:30 WIN
2:17 4th Core Period		2:35 Class		
<b>3:10 Final Bell &amp; Release</b>				

## **ATTENDANCE:**

### **Student Health Monitoring**

Valley School district follows the guidance of the Washington Department of Health and Office of Superintendent of Public Instruction while working in coordination with Northeast Tri-County Health District to maintain healthy school environments. We must all do our part to prevent any contagious disease from spreading to other students and staff throughout our school, which includes staying home when experiencing symptoms of illness and using good hygiene practices such as frequent hand washing and cleaning/disinfecting surfaces.

As we partner together in monitoring student health, we can all do the following:

- Seek advice from a licensed healthcare professional (LHP) if you have any doubts about your child's wellness/condition. With any symptom(s) of illness similar to COVID-19, please contact the school for further guidance on school attendance: (509) 937-2413.
- Be prepared to immediately pick up your child(ren) from school if you are notified they are experiencing symptoms of illness while at school.
- Keep all emergency contact information up to date in the school records. We must be able to contact you quickly and successfully (two-way communication).
- Be sure to call the school office at (509) 937-2413 to report your child(ren)'s health status as soon as possible should you determine they are not well enough to attend school.
- If your child(ren) have been identified as a close contact, or are exhibiting symptoms of COVID-19, or have received a positive test (regardless of vaccination status), you must consult with the school office to determine quarantine/isolation steps and when the student may safely attend school again.

While students are at school, staff monitor student health throughout the day. We will be using the Dept. of Health flow charts for mitigating transmission of COVID-19 in schools to decide when children should be picked up from school, and when they can return. Below are the eleven symptoms of COVID-19 to watch for:

- Cough
- Shortness of breath or difficulty breathing
- Fever of 100.4°F or higher or a sense of having a fever
- Sore throat
- Chills
- New loss of taste or smell
- Muscle or body aches
- Nausea/vomiting/diarrhea
- Congestion/runny nose
- Unusual fatigue
- Headache

We find frequent opportunities for students to be outside in fresh air and we want to make sure they have appropriate attire for a variety of weather. Please be sure to send your child to school with adequate layers and rain or snow gear. If you are unable to provide appropriate weather-related items for your child, please reach out to your child's teacher, the school counselor, or the office.

## **Regular Attendance Guidelines**

Students are expected to attend school and participate in assigned classes each day. Regular attendance is very important to each student's school success and is a necessary habit for a productive adult life. Students can fall behind if they miss a day or two every few weeks, and absences affect the whole classroom as teachers must slow down learning progress to help students catch up. Consistent attendance will ensure a student has the opportunity to thrive academically and develop meaningful relationships with other students and staff.

There are a wide variety of reasons that students are absent from school, and we are prepared to support families. School staff must track attendance daily and communicate with parents to understand why a student is absent, identify barriers, and offer supports to overcome challenges the family or student may face that interfere with regular attendance.

Families are responsible for making sure their student(s) arrive to school on time. **If a student arrives after morning classes have started, the student must stop at the office, sign in, and provide a note from a parent or guardian ("parents") explaining the tardiness.** If the school does not receive a note or phone call from a parent, an unexcused tardy will be documented. To avoid unexcused absences, parents should communicate regularly with school staff. **When a student will be absent, please call the office before 8:15 a.m. to inform us.**

When a student is ill, they should be kept home. **A written excuse must be sent to the office** upon the student's return, providing the reason for the absence, unless a parent has called the school on the day of the student's absence. If a student has excessive absences, a note from a licensed healthcare practitioner (LHP) verifying the appointments or illness may be required.

Students may be excused for mental health, medical, and dental appointments in accord with District Policy 3122-Excused and Unexcused Absences. Parents should state in writing that their student should be released at a specific time and who will pick the student up. **This note should be given to the office before school starts that day. The person picking up the student must come into the office to sign the student out and, if not the parent, the parent must verify, in writing, the person coming prior to pick-up.**

*We always appreciate notes from parents and guardians when students' normal routes home need to be changed. If a note is not possible, then a phone call made to the school before 2:00 p.m. is needed to give special directions. Last-minute notices make it difficult for the office to contact the student. Students without a note or phone call from the parent will be required to follow their usual routine.*

Information about the benefits of regular attendance and the consequences of chronic absenteeism is shared annually with families. It is important that students and parents understand our school policies and procedures, as well as Washington State law concerning school attendance requirements, excessive absences (including excused absences), and truancy. Repeated unexcused absences and excessive excused absences will initiate conferences with you and your student, require a student assessment to determine the reasons for the excessive absences, and implementation of a supportive plan with corrective measures to ensure regular attendance and student success.

"Excessive absences" means any excused or unexcused absence accruing to 18 days or more within the school year, which is 10% of the annual school attendance requirement of 180 days. With multiple, recurring excused and unexcused absences, schools are required to file a truancy petition with the court, which may trigger additional community agency involvement and/or court appearances by the student and parents.

More information about school and parent responsibilities and resources for improving attendance can be found at [www.valleysd.org](http://www.valleysd.org) or at the school office.

## **BREAKFAST AND LUNCH INFORMATION:**

### **Meals at school are available to all students. Breakfast and lunch are served daily.**

Valley School District participates in a federal program called Community Eligible Provision (CEP), which is part of the National School Lunch and School Breakfast programs. CEP allows all students to receive breakfast and lunch at no charge. The school provides a monthly menu for each student to take home, and the menu is available on the school webpage. Students perform better academically when they have adequate nutrition to fuel their bodies and brains.

The school meals (breakfast and lunch) must meet the nutritional requirements as prescribed by the U.S. Department of Agriculture and the Child Nutrition Services Office of the Superintendent of Public Instruction. Food service personnel utilize the food guide pyramid to build a good foundation for learning.

Visiting parents or other adult volunteers occasionally may elect to eat lunch with students. Reservations are required in the school office by 2:00 the day before the visit, and standard adult meal fees will be charged. Please contact the school office for current adult meal rates.

### **Breakfast After the Bell**

Students are encouraged to either eat breakfast at home or take advantage of our Breakfast After the Bell program. All students are offered “breakfast in the classroom,” which is a nutritious breakfast made available after early recess and during the first morning class session. Packaged breakfast items (hot or cold) are delivered to each classroom. Students may eat in designated areas with their peers during school announcements, while the teacher takes attendance, reads or begins other classwork.

### **Special Dietary Needs**

Reasonable modifications to school meals are available for students with unusual nutritional needs due to food allergy or serious health conditions. Feel free to discuss dietary limitations with school staff to see if your student’s needs may be accommodated. To request and initiate meal modifications, ask for a *Diet Prescription for Meals at School* form at the school office. This form must be completed by a licensed healthcare practitioner and returned to the school before the food service staff can modify your student’s meals. In some cases, family or religious preferences mean some students will choose to forego certain portions of their meals. However, personal diet preferences will not be accommodated.

More information about meal accommodations is detailed in Procedure 6701P2-Food Service Accounting. You may find policies on the district website at [www.valleysd.org](http://www.valleysd.org), or contact the district administrative office at (509) 937-2791 to request a paper or electronic copy, or translated information.

**BUILDING AND GROUNDS:** It is the responsibility of everyone to make the school a warm, friendly, pleasant place to be. As a result, school and personal property will be respected and secure. Adults and students will treat each other with respect. They will also respect the fact that certain areas need special attention and quiet times. These places include the library, hallways during class time, the office area, and areas affected by assemblies, plays or performances.

Trash containers have been placed around the grounds and building to facilitate our efforts to keep these areas looking neat and clean. Your cooperation in properly disposing of trash is appreciated.

**CLOSED CAMPUS:** We operate a closed campus. Students must remain on the school grounds from the time they arrive, even if the first period has not yet started, until dismissal or they are picked up by the bus. Students are never to leave school premises during the official school day except by written permission of parents or guardians, parental phone permission, or by permission of the principal.

If a student is to be dismissed at a time other than the regular dismissal time, it will be necessary to send a written notice to the office to that effect. Students will not be released to anyone other than those authorized, in writing, by the parent. If you need to make changes to this list from the previous year, please notify the office. (*District Policy #3125-Removal or Release of Student During School Hours*)

**DRESS, GROOMING, AND PERSONAL PROPERTY:** Students have a responsibility to dress and appear on our school campus according to standards of propriety, safety, and health. The following guidelines will uniformly be applied to dress, grooming, and personal property (these guidelines will also be fully enforced on school picture day):

1. Hats or other head coverings are generally not to be worn in the school building. This rule applies to both males and females. Exceptions to this guideline can be made on special school-sponsored dress days/events, and by a consensus of teachers in middle school (only) classes. When allowed, hoods may not cover student faces.
2. Short pants and skirts are to be no shorter than where the student's fingertips naturally reach their thighs when standing normally with arms relaxed, regardless of leggings or not. Holes or cutouts in pants are to be no higher than where the student's fingertips naturally reach their thighs when standing normally with arms relaxed. Any pants worn low will not be permitted.
3. Leggings, worn as pants, and other tightly fitting clothing must be made of a heavy enough weight fabric so that undergarments are not visible. When wearing leggings, we encourage students to wear a loose top or shirt long enough to reach the upper thighs.
4. Footwear with soles must be worn in school facilities and on school grounds. Sports shoes with cleats may not be worn in the buildings. Heels higher than 3 inches are not allowed and no heels are allowed on the playground or during recess. Spiked or stiletto heels are not allowed for regular school day.
5. See-through apparel, bare stomachs, bare back tops, strapless garments, low-cut tops, spaghetti strap garments, tank tops (with less than two finger-width strap), and muscle shirts are not acceptable.
6. Tobacco, drug (including marijuana or its likeness), and alcohol advertising on clothing or personal property is not permitted. Inappropriate words and/or pictures on clothing or personal property are prohibited.
7. Sunglasses are not to be worn, or to be out, in the school unless prescribed by a physician and cleared through the office.

*In such cases where inappropriate dress is determined, and school officials cannot achieve a solution, parents or guardians will be contacted and requested to intervene and resolve the issue.*

**ENERGY DRINKS:** Energy drinks are not allowed in the school, with the exception of a parent allowing it for their own child at lunch and then it may be consumed in the lunchroom only.

**FIELD TRIPS:** *Telephone authorizations or handwritten notes are not acceptable. Your child must return a completed Field Trip permission form to participate in Valley School field trips.* All registered students who are eligible to go on a field trip must ride the bus to and from the field trip with the other students. If an entrance fee is charged, only a certain number of chaperones will be paid for by the school district. Siblings cannot ride the bus.



**GYM USE:** Basic rules for any gym floor use will be as follows:

1. **Only non-marking inside gym shoes allowed on the court at any time.**
2. **No food, drink or gum allowed in gym.** (Plastic water bottles with water are allowed.)
3. **Only school-approved activities allowed.** For example, playing volleyball or basketball is allowed. Some examples of activities that are not allowed include: skateboarding, roller-skating, rollerblading, baseball, operating remote-control cars and trucks, hockey, etc.

*All K-8 students at Valley are required to bring (and leave at school) a clean pair of non-marking sole gym shoes and socks for wearing only inside during P.E. and other activities that they might do in the gymnasium. Please bring Velcro-fastening shoes as needed for younger students. If you are unable to provide appropriate gym-type shoes for your child, please reach out to your child's teacher, the counselor, or the school office.*

**INSURANCE:** Special accident insurance is made available through a commercial agency as a service to parents, guardians and students. Brochures will be sent home early in the year explaining coverage and pricing.

**INTERNET USE:** Valley School uses various web-based educational products for students. We assume you give permission for students to access these products unless you specifically request that they do not use them. The list below represents some of the programs for the current school year:

- Renaissance Learning
  - AR (Accelerated Reader), STAR Reading and STAR Math, Home Connect
- Destiny, Valley School Library's Web-based Catalog
- iSucceed Math Intervention Instruction
- i-Ready Reading
- i-Ready Math
- Type-to-Learn
- KidPics
- Discovery Education
- Smarter Balanced (state assessments) and other testing interface

Students who do not have an Internet Use Agreement on file with the school will not be allowed to access the Internet for research or any other educational purpose. (*District Policy #2022/2022P1-Electronic Resources*)

**LOCKERS:** All students who are issued a locker are responsible for the locker they are assigned. A combination lock is recommended but not required. (The school does not provide locks.) Combinations need to be registered with class advisors or, if the lock has a key, an extra key must be left with the advisor. Locks need to be removed at the end of the school year. Other basic rules that apply include: no stickers; no dismantling of lockers in any way; and no writing on or defacing lockers. Students are responsible for cleaning everything out of their lockers at the end of the school year. Students will be fined for damaged lockers and/or lockers requiring excessive custodial work.

**LOST AND FOUND:** Items and articles of clothing found in and around the school should be turned in to the office, where the owners may claim their property by identifying it. Students and parents or guardians are encouraged to check our *Lost and Found* regularly, as any articles remaining unclaimed will be donated to an organization serving the needy.

## **Lost and Found Procedures**

All “found” clothing goes into the *Lost and Found* area and is displayed so students and parents or guardians can easily see the articles of clothing. Once a week, school personnel will go through and date each article of clothing. Any clothing that has a date older than one month will be distributed by the Valley School (the school will use its discretion after three weeks as to where the clothing goes).

**MEDICATION AND FIRST AID:** Prior to school staff dispensing any form of medication, whether prescribed or over-the-counter, state law requires that written authorization from the parent or guardian and licensed healthcare provider be presented to the office. Current authorization and instructions from the licensed healthcare provider must be provided at the beginning of each school year in cases where medication is to be given on an on-going basis, and must be updated any time medication treatment orders change. The *Authorization for Administration of Medication at School* form is available at the office. (*District Policy #3416/3416P1-Medication at School; RCW 28A.210.260*)

All medication must be kept in its original container and left at the office to be dispensed according to instructions. The licensed healthcare provider must state, in writing, the need for any student to carry and/or self-administer certain medications. Otherwise, all medications, including cough drops and aspirin, must be kept at the office. Medication brought in for one student may not be dispensed to any other student. Any student who shares medication of any kind will be disciplined in accordance with *District Policy #5201-Drug Free Schools, Community and Workplace*.

Because we do not have a full-time school nurse, we are able to offer only minimal first-aid treatment (Band-Aids, ice packs, cold rags, etc.) Our space is limited as well, so please, **if your student is ill, keep him/her at home**. Any student with a temperature of 100 degrees or higher should be kept at home or picked up immediately if the fever occurs at school. The student should be fever-free for 24 hours before returning to school. In the event of serious injury or illness during school, we will contact the parent or guardian. If parents or guardians are going to be unavailable or out-of-town, we must have a note or phone call telling us whom we may contact in case of an emergency.

**LIFE-THREATENING HEALTH CONDITIONS:** The attendance of every child with any life-threatening health conditions will be conditioned upon the presentation, before or on each child’s first day of attendance at a particular public school, of a medication or treatment order addressing the health conditions the child has that may require medical services to be performed at the school. Once such an order has been presented, the child will be allowed to attend school. As used in this section, “life-threatening condition” means a health condition that will put the child in danger of death during the school day if a medication or treatment order and a Care Plan are not in place. (*District Policy #3413-Life Threatening Health Conditions; RCW 28A.210.320*)

**PARENT & FAMILY ENGAGEMENT:** Valley School believes that parents are the first and most important educators of their children. With that in mind, your involvement in your student’s education is essential to student achievement.

We would also like parents to be involved in other aspects of Valley School as your input and insight are critical to helping us meet the needs of all of our students. Our focus is to help students be successful at learning and achieve goals that will keep them on the path of success throughout their future.

Many opportunities are available for you to involve yourself in the school and we hope that you will access them via the school website, at [www.valleysd.org](http://www.valleysd.org), visit the classroom webpages, contact the school office at (509) 937-2413 or come into the school personally to take advantage of these opportunities.

Our goal is to provide you with:

- Effective communication
- Access to an annual informational session (Back-to-School/Open House event)
- Opportunities to meet and connect with staff
- The opportunity to participate in the Family Engagement Committee and collaborate on the Parent and Family Engagement Policy
- The opportunity to participate in programming and decision-making
- The opportunity to assist in reviewing and maintaining the Parent-School Compact for Student Achievement
- Activities that support the academic achievement of your students

Please help us continue to ensure that Valley School is a positive place for students to be successful and achieve their goals.

**PICTURES:** Individual, sports, and class pictures will be taken during the school year by Leo's Photography. All students and staff must have their individual picture taken for identification and school use. These pictures are regarded as a service to parents, guardians and students, and the school does not require purchase of the pictures. Brochures will be sent home with each student announcing the date of pictures and the cost. Individual pictures will be taken this year on Thursday, September 15, 2022. Picture retakes are scheduled for Friday, October 21, 2022.

**RENAISSANCE HOME CONNECT:** *Renaissance Home Connect* and *Renaissance Place Real Time* allow parents and guardians to monitor a child's reading practice and progress. A parent can view *Renaissance Home Connect* and *Renaissance Place Real Time* from any computer with an Internet connection using these browsers:

WINDOWS:

- Microsoft Edge Chromium
- Firefox® (98-102)
- Chrome (99-103)

MACINTOSH:

- Safari™ (11-15)
- Firefox (98-102)
- Chrome (99-103)

**To Log in to Renaissance Home Connect:**

Go to the following website: <https://hosted49.renlearn.com/703008/HomeConnect>. To log in to this site, use **YOUR CHILD'S** username and password. In *Renaissance Home Connect* you can also:

- Click **Email Setup** to sign up to receive emails showing your student's quiz or test results
- Click **Help** to get answers to your questions about Renaissance Home Connect

**To Log in to Renaissance Place Real Time:**

Go to the following website: <https://global-zone52.renaissance-go.com/welcomeportal/703008>. When you get to the 'Welcome' screen, choose **Parent**. Use **YOUR** username and password. From this site you should be able to choose your student and any of the following reports: AR Student Record Report, AR Goals & Points, Star Early Literacy Parent Report (Gr. 1 & 2), and Star Reading (Gr 1-8).

Renaissance also now includes a '*Parent's Page*' with information about all of the Renaissance programs your child/children use at school, as well as information on how to use *Home Connect*. All of the information is available in both English and Spanish. To access the *Parents Page*, go to the website address: <http://www.renlearn.com/parentspage/default.aspx>

To receive a parent/guardian username and password, or if you have any problems connecting to *Renaissance Home Connect* or *Renaissance Place Real Time*, please call Valley School Librarian Dori Bergman at (509) 937-2840 or [Dori.Bergman@valleyk8.org](mailto:Dori.Bergman@valleyk8.org).

**RESPONSE TO INTERVENTION:** Response To Intervention (RTI) is a process that provides enrichment, intervention and educational support to all students at increasing levels of intensity based on their individual needs. The goal is to prevent problems and intervene early so that students can be successful. Visit <http://www.mtss4success.org> for more information.

Valley School provides quality support programs through the Title 1, Part A program (federal) and the Learning Assistance Program (LAP; state level). Our intervention program is called **WIN (What I Need) Time**. **WIN Time** is scheduled into the day so that students don't miss core instruction. In the middle school we provide WIN opportunities during the Core Support Period. *Please refer to the schedules on page 3; the schedule is also posted on our school website.*

All students at Valley School receive services according to their individual needs. Qualifications for these support services are based upon several standardized and benchmark assessments. There are three levels of service. Level 1 services provide core instruction for all students. Students who qualify for Level 2 services receive additional strategic interventions from their classroom teacher and/or from a Title 1 or LAP specialist/instructional assistant. Finally, students who qualify for Level 3 services receive intensive intervention instruction from a Title 1 or LAP specialist/instructional assistant based on available staffing. Valley School is implementing an inclusion model starting this school year. This model allows for students to receive additional supports while still in the classroom.

**SAFETY DRILLS:** In accordance with state requirements, emergency preparedness drills will be conducted monthly to familiarize students and staff with signals and processes for responding to potential threats and hazards. Teachers will inform students of proper procedures for each of the four functional responses to emergency situations: evacuation; lockdown/lockout; shelter-in-place; and drop-cover-hold on. In the event that students and staff are directed to evacuate off-site to the VL Transport Center or other location, the following guidelines will be used:

- We will strongly encourage parents not to pick up their children from the school because doing so will create additional confusion at the incident site.
- Once students have arrived at the off-site location, individual students may be released to the custody of a parent or guardian.
- Parents and guardians must follow established processes used when students are removed from school grounds or functions during school hours.
- A sign-out sheet will be used for verification of authority to remove the student.
- In the event the student's parent or guardian is not available to pick up the student, a Valley School secretary will confirm with the parent or guardian that the alternate person has permission to do so.

**SAFE WALKING:** The same rules regarding student conduct and safety also apply to students who walk to school. To ensure student safety, all students are encouraged to ride the bus to and from school.

Students who must walk or ride a bike from Valley (north of the school) should travel on the gravel path to the east of Highway 231 that goes from the parking lot back of the school down to the center of Valley. There is no safe walking route from south of Valley School and students who live in that area are strongly encouraged to ride the bus. Students should not walk or ride a bike to school along Highway 231. Further information and a map of the safe walking route may be obtained through the office.

**SKYWARD FAMILY ACCESS:** Tracking information through Family/Student Access within the Skyward student information system allows students, parents and guardians to play a more involved role in the child’s educational progress and improve communication with the school. Parents and guardians use Family Access and students use Student Access in Skyward via the internet using a secure login that the school district assigns. Skyward Family/Student Access contains the following modules for viewing school and student information, records, notifications, and fees.

- Attendance
- Calendar
- Message Center
- Email Notifications
- Fee Management
- Student Information
- Grades and Gradebook
- Test Scores

**Logging In to Skyward Family Access:**

Your Family Access account determines what you can view and edit. For example, only guardians are allowed to submit Absence Notifications. If you don’t know your account login and password, contact the school at (509) 937-2413. To login to Skyward Family Access:

1. Go to [www.valleysd.org](http://www.valleysd.org) and click on the round Skyward icon in the quick links bar on the homepage.
2. In the Login ID and Password boxes, type in your assigned login ID and password.
3. Click Sign In.



**Retrieving Your Login ID or Password:**

If you have forgotten your login ID or password, you can retrieve them if you have provided your email address to the school office. To retrieve your login or password:

1. Click the “Forgot your Login/Password?” hyper-link on the Login page.
2. Type your email address and click “Submit.”

If the system successfully identifies you, a confirmation page appears and an email containing your login and password is sent to your email address on file. If the system can’t identify you, contact the Valley School office at (509) 937-2413 to retrieve your credentials.

**SPORTS:** Extracurricular athletics are offered to students in middle school and, depending on levels of student participation and coach availability for any particular sport, opportunities for team play may be provided in partnership with Mary Walker School District. Valley School's sports programs operate within the Dept. of Health and [WIAA](#) guidelines for participation, including during outbreaks of communicable disease. To support student health, safety protocols such as masking and screening testing may occur as dictated by the level of risk unique to each sport for transmission, proximity of players, coaches, and spectators, and the activity's indoor or outdoor setting. We will communicate sport-specific information to students (and parents) interested in playing throughout the seasons.

**STUDENT INFORMATION:** It is very important that the school be kept informed of your current home address and telephone number, plus an emergency telephone number where a parent or guardian, authorized relative or friend may be reached. If these emergency contacts change, please notify the office at once. Providing an email address is also essential.

**STUDENT-PARENT-TEACHER CONFERENCES:** Parents and guardians will be invited during the school year to meet with their student and teacher to discuss the student's progress. We hope you will make every effort to keep the appointments as scheduled.

Conferences are student-led for the most part, using portfolios, which represent a student's abilities in various areas of learning. The student, while leading the conference, is actually evaluating their own strengths and needs. In this assessment process, students, parents, guardians and teachers actively engage in dialogue about learning. Parents and guardians are always encouraged to ask questions about any concerns they feel may not have been touched upon at the conference, or which should be brought to the teacher's attention. The teacher will also share information about how the student is progressing, academic goals and some results on tests we administer regularly.

Additionally, parents and guardians have the right to request information regarding the professional qualifications of their student's classroom teacher by contacting the Valley School District's administrative office at (509) 937-2791.

**TELEPHONE / CELL / DEVICE USE:** The phone in the office may be used by students only in cases of emergency and with the permission of the secretary, assistant secretary, principal, and/or a pass from the classroom teacher. This does not include calling home for forgotten homework, permission slips, after school arrangements or other items. Messages and deliveries from home should be left in the office. The school can (and does) convey messages to students all day. Parents or guardians are asked to contact the school if there is a need to get a message to their student. **Students will be called out of class only in an emergency.**

#### **Cell Phone/Electronic Device Use**

Preferably, all personal electronics will be left at home. Cell phones or electronic devices are to be set on silent/mute and NOT VISIBLE between the students' arrival to school grounds and their departure from the building at the end of the school day. When students arrive at school with an electronic device, their device must be stored in a safe place where it won't be visible, such as the student's locker (not recommended if unsecured), purse or backpack. Student/parents are fully responsible for the safety (loss or damage) of any personal cell phone or electronic device brought on school grounds. If the cell phone or electronic device is seen by a staff member, it can be taken and stored in the office until the parent or guardian can pick up the device.

## TEXTBOOKS (Damaged or Lost):

1. Textbooks are furnished by the school and issued at the beginning of each year (or semester). Textbooks are to be kept clean and handled carefully. It is recommended that students cover the textbooks assigned to them. Please be sure that your student places their name, grade and school on the book label in case the book is misplaced.
2. Except for normal wear, all textbooks furnished for student use must be returned in good condition when turned in to the instructor of the course.
3. The staff member who collects the returned books will determine the condition of the book – normal wear, damaged or lost/unusable.
  - a. **Normal wear** includes dog-eared pages, some markings, scuffed corners, etc.
  - b. A **damaged book** has been harmed beyond normal wear but is still usable by another student. It may have extensive marginalia or drawings, minor locker damage, torn pages, etc.
  - c. A **lost/unusable book** is one that is not returned or is unusable by another student due to excessive damage. It may have missing pages, a missing cover, sections that have fallen out of the binding, etc.
4. If a book is lost/unusable or damaged, the staff member must fill out two forms:
  - a. *Valley School Damaged/Lost Book Slip* and send it home with the student.
  - b. The staff member will also record a list of students with damaged/lost books on the *Valley School Damaged/Lost Book Sheet* and turn it in to the main office.
5. Valley students may be required to pay a fine for books loaned to them by the Valley School that are rendered lost/unusable or damaged while in their care.
  - a. Textbook fines are to be paid at the Valley School office.
  - b. End of year report cards, awards and file transfers can be held until all fines are covered.
6. Depreciation scale:
  - a. For damaged books, the following formula is used to calculate the fine.
$$(\text{Cost of New Book}) \times (1 - [\text{Years Old} \div 10]) = \text{Fine}$$
  - b. For lost/unusable books, the following formula is used to calculate the fine.
$$(\text{Cost of New Book}) \times (1 - [\text{Years Old} \div 10]) = \text{Fine}$$
7. Disputed fines should be discussed with the Valley School Principal, who has the final decision on the charges.

**VALUABLES:** Students are not to bring valuables or large amounts of money to school. Students should leave all electronic gear (e.g. cell phones, electronic games and personal music players) at home. Articles of value for class display should be locked in a teacher's cabinet. The school will not be held responsible for lost or stolen items.

**VISITORS:** All visitors must check in at the school office upon arrival. Due to evolving COVID-19 mitigation guidance or outbreaks, at times entry to school facilities or classrooms may be limited to those persons with immediate and legitimate educational or business purposes that cannot be handled via telephone, email or video conference. Visitors and volunteers should contact the school ahead of time for current conditions and procedures.

# SCHOOL BEHAVIOR SUPPORT PLAN

**VISION:** Students learning at their peak potential guides the vision of the Valley School behavior support plan.

**BELIEFS:** Every student should be privileged with a physically and emotionally safe and orderly classroom, free from unnecessary distractions and disruptions to the learning process.

- A minimum number of rules must be developed to protect students' rights.
- Following rules must be recognized and praised while breaking rules must result in consequences.
- Consequences must balance the rights of the transgressing student with the rights of all students.
- Students must remain in the classroom unless they substantially disrupt the rights of others to learn or make another person feel physically or emotionally unsafe by their actions in the classroom.
- Students must remain in school unless they harm another person physically or emotionally, subject another person to potential serious harm, and/or violate state laws and regulations governing student conduct.
- We must take prudent measures to ensure Valley School is safe and drug-free.

## **POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORT (PBIS):**

**Positive Behavioral Interventions and Supports (PBIS)** is an approach to teaching and supporting positive behaviors. Valley School is in its seventh year implementing this school-wide approach to behavior that focuses on building a safe and positive environment in which all students can learn.

The PBIS foundation at Valley School is built from these school-wide expectations: **Safety, Ownership, Achievement, and Respect (SOAR)**.

- **SOAR Matrix** explains behavior expectations in each school setting. For example, in the cafeteria/ Multi-Purpose Room, students are expected to clean their own space and line up in an orderly fashion. That's taking "Ownership". These expectations are posted in classrooms and other specific locations, including page 16 of this handbook.
- **Behavior expectations** will be directly taught at the beginning of the school year, and repeated. Reminder posters will be displayed at key locations.
- **SOAR Cards** will be awarded for positive student efforts and behaviors. These provide incentives because they can be redeemed for special drawings and prizes.
- **SOAR Room** is a place for students when they are in need of space and time for self-regulation, support in resolving conflict, or other positive intervention supports in meeting behavioral expectations.
- **Office Intervention** will be given whenever students are exhibiting unsafe behavior for themselves, or other persons and their surroundings, and when in violation of *District Policy 3241-Student Discipline*.
- **SST (Student Success Team)**. The goal of the SST is to support individual student achievement by exploring interventions/supports and implementing an action plan for student success that is revisited at regular interval to gauge success. The goal is to take a holistic approach to working with our students, reviewing information across all domains of development. The team works with



the teacher, and family to address academic concerns, behavior concerns, or both academic and behavior concerns.

- **Good News Referrals** will be given to celebrate excellent student improvement and effort. Students can also **earn class rewards/activities** when classroom behavior goals/expectations are met.

## SOAR MATRIX:

The Valley School staff encourages all students to follow the Valley Eagles' S-O-A-R general rules and guidelines:

**S**afety – Safety of self, others, staff members, and property

**O**wnership – Ownership for their actions and behavior

**A**chievement – Achieve by finding ways to meet the expectations of each setting and content area

**R**espect – Respect for self and others.

School-Wide Rules/Expectations				
Setting	Safety	Ownership	Achievement	Respect
<b>Classroom</b>	-Follow directions -Maintain clear spaces -Hands/feet/objects to self	-Be on time ready to learn -Take responsibility for your choices -Use of SEL tools	-Engaged -Do your best	-Listen to others -Show empathy -Take care of school/personal property -Appropriate communication
<b>Hallway &amp; Stairs</b>	-Stay on right -Single file -Walk	-Hands/feet to self -Give space -Keep halls clean -Only use your locker	-Get to destination successfully -Arrive to your destination on time	-Pass quietly -Clean up mess
<b>Lunchroom</b>	-Move orderly -Listen and follow directions	-Eat your own food -Clean up after yourself	-Leave it better than when you arrived	-Wait patiently -Manners
<b>Bus</b>	-Stay in seat -Keep volume down	-Keep your hands/feet/objects to self	-Arrive at destination safely	-Manners
<b>Bathroom</b>	-Use facility appropriately -Privacy	-Maintain your belongings -Manage time	-Go/wash/exit	-Appropriate language and behavior -Privacy
<b>Recess</b>	-Follow rules -Be safe -Use equipment as intended	-Be a good sport -Manage your zones	-Sportsmanship -Problem solver -Have fun	-Respect community -Show school pride

## **BEHAVIOR INTERVENTIONS:**

**Valley School Staff will consider the following when working with students to decide responses to behavioral issues:**

- Input from family
- Input from classroom teacher
- Posted classroom rules
- Age, culture and behavior of the student
- Circumstances of the incident and previous conduct and history of the student
- Board Policy 3241-School Discipline and related Procedure 3241P1

**Examples of some possible interventions and/or staff responses are:**

- ‘Reset’ desk time
- Teacher and/or student and/or parent contact
- SOAR Room visit
- Breaks can be taken when a student needs time to self-regulate. Breaks may take place in the classroom, a quiet room, or the school office.
- Student visit with the school guidance counselor
- Restitution
- Structured recess
- Office intervention
- SST (Student Success Team) consultation
- Conference with parent/s and student
- Study hall
- Substance abuse prevention education
- Lunch detention

**Discipline** is action taken in response to student behavioral violations, which can be positive and supportive forms of discipline as well as exclusionary. Staff will administer discipline in a manner that supports positive school climate, maximizes instructional time, and increases equitable educational opportunities. Each situation will be considered individually to support the student in meeting behavioral expectations and with concern for the student’s circumstances.

Certain student actions and behaviors may require notification to law enforcement, out of school suspension, or long-term suspension. Parents and students should refer to *Policy 3241-Student Discipline* and related *Procedure 3241P1* for a full explanation and understanding of discipline terms, prohibited behaviors, conditions and limitations, communication requirements, and grievance process rights. Families will be provided a copy of the district discipline policy and procedures for information and reference. All district policies are available online at [www.valleysd.org](http://www.valleysd.org) or contact the district administrative office at (509) 937-2791 to request a paper or electronic copy, or translated information.

## **EXPLANATION OF DISCIPLINARY TERMS & CONSEQUENCES:**

- **Restitution (R):** Something the student does to make it right after an action/offense has occurred; for example: apologize, clean-up, write a note, etc.
- **Substance Abuse Prevention Education (SAPE):** Education conducted in two-hour sessions after school between 3:30 and 5:30 p.m. or at times when the counselor is available using board-approved substance abuse prevention curricula.

- **Recess Support (RS):** Assigned to students receiving an office referral and typically related to behaviors that have disrupted the orderly environment.
- **After School Detention (ASD):** Assigned to students as a step beyond a typical recent support placement.
- **Behavior Plan (BP):** A behavior plan is a plan developed by the Student Success Team in conjunction with the parent/guardian and the student when a student continues to struggle in maintaining appropriate behavior. A fourth offense in any one office referral category requires that a referral be made and a plan be developed and implemented.
- **In-School Suspension (ISS):** Assigned only to students who substantially disrupt the rights of other students to learn in the classroom or make others feel physically or emotionally unsafe in the classroom or school through their inappropriate behavior. Please refer to District Procedure #3241P1, section 8.2 for parameters covering In-School Suspension.
- **Short-Term Suspension:** Assigned only to students who substantially disrupt learning in the school community beyond an individual classroom. Please refer to District Procedure #3241P1, section 8.2 for parameters covering Short-Term Suspension.
- **Long-Term Suspension:** Assigned in situations involving serious violations of school rules. Please refer to District Procedure #3241P1, section 8.3 for parameters covering Long-Term Suspension.
- **Expulsion:** Assigned for a period of time up to the length of an academic term in very rare circumstances for behavioral violations as defined by state law, Board policy or school procedures. Please refer to District Procedure #3241P1, section 8.3 for parameters covering Expulsions.
- **Emergency Expulsion:** A very rare disciplinary action used in compliance with state law. Emergency expulsions may be converted into another form of discipline after the initial emergency is addressed.

## **OTHER BEHAVIORAL CONSIDERATIONS:**

### **After School and School-Sponsored Activities**

All rules and consequences that apply to activities occurring during school hours also apply to after-school activities. This includes, but is not limited to, dances, sports and family activities.

### **Rewards and Privileges**

SOAR cards will be used to acknowledge and reinforce positive behaviors. Cards can be redeemed for special drawings, prizes and activities.

### **Drug Free School**

In our effort to deter students from bringing controlled substances and related items to school, Valley School takes the following measures:

- All students in grades three (3) through eight (8) will receive substance abuse prevention education using the *Life Skills Training* curriculum
- Implementation of PBIS
- Smoke alarms are installed where students have smoked in the past
- All lockers will be searched periodically

# TRANSPORTATION INFORMATION

**SCHOOL BUS REGULATIONS:** Riding the school bus is a privilege. Improper conduct on the bus may result in the privilege being denied. While riding on the school bus, your student is governed by Washington State Law, district policy and discipline procedures.

Only students who are regularly assigned to a bus may ride that bus. Bus students are to go immediately to the buses as soon as they are dismissed from school in the afternoon, unless otherwise directed by school staff. Students who come to school on the bus must return home on the same bus, unless they have a note from their parents or guardians. The note must be turned into the office in the morning for which the note is written and signed by the office staff. If a student is to ride home with another student, either on the same bus but at a different stop, on a different bus, or in a private vehicle, the parent or guardian must send a note to the office giving their permission, and this note must be signed by the office staff.

Students will conduct themselves in a manner that will assure the safety of all involved when waiting for, riding on, and departing from school buses. Therefore, disruptive behavior, insubordination, smoking or chewing tobacco, hanging out of windows, foul language and eating on the bus are prohibited and will result in disciplinary action for a designated period of time. See below for an overview of the Valley School Bus Discipline Plan.

The bus driver is in complete charge of the bus, and students are required to obey directions given by the driver. Students who fail to obey school bus rules will be subject to loss of the privilege of riding the bus.

**BUS DISCIPLINE:** In order to guarantee safe transportation for your child and the other children riding the bus, VL Transport Center uses the following discipline plan. The bus personnel will work with the Valley School on implementing Positive Behavioral Interventions and Supports (PBIS) which is outlined in the “School Behavior Support Plan.” In general, the bus drivers will acknowledge positive behaviors demonstrated by their riders and reward students for observing the rules. At the same time, inappropriate behavior cannot be tolerated, and we must make sure all students are observing safe behaviors.

**Philosophy:** We believe all students can behave appropriately and safely while riding on a school bus. We do not tolerate students interfering with drivers while doing their job or preventing other students from enjoying safe transportation.

**The following rules must be observed on the bus (also refer to the SOAR matrix):**

1. Follow all directions from the driver the first time they are given
2. Keep all parts of your body and all objects inside the bus
3. Keep hands, feet and objects to yourself
4. Stay in your seat until at your designated stop
5. Keep noise level conversational; do not make loud, disruptive sounds
6. Load and unload from the bus in an orderly manner
7. Follow all school rules of conduct

The bus driver has the authority to enforce the rules on the bus and may use his/her discretion in determining seat assignments if deemed necessary. If a student chooses to break a rule, disciplinary action will be taken in accordance with *District Policy 3241-Student Discipline* and related *Procedure 3241P1*. A Bus Referral Slip will be issued in the case of written warnings and requested disciplinary action. The principal reviews all Bus Referral Slips and determines whether in-school discipline will be applied.

## DISTRICT POLICIES

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, gender identity, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal, and provides equal access to the Boy Scouts and other designated youth groups. The following employees of the Valley School District at 3030 Huffman Rd., Valley, WA 99181 are designated to handle questions and complaints of alleged discrimination:

Danielle Tupek, Title IX Liaison

Ken Davis, Section 504/ADA Coordinator

Mandi Rehn, Compliance Coordinator for State Law (RCW 28A.640/28A.642)

A complaint regarding alleged discrimination may be made by email to: [compliance@valleysd.org](mailto:compliance@valleysd.org), or by calling the district office at 509-937-2791.

**MANAGEMENT OF STUDENT INFORMATION:** **Student records** contain information which is collected and maintained by the school on a routine basis for educational or operational purposes. Student records are considered confidential and generally personally identifiable information may not be disclosed to an individual or agency (“third party”) without written parent/guardian consent, unless there exists a legitimate educational interest or other exception as allowed by the Family Educational Rights and Privacy Act (FERPA). One such exception is the transfer of student records and information to an official of another school or institution where the student has enrolled or intends to enroll.

**Accessibility** to student records is guided by Valley School District policy in accordance with state and federal laws. Parents, guardians and adult students have the right to: inspect and review their child’s record, and seek to amend information if they believe the record is inaccurate or misleading; consent to disclosures of personally identifiable information, except to the extent that FERPA authorizes disclosure without consent; and to file a complaint with the U.S. Dept. of Education.

**Student Directory Information** is the portion of the education record that generally would not be considered private information, and which may be included in district or community publications such as newsletters, theatrical playbills, yearbooks, honor roll or award lists and sports programs. Directory information may be released publicly without parental consent, though a parent/guardian has the option of restricting the release of such information without prior consent by providing written notice to the district administrative office within ten (10) business days of enrollment or first day of school. Additionally, secondary schools must provide military recruiters and postsecondary educational institutions, upon request, with student names, addresses and telephone numbers, unless a parent/guardian “opts out” in writing of the release of this information. **Valley School District identifies the following as directory information:**

- Student name, address and telephone number
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Most recent previous school attended

For a full understanding of the types, accessibility guidelines, maintenance and disposition of student records, visit [www.valleysd.org](http://www.valleysd.org) and go to About/Policies and Procedures to review Policy #3231-Student Records and Procedure #3231P1, or contact the district administrative office at (509) 937-2791 and request a paper or electronic copy, or translated information.

For more information about student privacy from the Office of the Superintendent of Public Instruction, visit <http://www.k12.wa.us/DataAdmin/DataSharing/default.aspx>. To register a complaint with the U.S. Dept. of Education concerning alleged failures by Valley School District to comply with the requirements of FERPA, you may write to:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

### **MCKINNEY-VENTO HOMELESS EDUCATION ACT – Assisting Children in Need:**

If your family lost permanent housing and now live in a temporary shelter, inadequate housing and/or lack a fixed, regular nighttime residence, your children might be able to receive help through a federal law called the McKinney-Vento Homeless Education Act.

Under this Act, children and unaccompanied youth in homeless situations have the right to:

- receive a free, appropriate education and immediate enrollment in the school of choice (even if they are missing a permanent address, required records or documents)
- receive free meals at school and transportation assistance
- access the same academic program and school services for which he/she qualifies as available to non-homeless students

For assistance and more information about how you and the school can work together to provide the support your child needs to be successful, contact the Valley School District counselor serving as the Homeless Liaison at (509) 937-2413.

Additional assistance and resources are available through the Washington State Homeless Education Coordinator, Melinda Dyer at [Melinda.dyer@k12.wa.us](mailto:Melinda.dyer@k12.wa.us) or 360-725-6050; and the National Center for Homeless Education at 1-800-308-2145 or [homeless@serve.org](mailto:homeless@serve.org); [www.serve.org/nche](http://www.serve.org/nche).

To view District Policy #3115-Homeless Students Enrollment Rights and Services or Procedure #3115P1, visit the district website at [www.valleysd.org](http://www.valleysd.org) and go to About/Policies and Procedures, or contact the district administrative office at (509) 937-2791 to request a paper or electronic copy, or translated information.

**PROHIBITION OF HARASSMENT, INTIMIDATION OR BULLYING:** Harassment, intimidation or bullying means any intentional electronic, written, verbal or physical act including, but not limited to, one shown to be motivated by any characteristic in RCW 28A.640.010 or 28A.642.010 (sex, race, creed, color, religion, national origin, sexual orientation, including gender expression or identity, or the presence of any sensory, mental or physical disability), when the act:

- Physically harms a student or damages the student's property.
- Has the effect of substantially interfering with a student's education.
- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment.
- Has the effect of substantially disrupting the orderly operation of the school.

For complete definitions of harassment, intimidation, bullying and hazing, visit the OSPI website at [www.k12.wa.us](http://www.k12.wa.us) (<https://www.k12.wa.us/student-success/health-safety/school-safety-center/harassment-intimidation-and-bullying-hib>).

### ***How do I report harassment, intimidation or bullying?***

Incidents of harassment, intimidation or bullying can be reported verbally or in writing to any school staff member or to the district's Compliance Officer, Mandi Rehn at (509) 937-2771 or [Mandi.Rehn@valleysd.org](mailto:Mandi.Rehn@valleysd.org). To submit a written statement to any staff member, contact your school office to request the Incident Reporting Form #3207F1 or visit [www.valleysd.org](http://www.valleysd.org) and go to the For Parents menu to locate the form.

To view District Policy #3207-Prohibition of Harassment, Intimidation and Bullying or Procedure #3207P1, visit the district website at [www.valleysd.org](http://www.valleysd.org) and go to About/Policies and Procedures, or contact the district administrative office at (509) 937-2791 to request a paper or electronic copy, or translated information.

**PROHIBITION OF SEXUAL HARASSMENT:** Valley School District is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits the sexual harassment of students, employees and others involved in school district activities of any kind at any place, and takes seriously all reports and complaints alleging sexual harassment. Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

1. A student or employee is led to believe that he/she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision; and/or
2. The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male and female to female. Examples of sexual harassment include, but are not limited to:

1. Demands for sexual favors in exchange for preferential treatment or something of value. Stating or implying that a person will lose something if he/she does not submit to a sexual request. Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does.
2. Standing too close, inappropriately touching, cornering or stalking a person. Unwelcome touching of a sexual nature. Physical violence, including rape and sexual assault.
3. Making unwelcome, offensive or inappropriate sexually suggestive remarks, rumors, comments, gestures, or jokes; or remarks of a sexual nature about a person's appearance, gender or conduct. Using derogatory sexual terms for a person.
4. Distributing sexually explicit text messages, emails or pictures.
5. Displaying offensive or inappropriate sexual illustrations or graffiti.

### ***Reporting Sexual Harassment***

Anyone can – and should – report incidences of harassment to any Valley School District staff member or administrator. Please refer to the school program webpages at [www.valleysd.org](http://www.valleysd.org) for individual contact



information. You may contact the district's compliance officers to receive general information about complaint procedures and/or register a grievance:

**Title IX Liaison:** Danielle Tupek  
**Compliance Coordinator:** Mandi Rehn  
3030 Huffman Road  
Valley, Washington 99181

Email: [compliance@valleysd.org](mailto:compliance@valleysd.org)  
Phone: (509) 937-2771  
Fax: (509) 937-2691

To view District Policy #3205-Sexual Harassment of Students Prohibited, Policy #5011-Sexual Harassment of District Staff Prohibited, or related procedures, visit the district website at [www.valleysd.org](http://www.valleysd.org) and go to About/Policies and Procedures, or contact the district administrative office at (509) 937-2791 and request a paper or electronic copy, or translated information. Copies are available by email, fax, U.S. mail, or may be picked up at any school office.

Additional information about sexual harassment and discrimination complaint process is available on the Office of Superintendent of Public Instruction website:

Equity & Civil Rights Office  
<http://www.k12.wa.us/Equity/Families/default.aspx>  
[equity@k12.wa.us](mailto:equity@k12.wa.us)  
(360) 725-6162

## **COMPLAINTS CONCERNING DISCRIMINATION AND HARASSMENT:**

### **What is discrimination?**

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

### **What is a protected class?**

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

### **How do I file a complaint about discrimination?**

If you believe that you or your child has experienced unlawful discrimination or discriminatory harassment at school based on any protected class, you have the right to file a formal complaint. Before filing a complaint, you may wish to discuss your concerns with your child's teacher, principal or with the district's compliance officers. This is often the fastest way to resolve your concerns.

**Compliance Coordinator**  
(509) 937-2771  
[Mandi.Rehn@valleysd.org](mailto:Mandi.Rehn@valleysd.org)

**Title IX Liaison**  
(509) 937-2773  
[Danielle.Tupek@valleysd.org](mailto:Danielle.Tupek@valleysd.org)

**Sect. 504/ADA Coordinator**  
(509) 937-2642  
[Ken.Davis@valleysd.org](mailto:Ken.Davis@valleysd.org)

Anyone may submit a complaint by email to [compliance@valleysd.org](mailto:compliance@valleysd.org); U.S. mail: Valley School District, 3030 Huffman Road, Valley, Washington 99181; or Fax: (509) 937-2691. Filing a complaint involves submitting a written statement within one year from the date of the incident, following this general process until a resolution is reached:

- Step 1: Complaint to the School District
- Step 2: Appeal to the District Board of Directors
- Step 3: Complaint to the Office of Superintendent of Public Instruction



To view the full text of District Policy #3210-Nondiscrimination or Procedure #3210P1, you may visit the district website at [www.valleysd.org](http://www.valleysd.org) and go to About/Policies and Procedures, or call the district administrative office at (509) 937-2791 and request a paper or electronic copy, or translated information. Visit [www.valleysd.org](http://www.valleysd.org) for district and school contact information.

Additional information about your rights and discriminatory complaints may be found on the OSPI website at <http://www.k12.wa.us/Equity/Complaints.aspx> or by contacting:

**Equity & Civil Rights Office:** PO Box 47200, Olympia, WA 98504-7200  
Phone: (360) 725-6162; Fax: (360) 664-2967; Email: [equity@k12.wa.us](mailto:equity@k12.wa.us)

**TOBACCO-FREE, DRUG-FREE AND WEAPONS-FREE CAMPUS:** Valley School District's campus is distinguished as a tobacco-free, drug-free, and weapons-free zone in accordance with state and federal laws. Staff, students, parents, guardians and visiting citizens are asked to be aware of these prohibitions, and be informed of and abide by the following district policies while on school property, transportation and other facilities when used exclusively for school activities:

**4210-Regulation of Dangerous Weapons on School Premises** (*RCW 28A.600.420; RCW 9.41.250, RCW 9.41.280; RCW 9.91.160*)

**4215-Use of Tobacco, Nicotine Products and Delivery Devices** (*RCW 28A.210.310; RCW 70.155.080*)

**5201-Drug-Free Schools, Community and Workplace** (*RCW 69.50.435; 41 U.S.C. 8104; 21 U.S.C. 812; 20 U.S.C 7101-7118*)

To view these policies, you may visit the district website at [www.valleysd.org](http://www.valleysd.org) and go to About/Policies and Procedures, or contact the district administrative office at (509) 937-2791 and request a paper or electronic copy, or translated information.

**DISEASE AWARENESS AND PREVENTION:** Schools in Washington must make information available on Meningococcal and Human Papillomavirus diseases to parents or guardians of students entering grades 6-12 to help safeguard students' health. (*RCW 28A.210.080*)

### ***Meningococcal Disease***

Meningococcal disease is a rare but serious bacterial infection that causes life-threatening illness. The most common symptoms of the disease include fever, cough, headache, and rash. It can cause meningitis (swelling of the covering of the brain and spinal cord). The disease spreads through close contact with an infected person. Teens and young adults are more likely to get meningococcal disease, especially if they live in group settings like college dorms. Washington offers a free vaccine (MCV4), which is available through your local healthcare provided and recommended for all children between 11 and 18 years of age. For more information about the disease and how to prevent it, visit the Washington State Department of Health website at

<http://www.doh.wa.gov/YouandYourFamily/Immunization/DiseasesandVaccines/MeningitisMeningococcalDisease>. You may call the district administrative office at (509) 937-2791 to request a paper or electronic copy, or translated information, of the *Letter to Parents*.

### ***Human Papillomavirus (HPV)***

HPV is a common virus. Most people exposed to HPV will never develop health issues. But for others, HPV causes major health problems, including cervical, anal, vulvar, mouth, and throat cancer. Most infected people have no symptoms and may spread the virus without knowing it. HPV spreads mainly through sexual contact. A highly effective vaccine is available and can prevent infection from some of the

most common and serious types of HPV that cause cancer. The vaccine is available through your local healthcare provider, and is recommended for all children beginning at ages 11-12. For more information about the disease and how to prevent it, visit the Washington State Department of Health website at <http://www.doh.wa.gov/YouandYourFamily/Immunization/DiseasesandVaccines/HumanPapillomavirusHPVDisease>. You may call the district administrative office at (509) 937-2791 to request a paper or electronic copy, or translated information, of the *Letter to Parents*.

**PESTICIDE USE:** The Valley School District posts notification when pesticides are to be applied on school grounds. The notification of pesticide application will be provided for interested parents and guardians of students and employees at least 48 hours before the application is to take place. The notification will include the product name of the pesticide(s) to be applied, the intended date and time of application, the location of application, the pest to be controlled, and the name and phone number of a contact person at the school. Pre-notification requirements do not apply if the school facility application is made when the school is not occupied by students for at least two consecutive days after the application. (*District Policy and Procedure 6895/6895P1-Pesticide Notification, Posting and Record Keeping; Chapter 17.21 RCW*)

**ASBESTOS MANAGEMENT PLAN:** The Valley School District complies with the Asbestos Hazard Emergency Response Act (AHERA) requirements by preparing an asbestos management plan to monitor, prevent and reduce asbestos hazards. All presently occupied school facilities have been determined to be asbestos-free. The district's management plan and any asbestos-related actions taken or planned are available for public review by request at the district administrative office at (509) 937-2791.

## **STUDENT/PARENT/GUARDIAN ACKNOWLEDGEMENT**

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Dear Parents and Guardians,

This Student-Parent Handbook is for your information. Please read it so you are familiar with our policies and procedures.

We request that ***you and your child sign and return this sheet by Friday, September 9<sup>th</sup>***. Please have your child turn in the signed form to his/her homeroom teacher.

Thank you for reviewing this information and assisting your student in understanding our school guidelines. If you have any questions, please call the school at (509) 937-2413.

**PLEASE SIGN AND RETURN THIS ACKNOWLEDGEMENT SHEET  
TO YOUR CHILD'S HOMEROOM TEACHER**

**WE HAVE RECEIVED AND READ A COPY OF THE HANDBOOK:**

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**Student Signature**

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**Date**

---

**Parent Signature**

---

**Date**



# Valley School K-8 Building

## 2022/2023 SCHOOL YEAR CALENDAR

TUES. WED. THURS. FRI - 8:35 AM - 3:10 PM  
 MON. LATE START - 9:35 AM - 3:10PM

### August 2022

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### September 2022

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### October 2022

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### November 2022

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### December 2022

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### January 2023

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### AUGUST

- 23 Staff Work Day
- 24 Staff Work Day
- 25 Back to School Open House
- 30 First Day of School 1st-8th & Kindergarten WAKids Assessments
- 31 Kindergarten WAKids Assessments

### SEPTEMBER

- 1 Kindergarten WAKids Assessments
- 2 1st Day of School for Kindergarten
- 5 Labor Day (No School)
- 12 First Monday 1hr late start
- 15 PICTURE DAY
- 30 First Quarter Mid-Term

### OCTOBER

- 21 Picture Re-take Day
- 28 Fund Run & Halloween parties

### NOVEMBER

- 10 End of first Quarter
- 11 Veteran's Day (No School)
- 17-18 Drama Production
- 21-22 Day & Evening Student-led Conferences
- 23-25 Thanksgiving Break (No School)

### DECEMBER

- 16 Second Quarter Mid-Term
- 17 Winter Music Program 2:00pm
- 19-30 Winter Vacation (No School Dec. 19th - 30th)

### JANUARY

- 2 New Years Day Observed
- 3 First Day of School for 2023
- 16 MLK Jr. Day (No School)
- 27 End of 1st Semester & All District In-Service MTG. (No School for Students)

### FEBRUARY

- 16 Spring Individual & Class Pictures
- 17 Snow Make-up day
- 3rd Quarter Mid-Term
- 20 President's Day (No School)

### MARCH

- 10 No School (make-up snow day if needed)
- 16-17 Drama Production
- 24 End of 3rd Quarter
- 30-31 Student-led Conferences

### APRIL

- 3 Spring Break 3rd - 7th
- 20 8th Grade Graduation Pictures

### MAY

- 5 4th Quarter Mid-Term
- 17 Pre-School Transition and Kindergarten Orientation
- 29 Memorial Day (No School)

### JUNE

- 5 Eighth Grade Graduation & No Monday Late Start
- 13 School Picnic and Classroom Awards
- 14 Last Day of School
- Specialty Student Awards
- Early release at 10:30am
- 15 Staff Professional Development Day

### February 2023

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

### March 2023

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### April 2023

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### May 2023

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### June 2023

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## VALLEY SCHOOL K-8 BUILDING

3034 Huffman RD. Valley, Wa 99181

<https://www.valleysd.org/domain/17>

(509)937-2826