

**West Valley School District
Board of Directors
Policies and Procedures
Table of Contents**

0000 STRATEGIC PLANNING

Commitment to Strategic Planning	0100
Planning Process	0300
Planning Process Procedures	0300P
Strategic Planning	0500
Belief Statements	0520
Mission Statement	0530
Environmental Scanning	0540
Objectives and Strategies	0550
Action Plans	0560
Strategic Plan Evaluation	0700
Strategic Plan Evaluation Procedures	0700P

1000 BOARD OF DIRECTORS

ORGANIZATION

Legal Status and Operation	1000
Key Functions of the Board	1005

ELECTION

Director Districts	1105
Director Districts Procedures	1105P
Election	1110
Election Procedures	1110P
Oath of Office	1111
Director Orientation	1112
Board Member Residency	1113
Board Member Resignation	1114
Vacancies	1115
Student Representation to the Board	1150
Student Representation to the Board Procedures	1150P

BOARD ORGANIZATION

Annual Organizational Meeting, Election of Officers	1210
Board Officers and Duties Of Board Members	1220
Secretary	1230
Committees	1240
Board Email	1250

**West Valley School District
Board of Directors
Policies and Procedures
Table of Contents**

METHODS OF GOVERNANCE

Policy Adoption, Manuals and Administrative Procedures	1310
Suspension of A Policy	1320
Administration in the Absence of Policy or Procedure	1330

MEETINGS

Meetings Conduct, Order of Business and Quorum	1400
Meetings Conduct, Order of Business and Quorum Procedures	1400P
Executive or Closed Sessions	1410
Proposed Agenda and Consent Agenda	1420
Proposed Agenda and Consent Agenda Procedures	1420P
Minutes	1440
Absence of A Board Member	1450

PRINCIPLES OF OPERATION

Conflicts of Interest	1610
The Board - Superintendent Relationship	1620
The Board - Superintendent Relationship Procedures	1620P
Evaluation of the Superintendent	1630

BOARD MEMBER BENEFITS

Board Member Expenses	1731
Board Member Expenses Procedures	1731P
Board Member Insurance	1732
Board Member Compensation	1733
Board Member Compensation Procedures	1733P
Open Government Trainings	1805

BOARD DEVELOPMENT

Annual Governance Goals and Objectives	1810
Board Self-Assessment	1820
Board Self-Assessment Procedures	1820P
Training and Development For Board Members	1822
Participation in School Boards' Association	1830

2000 INSTRUCTION

**West Valley School District
Board of Directors
Policies and Procedures
Table of Contents**

PROGRAM DEVELOPMENT AND RESOURCES

Student Learning Goals	2000
Accountability Goals	2004
School Improvement Plans	2005
Curriculum Development and Adoption of Instructional Materials	2020
Curriculum Development and Adoption of Instructional Materials Procedures	2020P
Curriculum Development and Adoption of Instructional Materials Form	2020F1
Citizen's Request for Reconsideration of Instructional Materials	2020F2
Staff Response to Challenged Instructional Materials	2020F3
Instructional Materials - Evaluation	2020F4
Appendix 1	2020F-3.1
Appendix 2	2020F-3.2
Appendix 3	2020F-3.3
Appendix 4	2020F-3.4
Library Information and Technology Programs	2021
Library Information and Technology Procedures	2021P
Electronic Resources	2022
Electronic Resources Procedures	2022P
Lesson Plans	2023
Online Learning	2024
Online Learning Procedures	2024P
Copyright Compliance	2025
Instruction Copyright Compliance Procedures	2025P
District Ownership of Staff-Created Work	2027
Animals as Part of the Instructional Program	2029
Animals as Part of the Instructional Program Procedures	2029P
Service Animals in School	2030
Service Animals in School Procedures	2030P
Program Evaluation	2090
Program Evaluation Procedures	2090P

LEARNING PROGRAMS AND SUPPORTS

Education Opportunities for Military Children	2100
Education Opportunities for Military Children Procedures	2100P

**West Valley School District
Board of Directors
Policies and Procedures
Table of Contents**

Federal and or State Funded Special Instructional Programs	2104
Federal and or State Funded Special Instructional Programs Procedures	2104P
Program Compliance	2106
Comprehensive Early Literacy Plan	2107
Remediation Programs	2108
Remediation Programs Procedures	2108P
Transitional Bilingual Instruction Program	2110
Transitional Bilingual Instruction Program Procedures	2110P
Substance Abuse Program	2121
Substance Abuse Program Procedures	2121P
Health and Fitness	2124
Sexual Health Education	2125
HIV AIDS Prevention Education	2126
Character Development	2130
Character Development Procedures	2130P
Diversity-Multicultural Education	2133
Guidance and Counseling	2140
Suicide Prevention	2145
Suicide Prevention Procedures	2145P
Co-Curricular Program	2150
Co-Curricular Program Procedures	2150P
Interscholastic Activities	2151
Interscholastic Activities Procedures	2151P
Non-curriculum Related Student Groups	2153
Non-curriculum Related Student Groups Procedures	2153P
Special Education and Related Services for Eligible Students	2161
Special Education and Related Services for Eligible Students Procedures	2161P
Education of Students w/Disabilities Under Section 504 Rehabilitation Act 1973	2162
Education of Students w/Disabilities Under Section 504 Rehabilitation Act 1973 Prc	2162P
Home or Hospital Instruction	2165
Home or Hospital Instruction Procedures	2165P
Career and Technical Education	2170
Career and Technical Education Procedures	2170P
Parent, Family and Community Partnerships	2180
Highly Capable Programs	2190
Highly Capable Programs Procedures	2190P
Grade Organization	2210

**West Valley School District
Board of Directors
Policies and Procedures
Table of Contents**

School Calendar	2220
School Calendar Procedures	2220P
Summer School	2240
Alternative Learning Experience Programs	2255
Alternative Learning Experience Programs Procedures	2255P
Field Trips, Excursions And Outdoor Education	2320
Field Trips, Excursions, and Outdoor Education Procedures	2320P
Field Trip Permission English	2320F
Field Trip Permission Spanish	2320F
Controversial Issues - Guest Speakers	2331
Flag Exercises	2333
Required Observances	2336
Required Observances Procedures	2336P
Religious-Related Activities and Practices	2340
Credit for Competency/Proficiency and Credit for Mastery	2409
Credit for Competency/Proficiency and Credit for Mastery Procedures	2409P
High School Graduation Requirements	2410
High School Graduation Requirements Procedures	2410P
Instruction	2411
Diplomas for Veterans	2412
Equivalency Credit Opportunities	2413
Community Service	2414
Community Service Procedures	2414P
Waiver of High School Graduation Credits	2418
Waiver of High School Graduation Credits Procedures	2418P
Waiver of High School Graduation Credits Application	2418F
Grading and Progress Reports	2420
Grading and Progress Reports Procedures	2420P
Promotion / Retention	2421
Promotion/ Retention Procedures	2421P
Homework	2422
3000 Admission & Qualifications Of Attendance	3110
Entrance Qualifications	3110P
Social Emotional Climate	3112

**West Valley School District
Board of Directors
Policies and Procedures
Table of Contents**

Part-Time, Home-Based, Or Off-Campus Students	3114
Part-time or Home-based Students Procedures	3114P
Students Experiencing Homelessness-Enrollment Rights and Services	3115
Students Experiencing Homelessness-Enrollment Rights and Services Procedure.....	3115P
Students in Out-of-Home Care.....	3116
Students in Out-of-Home Care Procedures	3116P
Enrollment	3120
Enrollment Procedures	3120P
Compulsory Attendance	3121
Excused and Unexcused Absences	3122
Pre-Arranged Absence Form 1	3122F1
Student Parent Request for Pre-Arranged Absence Form 2	3122F2
Excused and Unexcused Absences	3122P
Withdrawal Prior To Graduation	3123
Removal Release of Student During School Hours	3124
Removal Release of Student During School Hours Procedures	3124P
Child Custody	3126
District Attendance Areas	3130
District Attendance Area Transfers	3131
Release Of Resident Students	3140
Non-Resident Students	3141
Non-Resident Admission Form	3141F
Non-Resident Students Procedures	3141P
International Student Exchange	3142
International Student Exchange Procedures	3142P
Notification and Dissemination of Information about Student Offenses and Notificat	3143
Sexual Harassment of Students Prohibited	3205
Sexual Harassment of Students Prohibited Procedures	3205P
Prohibition of Harassment, Intimidation or Bullying	3207
Formal Complaint of Harassment, Intimidation, or Bullying Form	3207F
Prohibition of Harassment, Intimidation and Bullying Procedures	3207P
Non-Discrimination	3210
Non-Discrimination Procedures	3210P
Freedom of Expression	3220
Freedom of Expression Procedures	3220P
Freedom Of Assembly	3223
Student Dress	3224

**West Valley School District
Board of Directors
Policies and Procedures
Table of Contents**

Student Dress Procedures	3224P
School-Based Threat Assessment.....	3225
School-Based Threat Assessment.....	3225P
Student Privacy	3230
Student Privacy Procedures	3230P
Student Records	3231
Student Records Procedures	3231P
Parent & Student Rights in Administration of Surveys, Analysis or Evaluations	3232
Parent & Student Rights in Administration of Surveys, Analysis or Evaluations Proce	3232P
Protection of Student Personal Information.....	3235
Protection of Student Personal Information Procedures	3235P
Student Discipline	3241
Student Discipline Procedures	3241P
Closed Campus	3242
Student Driving	3243
Student Driving Procedures	3243P
Prohibition Of Corporal Punishment	3244
Students and Telecommunication/Electronic Devices	3245
Restraint, Isolation and Other Uses of Reasonable Force	3246
Documentation of Restraint and-or Isolation Form	3246F
Restraint, Isolation and Other Uses of Reasonable Force Procedures	3246P
Student Health	3410
Student Health Form	3410F
Local Wellness Policy	3411
Automated External Defibrillators (AEDs)	3412
Automated External Defibrillators (AEDs) Procedures	3412P
Student Immunization and Life-Threatening Health Condition.....	3413
Statement of Immunization Status Form 1	3413F1
Statement of Immunization Status Final Warning Form 2	3413F2
Statement of Immunization Status Emergency Expulsion Form 3	3413F3
Statement of Immunization Status Resources Form 4	3413F4
Student Immunization and Life-Threatening Health Conditions.....	3413P
Infectious Diseases	3414
Infectious Diseases Procedures	3414P
Students with Life-Threatening Health Conditions	3415
Medication At School	3416
Generic Medication Authorization Form 1	3416F1

**West Valley School District
Board of Directors
Policies and Procedures
Table of Contents**

Asthma Medication Authorization Formm 2	3416F2
Asthma Medication Authorization Form 3	3416F3
Med Authorization for Diastat Form 4	3416F4
Agreement for Self-Administration of Asthma & Anaphylaxis Medication Form 5.....	3416F5
Medication At School Procedures	3416P
Catheterization	3417
Catheterization Procedures	3417P
Response to Student Injury or Illness.....	3418
Emergency Treatment Procedures	3418P
Self-Administration of Asthma and Anaphylaxis Medications	3419
Self-Administration of Asthma and Anaphylaxis Medications Procedures	3419P
Anaphylaxis Prevention	3420
Anaphylaxis Prevention Procedures	3420P
Anaphylaxis Prevention Stock Epipen Report Form	3420F1
Child Abuse, Neglect and Exploitation Prevention	3421
Child Abuse and Neglect Prevention Procedures	3421P
Student Sports - Concussion, Head Injury and Sudden Cardiac Arrest	3422
Student Sports - Concussion, Head Injury and Sudden Cardiac Arrest Procedures	3422P
Emergencies	3432
Emergencies Procedures	3432P
Associated Student Bodies	3510
Associated Student Bodies Procedures	3510P
Student Incentives	3515
Student Incentives Procedures	3515P
Student Fees, Fines, or Charges	3520
Student Fees, Fines, or Charges Form 1.....	3520F1
Student Fees, Fines, or Charges Procedures	3520P
Fund Raising Activities Involving Students	3530
Fund Raising Activities Involving Students Procedures	3530P
4000 Public Information Program	4000
Public Information Program Procedures	4000P
Staff Communications Responsibility	4010
Community Relations	4020
Public Access to District Records	4040
Public Access to District Records Form	4040F
Public Access to District Records Procedures	4040P

**West Valley School District
Board of Directors
Policies and Procedures
Table of Contents**

Data Sharing with Local Tribes	4050
Endorsement Of Educational Materials	4055
Distribution of Materials	4060
Flyer Distribution Approval Form	4060F
Distribution of Materials Procedures.....	4060P
Citizens' Advisory Committees And Task Forces	4110
Citizens' Advisory Committees And Task Forces Procedures	4110P
School-Support Organizations	4120
School-Support Organizations Procedures	4120P
Family Involvement	4129
Family Involvement Procedures	4129P
Title I Parental Involvement	4130
Title I Parental Involvement Procedures	4130P
Safe and Orderly Learning Environment	4200
Safe and Orderly Learning Environment Procedures.....	4200P
Regulation of Dangerous Weapons on School Premises	4210
Use of Tobacco, Nicotine Products and Delivery Devices	4215
Effective Communication	4217
Effective Communication Request Form	4217F
Effective Communication Procedures	4217P
Language Access Plan	4218
Language Access Plan Procedures	4218P
Complaints Concerning Staff Or Programs	4220
Complaint Against A District Employee Form	4220F
Complaint Against A District Employee Procedures	4220P
Contacts With Students	4230
Public Performances	4235
Contests, Advertising And Promotions	4237
Use of Facilities	4260
Use of Facilities Procedures	4260P
Community Schools Program	4265
Political Relationships With Governmental Agencies	4300
Political Relationships With Governmental Agencies Procedures	4300P
Improvement Districts And Licensing Of Business	4301
Relations with the Law Enforcement, Child Protective Agencies	4310
Release of Information Concerning Sexual And Kidnapping Offenders	4315
Cooperative Programs With Other Districts And Public Agencies	4320

**West Valley School District
Board of Directors
Policies and Procedures
Table of Contents**

Cooperation With Private and Parochial Schools and Day Care Agencies	4330
Election Activities	4400
Election Activities Procedures	4400P
Unmanned Aircraft System and Model Aircraft	4500
5000 Recruitment And Selection Of Staff	5000
Recruitment And Selection Of Staff Procedures	5000P
Hiring of Retired School Employees	5001
Employment Disclosures	5005
Citizenship Status Procedures	5005P
Certification Revocation	5006
Nondiscrimination and Affirmative Action	5010
Nondiscrimination and Affirmative Action Procedures	5010P
Sexual Harassment of District Staff Prohibited	5011
Sexual Harassment of District Staff Prohibited Procedures	5011P
Collective Bargaining	5020
Applicability Of Personnel Policies	5021
Staff Dress	5022
Contracts	5050
Retire Rehire Guidelines Procedures	5050P
Drug-Free Schools, Community and Workplace	5201
Drug-Free Workplace Form.....	5201F
Federal Motor Carrier Safety Administration Mandated Drug & Alcohol Testing Pro..	5202
Federal Motor Carrier Safety Administration Mandated Drug & Alcohol Testing Pro	5202P
Job Sharing Staff Members	5222
Job Descriptions Responsibilities	5230
Job Descriptions Responsibilities Procedures	5230P
Length Of Work Day	5231
Overtime and Compensatory Time Procedures	5231P
Evaluation of Staff	5240
Evaluation of Staff Procedures	5240P
Conflicts of Interest	5251
Staff Participation In Political Activities	5252
Staff Participation In Political Activities Procedures	5252P
Maintaining Professional Staff	5253
Maintaining Professional Staff Procedures	5253P
Staff Access to Networked Information	5256

**West Valley School District
Board of Directors
Policies and Procedures
Table of Contents**

Agreement Form.....	5256F
Staff Access to Networked Information Procedures	5256P
Personnel Records	5260
Personnel Records Procedures	5260P
Resolution Of Staff Complaints	5270
Resolution Of Staff Complaints Procedures	5270P
Reporting Improper Governmental Action	5271
Reporting Improper Governmental Action Procedures	5271P
Separation from Employment	5280
Separation from Employment Procedures	5280P
Disciplinary Action and Discharge	5281
Disciplinary Action and Discharge Procedures	5281P
Compensation	5310
Garnishment And Personal Credit Problems	5315
Garnishment And Personal Credit Problems Procedures	5315P
Personnel Leaves	5400
Sick Leave	5401
Maternity Leave	5402
Emergency Leave	5403
Family Leave	5404
Emergency Leave	5405
Leave Sharing	5406
Leave Sharing Procedures	5406P
Military Leave	5407
Military Leave Procedures	5407P
Jury Duty And Subpoena Leave	5408
Discretionary Leaves	5409
Holidays	5410
Staff Vacations	5411
Retirement Programs	5510
Staff Development	5520
Staff Development Procedures	5520P
Teacher Assistance Program	5521
Professional, Civic Memberships	5525
Substitute Employment	5610
Substitute Employment Procedures	5610P
Temporary Administrators	5612

**West Valley School District
Board of Directors
Policies and Procedures
Table of Contents**

Volunteers	5630
Volunteers Form	5630F
Volunteers Procedures	5630P
Student Teachers	5641
Student Teachers Procedures	5641P
Internships	5642
Internships Procedures	5642P

6000 MANAGEMENT SUPPORT

Financial Planning and Management

Program Planning, Budget Preparation, Adoption and Implementation	6000
Program Planning, Budget Preparation, Adoption and Implementation Procedures ..	6000P
System of Funds and Accounts	6020
System of Funds and Accounts Procedures	6020P
Interfund Loans	6021
Minimum Fund Balance	6022
Financial Reports	6030
Expenditures in Excess of Budget.....	6040
Governmental Bonds POST ISSUANCE COMPLIANCE POLICY	6099

Revenues

Revenues from Local, State and Federal Sources	6100
Federal Government Revenues Procedures	6100P
District Fundraising Activities	6102
District Fundraising Activities Procedures	6102P
Allowable Costs for Federal Programs	6106
Allowable Costs for Federal Programs Procedures	6106P
Rental or Lease of District Real Property.....	6112
Gifts or Donations	6114
Gifts or Donations Procedure.....	6114P
Gifts or Donations Form	6114F
Investment of Funds	6120

Purchasing

Purchasing Authorization and Control	6210
Purchasing Authorization and Control Procedures	6210P
Charge Cards	6212

**West Valley School District
Board of Directors
Policies and Procedures
Table of Contents**

Charge Cards Procedures	6212P
Charge Cards	6212F
Reimbursement for Travel Expenses	6213
Reimbursement for Travel Expenses Procedures	6213P
Voucher Certification and Approval	6215
Voucher Certification and Approval Procedures	6215P
Reimbursement for Goods and Services Warrants	6216
Bid or Request for Proposal Requirements	6220
Bid or Request for Proposal Requirements Procedures	6220P
Bid and Quote Documentation	6220F
Relations with Vendors	6230
Food and Beverage Consumption	6240
Food Request Form	6240F1
Food Receipt Documentation Form	6240F2
Food and Beverage Consumption Procedures	6240P
Cellular Telephones	6250

Risk Management

Risk Management	6500
TORT CLAIM FORM	6500F
Risk Management	6500P
Safety	6510
Playground Equipment Procedures	6510P
Staff Safety	6511
Staff Safety Procedures	6511P
Infection Control Program	6512
Infection Control Program Procedures	6512P
Insurance	6530
Student Insurance	6535
School District's Responsibility for Privately-Owned Property	6540
Property, Data and Records Management	6570
Records Management Procedures	6570P
Continuity of Operations Plan	6580
Continuity of Operations Plan Form	6580F
Continuity of Operations Plan Procedures.....	6580P

Transportation

**West Valley School District
Board of Directors
Policies and Procedures
Table of Contents**

Transportation	6600
Route Guidelines Procedures	6600P
Student Safety Walking, Biking and Riding Buses	6605
Student Safety Walking, Biking and Riding Buses Procedures	6605P
Video Cameras on School Buses	6608
Video Cameras on School Buses Procedures	6608P
Video Surveillance	6610
Driver Training and Responsibility	6630
School-Owned Vehicles	6640
Contracting for Transportation Services	

Food Services

Nutrition and Food Services-Breakfast and Lunch Program	6700
Nutrition and Food Services-Breakfast and Lunch Program Procedures	6700P
Distribution and Sales of Competitive Foods	6710
Distribution and Sales of Competitive Foods Procedures	6710P

School Property

Operations and Maintenance of School Property	6800
Capitalization of Assets	6801
Capitalization of Assets Procedures	6801P
Capitalization of Assets	6805
Capitalization of Assets Procedures	6805P
Energy Management Education	6810
Energy Management Conservation Procedures	6810P
Disposal of Surplus Equipment and or Materials	6881
Disposal of Surplus Equipment and or Materials Procedures	6881P
Sale of Real Property	6882
Closure of Facilities	6883
State Environmental Policy Act Compliance	6890

Capital Projects

Site Acquisition	6905
Educational Specifications	6921
Educational Specifications Procedures	6921P
Energy Conservation	6923
Architect and Engineering Services	6925

**West Valley School District
Board of Directors
Policies and Procedures
Table of Contents**

Selection of Architects or Engineers Procedures	6925P
Contractor Assurances, Surety Bonds and Insurance	6950
Maintenance of Records	6955
Change Orders	6957
Acceptance of Completed Project	6959
Naming Facilities	6970
Naming Facilities Procedures	6970P
Works of Art	6971