



FUTURES
INNOVATION
... CENTER ...

Innovation Center

MAIN OFFICE: 509-972-4810

ATTENDANCE: 509-972-2603

<https://ic.wvsd208.org/>

Parents and Students -

Welcome to the Innovation Center! This handbook contains everything you'll need to know for your 7th – 12th grade years at the West Valley Innovation Center. Your West Valley Innovation experience is very important to your future success.

If you have any questions or clarification with any of the items in this handbook, please call Mr. Tuman – Director of Student Experience - 509- 972- 4821.

MISSION STATEMENT

Learning real world skills TODAY to be the leaders of TOMORROW.

We will empower each learner to discover their fullest potential by:

- Using each learner's voice and choice to pursue their personalized learning goals.
(Personalized Learning)
- Understanding their unique learning needs in an inclusive learning environment.
(Full Inclusion)
 - Pursuing their own pathway for Career, College, and Life success.
(Post Secondary Success)

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WEST VALLEY INNOVATION CENTER

LEARNING ENVIRONMENT

Student Rights and Responsibilities

Students have a right to:

- A rich and appropriate education.
- Be treated with respect and dignity.
- Learn from their own mistakes.
- Be heard. Students' feelings and opinions will be respected by others.
- Participate in decisions about their own education.
-
- Expect that they will be in a safe school and that personnel and community property will be safe.

Students have a responsibility to:

- Contribute to a positive learning for all.
- Treat others with dignity and respect, and not treat others differently because of their race, ethnicity, religion, age, appearance, gender, sexual orientation or socio-economic status.
- Help others learn from their mistakes. No one will silently stand by while the rights of others are abused.
- Listen to others, respecting expressions, feelings and opinions of others.
- Help to create a safe environment for everyone, including safety for personal and community property.

ACADEMIC EXPECTATIONS

West Valley Innovation Center has LEARNING as its #1 PRIORITY! Each student's first and most important reason for attending school is to acquire the attitudes, skills, and information necessary to become a contributing and positive member of society.

In order for students to reach those learning expectations, they will need to be responsible for the following:

1. Keep a positive attitude.
2. Have prompt and regular attendance.
3. Be prepared
4. When in doubt, ask for assistance or further explanation.
5. Remember to follow the guidelines in this student handbook.
6. Out of district students that fail any class at the end of any term may be subject to withdrawal of permission to attend West Valley School District.

WEATHER RELATED SCHOOL CLOSURE INFORMATION

In the event that the West Valley School District Board of Directors determines school should not operate or should operate on some emergency schedule for some specific reason (ie: snow, ice, etc.), you will be able to receive that information by listening to your local radio stations. Do not call the school first. Listen for information from the radio stations or log onto "Flash Alert". You may sign up for Flash Alert here: <http://www.flashalert.net/news.html?id=3527>. You may also check the district website <http://wvsd208.org> and click on the closure link, or call 972-6002.

When weather conditions are extreme, please listen to one of the following radio stations or watch one of the following TV stations for closure information.

Radio

KYXE 1020 AM
KIT 1280 AM
KBBO 1390 AM
KMWX 1460 AM
KXDD 104 FM
KRSE 105.7 FM
KFFM 107.3 FM
KATS 94.5 FM

Television

KNDO CH 23
KIMA CH 29
KAPP CH 35

EMERGENCIES

What if there is an emergency at school? Due to the need to contact parents/guardians immediately in an emergency situation (ex: student is ill or is injured), it is essential that the school have current phone numbers on file at all times. Please call and update your home number, your work number or the emergency contact number any time that a change occurs. Please call 972-4811 for WVIC or 972-5813 for WVIC to update information.

****If you are aware of an emergency situation, please call 911 immediately.***

West Valley Schools - Safe Schools Hotline

Please call 972-6027 to notify school authorities about any information that will keep our schools safe. You may leave your name and number or you may leave information anonymously. Parents, students and community members are encouraged to use the hotline. Thank you for helping to keep our children safe at school.

Yakima County Crimestoppers

You Never Need to Give Your Name

PAYS UP TO \$1,000 CASH FOR INFORMATION LEADING TO ARREST AND FILING OF CHARGES ON ANY SERIOUS CRIME.

Call 248-9980 or 1-800-248-9980

<http://www.co.yakima.wa.us/sheriff/crimestoppers.htm>

SCHOOL DAY SCHEDULE

7:35 Doors Open
7:45 Cohort meeting/work time
10:15 U skills – personalized/small group work time
11:15-11:45 Lunch
11:45 Elective cohort meeting/work time
2:20 Meet bus/ride home

ATTENDANCE

West Valley District Policy 3122 states that regular attendance is necessary for the mastery of the educational program provided for students of the district. For the complete attendance policy, please go to the “School Board Policies and Procedures” link on the West Valley School District website, <http://www.wvvsd208.org>. Regular school attendance is defined as no more than nine (9) absences, excused and/or unexcused, per semester in academic classes (18 during school year).

A student’s presence in the classroom on a regular basis is necessary to ensure that the student derives maximum benefit from the class, including the opportunity for interaction with teachers and peers.

EXCESSIVE ABSENCES MAY RESULT IN WITHDRAWAL FROM WEST VALLEY SCHOOL DISTRICT.

REPORTING ABSENCES

Parents are responsible for reporting all absences resulting from illness, injury or family emergencies. When a student is absent from school, a parent is expected to call the school informing the school about the absence. Calls should be made to the attendance secretary at 972-4810 the day of the absence. If a parent cannot call, we ask that the parent or guardian send a note with the student, or email the attendance secretary on the day of the student’s return to school.

PRE-ARRANGED ABSENCES

When a student anticipates leaving town for a number of days, she/he must follow the pre-arranged absence procedure:

1. Have a note from parents stating the reason for leaving and the dates to be missed.
2. Obtain a pre-arranged absence form from the attendance secretary at least one week prior to the absence.
3. Complete the form with teachers’ signatures.
4. Have a principal sign the form.
5. Return the form to the attendance secretary prior to leaving.

6. Whenever possible, schoolwork should be completed prior to the absence or arrangements made with the teachers to take the homework with you.

(However, even with the pre-arranged procedure, 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.)

EXCUSED ABSENCES

The only absences that are excused are those specified in District Policy 3122. Examples include but are not limited to:

1. Absences approved by the principal or his/her designee. (Field trips and pre-arranged absences fall under this category.
2. Absences due to temporary illness or injury. (Doctor's appointments fall under this category).
3. Absences for an extended period of time due to physical, mental or emotional disabilities.
4. Absences resulting from a disciplinary/corrective action (e.g., short-term or long-term suspension, emergency expulsion).
5. Absences for religious observances.

If an absence does not fall into one of these categories, it will be considered **unexcused**.

***Upon return from excused absences, it is the student's responsibility to contact each teacher to get make-up work and establish due dates for the assignments.**

EARLY CHECK OUT

PARENTS ARE REQUIRED TO COME INTO THE OFFICE TO SIGN THEIR CHILD OUT OF SCHOOL. If someone other than the parent is signing the student out of the building and the alternate's name does not appear in the student information on Skyward, a written note from the parent is required.

APPOINTMENTS

Students planning to check out of school for appointments (dentist, doctor, etc.) are required to bring a note from home in advance of leaving the building. Students will report to the office prior to 7:45 am for an "EARLY DISMISSAL SLIP."

LATE ARRIVAL

The student arriving late to school **MUST REPORT TO THE OFFICE TO SIGN IN BEFORE GOING TO CLASS.** If a parent does not accompany the student to the office, the student **MUST BRING A NOTE FROM THE PARENT EXPLAINING WHY HE/SHE IS LATE.**

GETTING TO CLASS ON TIME IS VERY IMPORTANT!

UNEXCUSED ABSENCES

If parent contact is not made (phone call or note) within two (2) days after your child returns to school, the absence will be considered unexcused. Students are expected to be in class on time. When a student's tardiness becomes frequent or disruptive, the student shall be referred to the principal or counselor.

Students who have chronic tardiness and/or absences, even if excused, may be subject to corrective action. All sanctions imposed for failure to comply with the attendance policies and procedures shall be implemented in conformance with State and District regulations regarding corrective action.

HOMEWORK REQUEST/MISSING WORK

1. It is the student's responsibility to request and make up all class assignments missed during an absence. Some class assignments (labs, activities, field trips, films, etc.) may not be able to be made up. Individual arrangements may be made with the teacher.
2. Parents may make arrangements to pick up the missed assignments by calling the main office BEFORE 10:00 AM. PICK UP TIME IS BETWEEN 2:30-3:30 PM IN THE MAIN OFFICE.

BUS NOTES

Any student who wants to be dropped at another stop location other than their assigned regular stop MUST obtain a "School Bus Pass." Students should bring a signed note from home. Notes are to be taken to the office before 7:50 am and must be authorized by the office in order for the student to be allowed to ride the alternate bus. The School Bus Pass must be presented to the bus driver when boarding the bus. If a student boards without a Student Bus Pass they will be directed back to the school office to call/guardian for pick up. School buses are on a time-sensitive schedule and are not able to wait for student to obtain last-minute parent authorization and School Bus Pass.

CLASSROOM CELEBRATIONS/HOLIDAYS

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

CLOSED CAMPUS

WVIC operates under a closed campus policy. Students are to remain on campus from the start of school in the morning until the end of the school day. Students are not to be outside of the building except for supervised activities or other authorized purposes. Once a student arrives on the school grounds, he/she is expected to remain until school is dismissed for the day or has permission from the office to leave. Students riding school buses are considered on school grounds when they are at their bus stop. Bus students who leave the grounds after school is dismissed for the day are not to return to the

grounds and are assumed to have another ride home. NOTE: REGARDLESS OF AGE no student is allowed to drive and park a car on campus.

BACKPACKS AND HANDBAGS

Students will carry their belongings with them throughout the day. Please limit items being brought to school to only school related items.

BICYCLES

Bicycles may be ridden to school. The bicycle racks are located by the main entrances of both schools. Bicycles must be parked and locked upon arriving at school and are to be left parked until school is dismissed. Bicycle riders are expected to obey traffic rules and ride defensively. The rider should bring a good lock. THE STUDENT'S BICYCLE AND GEAR ARE THEIR RESPONSIBILITY.

SCHOOL VISITORS

All visitors must check in at the office.

After-school activities are open to only students currently enrolled at WVIC.

CHROMEBOOKS

- Bring your **CHARGED** Chromebook to school every day.
- Leave your charger at home and charge your Chromebook every night.
- Carry your **CLOSED** Chromebook with two hands (like a lunch tray).
- Open your Chromebook on a flat surface.
- Transport your Chromebook SAFELY in your backpack.
- NEVER loan your Chromebook to other people.
- During class use your Chromebook only as instructed by your teacher.
- Report all issues promptly to the library.
- Use your best judgment when using and caring for your Chromebook.
- Chromebook Repair Policies Web page: <https://ic.wvvsd208.org/resources/chromebook-repair>

FINES AND FEES

Pay Fees here: <https://wa-westvalley208.intouchrecepting.com/> . Any student with outstanding fines and fees will not be able to do the following:

1. Check out books through the Library.
2. Purchase any non-required item which includes but is not limited to: yearbooks, sweatshirts and ASB cards.
3. Attend "last day" yearbook signing activity in the commons.

BEHAVIOR MANAGEMENT SYSTEM DISCIPLINE AND CODE OF CONDUCT

The purpose of the following policies is to ensure a safe and orderly learning environment for all members of the school community.

Behaviors which interfere with teaching, learning, or personal well-being are not acceptable and will be addressed using appropriate consequences and/or interventions.

Interventions may be applied for behaviors that take place during the school day, at school activities, or are directly related to West Valley Innovation Center. The goal is for students to develop self-discipline, which results in self-control, good character and civility.

Unacceptable behaviors are outlined below, administrators and staff will use best judgment based on available data when working with individual students to change unwarranted behaviors.

Policy #3240P

In regards to investigative procedures for student conduct, school personnel do not need reasonable suspicion to detain and question a student. “The broad authority of school administrators over student behavior, school safety, and the learning environment requires that school officials have the power to stop a minor student in order to ask questions or conduct an investigation even in the absence of reasonable suspicion, so long as such authority is not exercised in an arbitrary, capricious, or harassing manner” (People v Randy, 2000). When detaining and questioning a student, school personnel are not required to have the student’s parent/guardian present. School personnel are not required to notify the student’s parent/guardian that the student was detained and questioned.

SEARCH AND SEIZURE

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 belongings (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 WVSD208 Policy 3230, the campus may be subject to canine search for contraband including controlled substances, alcoholic beverages, tobacco and firearms. When conducting a search of a student, school personnel are not required to have the student’s parent/guardian present. After the search is completed, school personnel will notify the student’s parent/guardian that a search was conducted, explain the reasonable suspicion that led to the search, and inform the parent/guardian of the results of the search. Refer to District Policy 3240P.

PBIS

West Valley Innovation Center is a Positive Behavior and Intervention Systems campus. PBIS is a group of systems that establishes a proactive approach in promoting the behavioral supports and social culture needed for all students to achieve social, emotional and academic success. PBIS is a multi-tiered system that recognizes positive behaviors

while providing interventions for behaviors damaging to the educational process and environment.

Examples of Unacceptable Behavior (include, but not limited to the following):

- Disruption of learning/Not prepared for class
- Verbal or written profanity/obscene gesture
- Unsafe behavior/pulling out chairs, rubber bands/ running in hallways/spit wads/snowballs/laser pointers
- Being in unauthorized areas
- Forgery/cheating
- Defiance/insubordinate/disrespectful
- Intentional misuse of school equipment (ie: chromebooks), supplies, facilities and Others' personal property (ie: cell phones)
- Gambling
- Tardies/truancies
- Failure to pursue academic achievement
- Threatening/physical or verbal assault
- Fighting/assault
- Trespassing
- Possession or use of nuisance items—nuisance: anything that causes injury, harm or annoyance to the educational process.
- Extortion
- Possession of unauthorized medication/drugs
- Inappropriate use of COMPUTERS, CHROMEBOOKS or INTERNET
- False alarm or bomb threats/prank 911 call/theft/vandalism
- Gang activity
- Intimate displays of affection
- Harassment, intimidation, bullying
- Possession or use of weapons or firearms (see policy)
- Arson/possession of lighter
- Possession of fireworks or explosives

FIGHTING/PHYSICAL AGGRESSION

Students caught fighting will be subject to a short-term suspension (0-10 days) from school. A repeated offense may warrant a long-term suspension (11-60 days) with all due process rights afforded. Students who are instrumental in the promotion of fights, obstruct staff in dealing with fights, or serve in any way to encourage fighting, are also subject to suspension from school.

GANG ACTIVITY

A student shall not knowingly engage in gang activity (District Policy #3240P). Any student whose behaviors includes the following common gang identifiers may be subject to disciplinary interventions:

- Clothing Styles and colors
- Graffiti and Artwork
- Symbols and Numbers
- Hand Signs & Verbal calls

Students found guilty of knowingly participating in gang activity will be subject to the following disciplinary interventions:

1st Offense – Emergency Expulsion

2nd Offense – Long-Term Suspension/Expulsion

WEAPONS

Possession of a weapon on any school property is a serious offense. The State of Washington now requires that any student who brings a weapon onto a school campus, school-provided transportation, or areas of facilities being used exclusively by public or private school will be subject to expulsion from school for 180 days.

RCW 9.41.280 –

(1) It is unlawful for a person to carry onto, or to possess on, public or private elementary or secondary school premises, school-provided transportation, or areas of facilities while being used exclusively by public or private schools:

- (a) Any firearm;
- (b) Any other dangerous weapon as defined in RCW [9.41.250](#);
- (c) Any device commonly known as "nun-chu-ka sticks," consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means;
- (d) Any device, commonly known as "throwing stars," which are multi-pointed, metal objects designed to embed upon impact from any aspect;
- (e) Any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas; or
- (f)(i) Any portable device manufactured to function as a weapon and which is commonly known as a stun gun, including a projectile stun gun which projects wired probes that are attached to the device that emit an electrical charge designed to administer to a person or an animal an electric shock, charge, or impulse; or
- (ii) Any device, object, or instrument which is used or intended to be used as a weapon with the intent to injure a person by an electric shock, charge, or impulse.

(2) Any such person violating subsection (1) of this section is guilty of a gross misdemeanor. If any person is convicted of a violation of subsection (1)(a) of this section, the person shall have his or her concealed pistol license, if any revoked for a period of three years. Anyone convicted under this subsection is prohibited from applying for a concealed pistol license for a period of three years. The court shall send notice of the revocation to the department of licensing, and the city, town, or county which issued the license.

Any violation of subsection (1) of this section by elementary or secondary school students constitutes grounds for expulsion from the state's public schools in accordance with RCW [28A.600.010](#). An appropriate school authority shall promptly notify law enforcement and the student's parent or guardian regarding any allegation or indication of such violation.

In West Valley School District, we are serious about providing a safe environment for learning and working. A look-alike gun/weapon will be treated the same as a real weapon. Please make sure that your child understands that any student violating this law will be expelled from the West Valley School District.

DISRUPTIVE ITEMS

Items that are deemed unsafe and a disruption to the educational process will be taken from the student and subject to discipline. As per Board Policy 3245: "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 even when confiscated. Nor will the school investigate the loss or damage of such an item.

ELECTRONIC DEVICE / CONSEQUENCES

Any personal electronic device not school issued should be put in a secure location and silent during school hours. Devices deemed as disruptive will be confiscated.

1st Incident: May be picked up by the student after school in the office.

2nd Incident: Device will only be released to a parent or guardian.

3⁺ Incidents: Device released to parent or guardian. In addition, action will be considered insubordination, and additional interventions may be administered.

Parents please do not text or call students during class time. Please call the main office to communicate with your student.

CHEATING/PLAGIARISM

Policy-District Policy 3240-Any student who knowingly submits work of others represented as his/her own shall be considered to have cheated and shall be subject to corrective action. Cheating includes the aiding and abetting of cheating by others. 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, taking or receiving copies of student work or an exam without the permission of the instructor; and using or displaying notes, "cheat sheets," or other information inappropriate to the learning task. Plagiarism is cheating by using another person's ideas, information or expressions as if they are your own. This includes failing to identify and cite material from other sources.

HARASSMENT & BULLYING

Our school is committed to a safe and civil educational environment for all students, employees, volunteers and patrons free from harassment, intimidation, or bullying.

RCW 28A.300.285: "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 9A.36.080(3), or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

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

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying.

PUBLIC DISPLAY OF AFFECTION (PDA)

At West Valley Innovation Center holding hands is the ONLY public display of affection acceptable.

Refusal to cooperate could result in an office referral and/or disciplinary intervention

SUBSTANCE ABUSE POLICY

SALE, DELIVERY, POSSESSION, AND/OR USE OF ALCOHOL, TOBACCO, VAPING, and/or OTHER DRUGS OR PARAPHERNALIA.

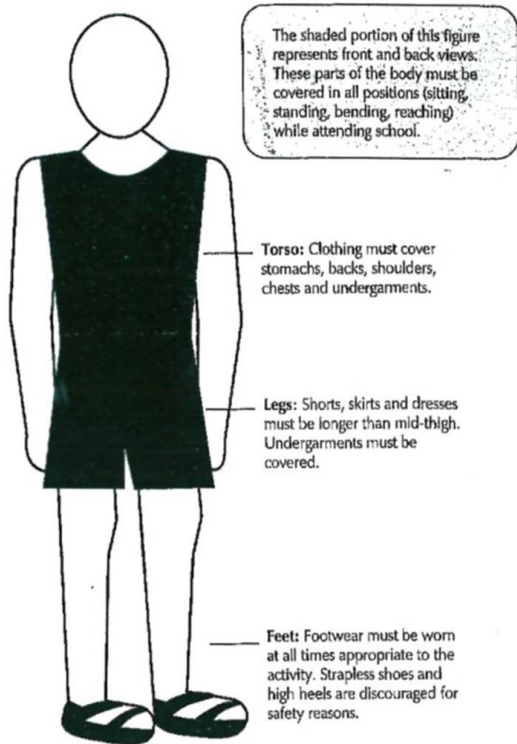
1st Incident: *Student is short term suspended with recommended Urine Analysis (UA) and risk assessment at an approved agency. If UA and assessment are completed, the suspension may be shortened dependent upon the discretion of building administration.*

2nd Incident: Short term Suspension up to ten (10) days

3rd Incident: Long Term Suspension up to Ninety (90) days

DRESS CODE

(District Policy #3224) We are preparing students for success, and the dress code is a key component of the process. The purpose of a dress code is to allow students to express their individuality, while keeping the focus on learning. Any item deemed as disruptive to the education process can be in violation of this policy. Administration reserve the right to determine the appropriateness of any attire.



Students must wear clothing including a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes.

A. Shirts and dresses must have fabric in the front, back, and on the sides (under the arms), and not be see through.

B. Undergarments must be covered, including straps and waistbands.

C. Clothing must be suitable for all scheduled classroom activities where unique hazards exists.

D. Specialized courses may require specialized attire, such as athletic clothing or safety gear. The dress code further prohibits attire “depicting or advocating violence, criminal activity, use of alcohol or drugs, pornography, or hate speech.”

IF YOU ARE NOT SURE OF THE DRESS APPROPRIATENESS, DON'T WEAR IT TO SCHOOL.

ELECTRONIC RESOURCES AND USE OF DISTRICT TECHNOLOGY

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, technology 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 and other school district staff.

Network

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.) The district reserves the right to prioritize the use of, and access to, the network.

All use of the network must support education and research and be consistent with the mission of the district.

Acceptable network use by district students and staff includes:

- Creation of files, projects, videos, web pages and podcasts using network resources in support of educational research;
- Participation in blogs, wikis, bulletin boards and the creation of content for podcasts, e-mail and web pages that support educational research;
- With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;
- Staff use of the network for incidental personal use in accordance with all district policies and guidelines;

Unacceptable network use by district students and staff includes but is not limited to:

- Personal gain, commercial solicitation and compensation of any kind with the exception of job searches with the teacher's or supervisor's approval;
- Liability or cost incurred by the district;
- Downloading, installation and use of games, audio files, video files or other applications (including shareware or freeware) without permission or approval from the Information Technology Director;
- Support or opposition for ballot measures, candidates and any other political activity;
- Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software and monitoring tools;
- Unauthorized access to other district computers, networks and information systems;
- Cyber bullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks;

- Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacturing)
- Accessing, uploading, downloading storage and distribution of obscene, pornographic or sexually explicit material; and
- Attaching unauthorized equipment to the district network. Any such equipment will be confiscated and destroyed at the completion of any investigation that may come from such action.

The District will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or any other errors or omissions. The district will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the district's computer network or the Internet.

Internet Safety/Citizenship Instruction

Personal Information and Inappropriate Content:

- Students and staff should not reveal personal information, including a home address and phone number, on websites, blogs, podcasts, videos, wikis, email or as content on any other electronic medium.
- Students and staff should not reveal personal information about another individual on any electronic medium.
- No student pictures or names can be published in any class, on the school or district website unless the appropriate permission has been verified according to district policy.
- If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority.

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

MEDICAL RELATED CONCERNS

MEDICATION AT SCHOOL

For a student to take prescribed or over-the-counter medication during the school day, a **medication request form** including complete instructions for administering the medication must be signed by both the parent and a physician. A parent or guardian is to bring the medication to the office in the original container. (Board Policy 3416)

ANAPHYLAXIS

Even with the District's best efforts, staff and parents/guardians need to be aware that it is not possible to achieve a completely allergen-free environment. The District will take precautions to reduce the risk of a student having an anaphylactic reaction by developing strategies to minimize the presence of allergens in schools. Parents/guardians are responsible for informing the school about their student's potential risk for anaphylaxis and for ensuring the provision of ongoing health information and necessary medical supplies.

NOTICE FOR DIRECTORY INFORMATION (FERPA NOTICE)

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.¹

¹

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

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

These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

CAFETERIA GUIDELINES

CAFETERIA EXPECTATIONS

1. Stay seated while eating.
2. Clean up after yourself.
3. Keep all food and drinks in the cafeteria area.
4. There are no reserved tables at lunch.

LUNCH PRICES

"All West Valley School District students will receive free breakfast and lunch meals through the end of the 2021-2022 school year. U.S. Department of Agriculture is extending its program to allow free school meals for all children through the entire 2021-2022 school year. There will be no charge for a complete meal for students."

HOW TO NOTIFY CHILD NUTRITION OF DIETARY RESTRICTIONS (972-6040)

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

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

Generally, children with food allergies or intolerance do not have a disability. However, when in the licensed physician's assessment, food allergies may result in severe, life-threatening reactions, the child's condition would meet the definition of "disability," and substitutions prescribed by the licensed physician will be made. Please submit all documentation to the Child Nutrition Office. You may contact the Child Nutrition Director to discuss possible substitutions or modifications for a child's school meals.

ANTI-DISCRIMINATION – 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 guide dog 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: Jerry Holsten: holstenj@wvsd208.org * 509-972-6016, West Valley School District, 8902 Zier Road, Yakima, WA 98908.

Process for Resolution

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

A. Level One

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

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

B. Level Two

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

1. The date upon which the complainant received the superintendent's response; or
2. The expiration of the 30-day calendar day response period stated in Level One, whichever occurs first. The board will schedule a hearing to commence by the 20th calendar day following the filing of the written notice of appeal, unless otherwise agreed to by the complainant and the superintendent or for good cause. Both parties will be allowed to present such witnesses and testimony as the board deems relevant and material. The board will render a written decision by the tenth calendar day following the termination of the hearing and will provide a copy to the complainant, unless otherwise agreed to by the complainant and the superintendent or for just cause. The response of the board will include notice of the complainant's right to appeal to the superintendent of Public Instruction and will identify where and to whom the appeal must be filed.

C. Level Three

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

1. A notice of appeal must be received by the Superintendent of Public Instruction on or before the 20th day following the date upon which the complainant received written notice of the board of director's decision.
2. A notice of appeal must be in writing in the form required by the Superintendent of Public Instruction and must set forth:
 - a. A concise statement of the original complaint and the portions of the board of director's decision which is appealed; and
 - b. The relief requested by the complainant
 - c. Other

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

COMPLIANCE STATEMENT

"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 guide dog 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"

*Note: Student handbooks are under constant review.
Modifications may be made at any time.*