

# *West Valley High School*

**9800 Zier Road**

**Yakima, Washington 98908**

(509) 972 - 5900

Main Office

(509) 972 - 5912

Attendance

(509) 972 - 5915

Activity/Athletic InfoLine

<http://hs.wvwsd208.org/sitehome/home/home.shtml>



## *MISSION STATEMENT*

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

## *NONDISCRIMINATION POLICY*

**District Policy 3210: The West Valley School District shall provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without regard to race, creed, color, national origin, sex, sexual orientation or non-program-related physical, sensory or mental disabilities. RCW 49.60 Law Against Discrimination. District programs shall be free from sexual harassment.**

## 2009-2010 Student Planner Handbook

*This planner belongs to:*

Name: \_\_\_\_\_

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**West Valley High School  
Staff Roster 2009-2010**

Principal: Dr. Jean Seibert 972-5906

Assistant Principals: Mr. Jake Hall 972-5907  
Mr. Bill Oppliger 972-5908

Athletic Director: Mr. Joe Coscarart 972-5942

ASB/Activities Director: Mr. Craig Lacy 972-5933

Counselors: Mrs. Dawn Hester (P-Z) 972-5919  
Mr. Bernie Snow (A-GO) 972-5921  
Mrs. Jan Chase (GR-O) 972-5920

Interventionist: Mr. John Hutton 972-5966

School To Career: Mr. Mal Kamimoto 972-5946

Clerical Staff: Ms. Michon Mancell, Principal's Secretary  
Mrs. Sandie Hennessy, Attendance Secretary  
Mrs. Lori Jones, Registrar  
Mrs. Linda Winkler, ASB Secretary  
Mrs. Lisa Olden, Office Paraprofessional

Teaching Staff:

Mrs. Diana Anson	Family Science	Mr. Lucas Jaeger	Special Education
Mrs. Valerie Barnett	Language Arts	Ms. Susan Kaphammer	Librarian
Mr. John Beck	PE	Mr. Adil Khan	Math
Mr. Rick Beck	German	Mr. Kevin Koler	Science
Mr. Ron Bergevin	Social Studies	Mr. Craig Lacy	Social Studies
Mr. Mike Berube	Math	Mr. Dana Lemieux	Language Arts
Mr. Kevin Brennan	Social Studies	Mrs. Eva Lust-Wright	Spanish
Mr. Aaron Brien	Math	Ms. Jeannie Martin	Sports Medicine
Mr. Mark Burns	Language Arts	Mr. Jacob Munden	Voc. Agriculture
Mr. Mike Cabbage	Science	Mr. Dan Noll	Chemistry
Ms. Elizabeth Chicken	Language Arts	Mr. Jamie Nordstrom	Math
Mrs. Joan Coomer	ESL	Mr. Rob O'Brien	Social Studies
Mr. Jerry Cox	RAP/Math/PE	Ms. Katie Orgill	PE
Mrs. Shane Davis	Spanish	Ms. Amy Osborn	History
Mr. Ryan Delozier	Math	Mr. Andrew Ponchene	Voc. Education
Mr. Scott Ditter	Language Arts	Mr. Tom Robinson	Business Education
Lt. Col. Duncan	JROTC	Ms. Debbie Sundlee	Art
Mr. Adam Eldridge	Math/Social Studies	Mr. Loren Sundlee	Language Arts
Mrs. Kristen Fife Johnson	Rap/Humanities	Mrs. Mary Rose Tahat	Science
Ms. Sarah Flickinger	Special Education	Mrs. Keely Teske	Science
Mr. Ron Gerhardstein	Instrumental Music	Mr. Kevin VanDeBrake	Social Studies
Mrs. Megan Goranson	Choir	Ms. Jennifer Voorhees	Spanish
Mr. Brooks Hale	Language Arts	Mr. Tyson Whitfield	Social Studies
Mr. Rick Hill	Special Education	Mr. Kent Wilkinson	Science
Ms. Beth Holmes	Special Education	Mrs. Jamie Zeller	Math

**West Valley High School  
Staff Roster 2009-2010 (continued)**

<u>Custodial Staff:</u>	Mr. Robin Sills, Head Custodian	Mr. Zig Melusky
	Mrs. Terry Manning	Mr. Mark Terry
	Mr. Todd Monroe	Mr. Dave Larson

Food Service: Mrs. Kristin Blair, Director

Paraprofessionals:

Mrs. Jean Brunstetter	Transition Program	Ms. Tammy Moore	Transition Program
Mrs. Janice Couette	Transition Program	Mrs. Sondra Ripley	Library
Mrs. Lisa Ford	Transition Program	Mrs. Terri Stewart	Transition
Mrs. Kathy Jarvis	Basic Ed Support	Ms. Melody Troy	Transition Program
Mrs. Mari Mills	Basic Ed Support		

**West Valley High School  
Student Executive Council 2009-2010**

President	Dylan Foster	Co-commun. Director	Kyle Sauve
Vice President	Lee Hanses	Co-commun. Director	Preston Wade
Senatorial Secretary	Christine Roux	School Board Student Rep.	Keenan Schoen
Speaker of the House	Darel Smart	School Board Student Rep.	Nicole Stine
Executive Secretary	Alyssa Kimzey	Senior LASC Rep.	Cassie Coltrane
Public Relations Director	Paige Atterberry	Senior Class President	Zach Hinson
Treasurer	Parker Fannin	Junior LASC Rep.	Lauren Bouchey
Assistant Treasurer	Kayla Rothenbueler	Junior Class President	Valen Permann
Co-commun. Director	Nashrah Mazarh		

**Senior Class Officers  
2009-2010**

Senior President	Zach Hinson
Senior Vice-President	Connor Griffith
Senior Secretary	Haley Haubrich
Senior Treasurer	Mikey Rigin
Senior Girl's Social Chairs	Irene Estrada
	Annie Jameson
Senior Boy's Social Chairs	Aparicio Fischer
	Alejandro Munguia

**Junior Class Officers  
2009-2010**

Junior President	Valen Permann
Junior Vice-President	Ashley Richardson
Junior Secretary	Brianna Henry
Junior Treasurer	Lauren Jones
Junior Girls' Social Chair	Jordana Griffith
	Kaity Ross
Junior Boy's Social Chair	Brandon Chin
	Chad Heflick

## ACADEMIC DISHONESTY / CHEATING / PLAGIARISM

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, unless such action is specifically authorized by the instructor; 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.

Incidents of cheating will be recorded in the student's permanent discipline record.

## ACADEMIC EXPECTATIONS

We believe that learning is the primary purpose of being a student at West Valley High School. Students will learn the skills, attitudes, values and self-discipline needed to become a contributing and positive member of society. In order for students to reach these learning expectations, they need to be responsible for the following:

- A. Have prompt and regular attendance.
- B. Bring materials and assignments to class daily.
- C. Work independently and in groups in a responsible manner.
- D. Complete daily work and homework.
- E. Respect fellow students and their property.
- F. Respect school property.
- G. Respect the learning environment.

## ARRIVAL AND DISMISSAL TIMES

School hours are from 7:50 AM—2:25 PM, except for students who are enrolled in a "0" hour or 6th period class. Office hours are 7:30 AM—3:30 PM. Teachers' hours are 7:30 AM—3:00 PM. School is dismissed at 2:25, with the exception of Early Release Days in which the dismissal time is 11:00.

## ATHLETICS

**Info Line: 972-5915**

Student athletes must comply with all regulations as outlined in the West Valley School District Activities Handbook.

## ATTENDANCE POLICY

**Attendance Office: 972-5912**

West Valley School 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.wvsd208.org>.**

Notes and/or phone calls from home are part of the process for excusing an absence. However, **WVHS may not excuse every absence, even if there is a note or a phone call from a parent.** The school will take into account the requesting student's rate of attendance, current and past achievement in classes, and the nature of the classes missed. (RCW 28A.225.010)

A student's presence in the classroom on a regular basis is necessary to ensure that the student derives maximum benefit from the course, including the opportunity for interaction with teachers and peers. Homework assignments do not make up for class time. **In-class participation will be part of each**

**teacher's grading policy**, Homework is given to check for classroom learning. In-class participation points may not be able to be "made-up".

As a parent you can monitor your student's attendance via Family Access. We encourage parents use this tool to track their student's attendance.

### ABSENCE PROCEDURES

1. **The only absences that can be excused are those specified in District Policy 3122:**
  - A. Illness/Doctor's Appointments (Appointment card required)
  - B. Family Emergencies
  - C. Prearranged Absences, i.e. appointments, out-of-town trips (See Procedure Below)
2. When a student is absent, a parent or guardian must **send a note to or call the attendance office at 972-5912** stating the REASON and DATE for the absence within 48 hours of the absence. Without the note or phone call, the absence is unexcused. Students must get an *Admit To Class* slip before they go to any class. Teachers will not allow students into class without an admit slip. If students are late to class because they had to get an admit slip, they will be counted tardy. It is the student's responsibility to get an admit slip before school starts.
3. West Valley High School requires students who are absent due to doctor's appointments to bring an appointment card or other verification from the doctor's office stating the date and time of the appointment.
4. Students with excused absences will be allowed the same number of days to make up missing work as the number of days they were absent, i.e. if a student is absent 3 days they have 3 school days to make up the work they missed. **If a student has unexcused absences they may not make up missing work or assignments.**
5. Enrolled students found to be absent from school or class for reasons other than those permitted by West Valley School District Policy 3122 shall be considered unexcused. Specifically, students shall be considered unexcused if they:
  - A. Are absent from school without parent or guardian permission.
  - B. Are absent from class without permission although they are on the school grounds.
  - C. Do not check out of school when leaving campus.
  - D. Obtain permission to leave school for a specified reason and do not comply with the specified reason.
  - E. Leave school or class due to illness without reporting to the attendance office.
  - F. Are on a so-called "SKIP DAY".
6. If a student is tardy more than 10 minutes to class, the student shall be considered absent from class. Students who have chronic tardiness and/or absences, even if excused, may be subject to corrective action. (District Policy 3122)

### PRE-ARRANGED ABSENCE PROCEDURE

All family vacations must use the pre-arrangement procedure for West Valley High School. However, even with the pre-arrangement 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. (RCW 28A.225.010)

1. The student is to bring a note from a parent or guardian requesting the absence, the reason, and the specific date the student will be absent. This must be done at least three (3) school days prior to the prearranged absence.
2. Teachers will sign the prearranged absence form and check all applicable categories and make comments as necessary.

3. The student will take the form home for parent signature.
4. The student must return the signed form to the attendance office before departure, or the absence is unexcused.
5. Students should complete known assignments before the absence.

### SCHOOL INITIATED ABSENCE (SIA)

Students who miss class due to a School Initiated Absence (SIA) are expected to turn in assignments and make sure they know what's due the day following the SIA BEFORE leaving school for the absence. Tests and presentations should be made up the day following the SIA.

### ATTENDANCE REQUIREMENT FOR ALTERNATIVE ASSESSMENT

For the purpose of determining eligibility for alternative assessment methods, regular school attendance is defined as no more than six (6) absences, excused and/or unexcused, per trimester in core academic classes: language arts, social studies, math and science. For the purpose of determining eligibility for alternative assessment methods, summer school attendance must be completed in a summer school class that is aligned with the state essential academic learning requirements. Parents and students should be aware that when a student misses more than 6 days in a course, excused or not, it is difficult for the student to earn a passing score in the course. What students learn and do in the classroom is critical to learning and showing mastery of the material

### BEHAVIOR / PROGRESSIVE DISCIPLINE POLICY

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

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

1. The teacher will confer with the student to try to get a behavioral change.
2. The teacher will call or schedule a conference with a parent or guardian.
3. The teacher will refer the student to administration for disciplinary action.

### PROGRESSIVE DISCIPLINE FOR INFRACTIONS

#### STEP ONE 60 Minutes Restitution

1. Loitering in a parking lot or other undesignated areas.
2. Interference and/or disruption of the educational process.
3. Failure to check in or out.
4. Failure to comply with policy.
5. Fourth tardy.
6. Make-up time for being removed from class by the classroom teacher.

#### STEP TWO 120 Minutes Restitution

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

5. Fifth tardy.

**STEP THREE**    Out-of-School Suspension (1 day) or Restitution (4 hours) or Saturday School (4 hours)

1. Unexcused absences: first offense = make up time missed, second offense = 1 day suspension or restitution, third offense = suspension or Saturday School.
2. Insubordination (willful disregard of a directive by staff).
3. Use of profane, abusive, or obscene language, gestures, or drawings.
4. Wearing of obscene, sexual, drug related or otherwise inappropriate clothing: first offense = change clothing; second offense = restitution.
5. Using racial slurs or epithets towards another student or staff member.
6. Third referral for level one violations.
7. Second referral for level two violations.
8. Sixth tardy

**STEP FOUR**    Out-of-School Suspension (2-3 days) or Restitution (6-12 hours) or Saturday School (2 - 4 Saturdays)

1. Forging the signature of a school official.
2. Use or possession of tobacco products at school or at a school related activity: first offense = A.L.A. education class and suspension. Multiple violations will result in increased levels of discipline at the discretion of West Valley High School Administration.
3. Fighting or physical confrontations on campus or originating on campus.
4. Profanity or obscene language directed at a staff member.
5. Fourth referral for level one violations.
6. Third referral for level two violations.
7. Second referral for level three violations.
8. Seventh tardy.

**STEP FIVE**    Out-of-school Suspension (4 - 10 days)

1. Vandalism (cost of damage must be paid).
2. Theft (Police notified).
3. Setting a false fire alarm (Fire Marshall notified).
4. Extortion (Police notified).
5. Harassment.
6. Verbal or physical threats (Police notified).
7. Fifth referral for level one violations.
8. Fourth referral for level two violations.
9. Third referral for level three violations.
10. Second referral for level four violations.
11. Eighth tardy.

**STEP SIX**    Long-Term Out-of-school Suspension (11+ days)

1. Threatening or intimidating school personnel (Police notified).
2. Possession, use, or under the influence of controlled drugs/substances; construction, production, or possession of drug paraphernalia (Police notified).
3. Assault. (Police notified).
4. Possession, under the influence, or consumption of alcohol at school or school related activity (Police notified).
5. Arson (Police notified).
6. Failure to comply with a reasonable request from Administrator / designee.

7. Failure to pursue a course of study: students who fail 4 or more courses in a term may be long-term suspended. Students who fall behind by one or more grade level may be subject to long-term suspension.
8. Sixth referral for level one violations.
9. Fifth referral for level two violations.
10. Fourth referral for level three violations.
11. Third referral for level four violations.
12. Second referral for level five violations.
13. Eighth tardy.

STEP SEVEN Expulsion

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

EXCEPTIONAL MISCONDUCT

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

**Alcoholic Beverages or Illegal Drugs:** The sale, use or possession of alcoholic beverages or illegal drugs.

**Arson:** The intentional setting of a fire.

**Assault:** Physical or verbal threats or violence to a person.

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

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

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

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

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

**False Fire Alarms**

**Forgery:** Fraudulent imitation of a signature or document..

**Gang-Type Activity:** Including tagging, clothing, throwing signs, drawings, group violence.

**Larceny:** Stealing of school or personal property.

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

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

**Unlawful Interference with School Authorities :** Interfering with administrators or teachers by force or violence or threat of force.

**BUS CONDUCT**

Students who ride the school bus are expected to comply with all school rules while waiting for the bus in the morning. Furthermore, in order to maintain safety, the West Valley School District has developed a set of rules that will be posted on all buses.

EXPECTATIONS

- |                                       |                                      |
|---------------------------------------|--------------------------------------|
| Respect yourself and others           | Follow the directions of the drivers |
| Remain seated while the bus is moving | Speak in a quiet tone of voice       |
| Keep the bus clean and aisles clear   | Use appropriate language             |

## CONSEQUENCES FOR INFRACTIONS

Verbal reprimand by driver	3rd citation--subject to 3 days suspension from bus
Redirection--explain expected behavior	
1st bus citation--copies to parents and principal	Further citations--subject to removal from bus for remainder of year
2nd citation--detention will be assigned	

## SCHOOL BUS DISCIPLINE PROCEDURES

### Minor Rule Infractions (*Includes any infraction not defined as exceptional or major*)

Drivers are responsible to manage minor rule violations, issue tickets with complete, objective information and contact parents as defined below:

1. Driver warns student of violation, and advises them that they will receive a minor ticket
2. Driver writes discipline ticket after returning to bus garage, circling appropriate level (minor 1, 2 or 3). Driver keeps pink copy and leaves the other two in the transportation office for distribution to school and a letter will be mailed to parents.

Drivers are encouraged to make contact with parents for assistance/communication at minor infraction step #1, and are required to make contact with parents at minor infraction step #2.

A third minor infraction is equal to a first major infraction. Subsequent minor tickets may be treated as major subject to administrator/driver discretion.

### Major Rule Infractions

Assault/Fighting	Explosives (fireworks, stink bombs, etc)
Extortion (coercing money or property)	Failure to identify oneself
Discharge of fire extinguisher	Possession /Distribution of tobacco products
Possession/Use/Distribution of drugs alcohol or paraphernalia	
Profanity or profane gestures	Refusal to comply with reasonable driver request
Harassment/Intimidation/Bullying	Theft of school or personal property
Three "minor" rule infractions	
Knowingly departing the bus at other than assigned stop	

As a general rule, the following procedures will guide corrective actions related to major misconduct on all West Valley School District school buses. In all cases parents will be contacted as soon as possible.

Administrators will use their judgment in administering discipline, given the facts of the case and the age of the students.

- 1st major infraction: minimum three day suspension of bus riding privilege
- 2nd major infraction: 10 day suspension of bus riding privilege
- 3rd major infraction: 20 day suspension of bus riding privilege, or end of trimester, whichever is longer.

### Exceptional Misconduct

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

## APPEAL PROCESS

Parents wishing to appeal disciplinary actions should refer to West Valley School District Student Discipline Policy Appeal Process 3241.

## BUS NOTES

Students who don't normally ride the bus but wish to go to a friend's house must bring a parent note to the office prior to riding the bus.

### CAFETERIA

West Valley High School's Cafeteria is a communal dining area. All students who choose to dine in the Commons are responsible for cleaning and maintaining the table areas at which they sit and for clearing tables before leaving. Students are expected to:

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

### CAMPUS

Students are not allowed to leave campus during their regularly scheduled class time. Students are not excused and are not allowed to leave campus during a regularly scheduled assembly or activity period. Students needing to leave campus before the end of the school day must sign out in the office. Violators of the above policy and subsequent rules and regulations will be declared TRUANT.

### CHANGES IN ADDRESS / TELEPHONE

Please **notify the registrar's office at 972-5924 or email at [jonesl@wvsd208.org](mailto:jonesl@wvsd208.org)** as soon as possible if there is a change in address, phone number, or emergency contact information. Notify the school office a week in advance if you plan to move.

### CHILD ABUSE REPORTING

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

### CLOTHING

#### Students may not wear::

- Clothing advertising drugs and/or alcohol or tobacco
- Clothing displaying sexual innuendo
- Half-shirts, tube tops, spaghetti straps, shoulderless or backless shirts, or shirts exposing ANY bare midriff
- Pants with holes in the crotch or back
- Any clothing which exposes underclothing (boxers, bras, sports bras, or "racer-backs").
- Pants worn below the waistline
- Any attire disruptive to the educational process
- Hats, hoods or other head coverings inside the school building

Clothing or styles of dress that can be construed to provoke fear, violence, or intimidation, including gang-related attire, is not acceptable.

Clothing or jewelry with words, pictures or phrases that depict any "gang style" writing, illegal activity, sexually related or obscene gestures or material, tobacco, drugs, alcohol, violence or intimidation may not be worn.

Students wearing unacceptable attire will be sent home to change into appropriate clothing. **Any missed class time as a result will be considered unexcused.**

## **COMPUTER NETWORK AND INTERNET**

Computers and network resources, including internet access, are provided for students as tools for learning and should be used only for school-related research and communication. Access is a privilege, not a right, and entails responsibility.

Students are responsible for good behavior on school computers anywhere on campus. General school rules apply as well as specific guidelines in individual computer areas. School Board Policies and Acceptable Use Guidelines (Board Policy 2022) are available on the District Website. Network and internet work and content may be monitored by network administrators. Misuse will result in restricted access and school discipline.

### **Examples of behavior not permitted include:**

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

## **COPYRIGHT COMPLIANCE**

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

Students as well as all school staff are subject to copyright laws and regulations. Students are expected to produce their own creative and educational work, to cite material from other sources, and to incorporate only legally permissible material in student work.

## **COUNSELING CENTER**

A counselor supports teachers in their primary role of aiding students to learn effectively. Our counseling staff offers services to all West Valley High School students and their parents. The counselors are available from 7:30 AM - 3:00 PM daily. Please refer to page 3 for Counselor phone numbers. The registrar will receive calls until 3:30 pm daily. Parents may call at any time to discuss concerns or to schedule an appointment.

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

### **COUNSELING CENTER SERVICES**

1. **PERSONAL COUNSELING:** Short term counseling services to assist in personal student concerns, family conflicts, peer relationships, and school problems.

2. **ACADEMIC COUNSELING:** Assisting parents in arranging parent-teacher conferences, determining current academic performance and aiding parents in improving student daily work habits.
3. **SCHEDULING:** Counselors are responsible for enrolling new students, student scheduling for each year, and resolving scheduling concerns. Counselors work with classes to advise students of their elective choices and academic requirements.
4. **SPECIAL PROGRAMS:** Students who have academic difficulties may need to be considered for special programs. The screening and referral process is handled by the counselors.
5. **DRUG AND ALCOHOL COUNSELING**

**COUNSELOR ASSIGNMENTS BY STUDENT’S LAST NAME**

A-Go	Mr. Bernie Snow	972-5921
Gr-O	Mrs. Jan Chase	972-5920
P- Z	Mrs. Dawn Hester	972-5919

**DANCES**

West Valley students who attend dances must present a valid ASB card or valid student ID card. Students who bring guests must obtain a guest pass at least two days before the event date. Students who do not obtain guest passes in the proper time frame will not be allowed to bring a guest. Maximum age of guests at West Valley High School dances is twenty (20). Twenty-one year olds will not be allowed to attend West Valley dances. Check WVHS web page for specific dates.

Students with fines or outstanding fees **WILL NOT** be allowed to purchase dance tickets.

**DANGEROUS WEAPONS ON SCHOOL PREMISES**

WVSD Board Policies 4200, 4210

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon or maliciously display an instrument that appears to be a firearm on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities.

The superintendent is directed to see that all school facilities post “Gun Free Zone” signs, and that all violations of this policy and RCW 9.41.280 are reported annually to the superintendent of Public Instruction.

The following persons may carry firearms into school buildings, as necessary, although students engaged in these activities are restricted to the possession of rifles on school premises: persons engaged in military, law enforcement, or school district security activities; persons involved in a school authorized convention, showing, demonstration, lecture or firearm safety course; persons competing in school authorized firearm or air gun competitions; and any federal state or local law enforcement officer.

The following persons over eighteen years of age and not enrolled as students may have firearms in their possession on school property outside of school buildings: persons with concealed weapons permits issued pursuant to RCW 9.41.070 who are picking up or dropping off students; and persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle.

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

Persons over eighteen years of age and persons between fourteen and eighteen years of age with written parental or guardian permission may possess personal protection spray devices on school property. No one under eighteen years of age may deliver such devices, nor may anyone eighteen years or older deliver a spray device to anyone under fourteen or to anyone between fourteen and eighteen who does not have parental permission. Spray devices may not be used other than in self-defense as defined by state law.

Possession, transmission or use of personal protection spray devices under any other circumstances is a violation of district policy.

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

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

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

The board recognizes that a significant number of parents, students and others are seriously concerned about the adverse effects of drugs, alcohol, and tobacco, and that the schools share the responsibility for providing appropriate information to young people.

The district shall cooperate with parents, professional authorities, community agencies and others in developing an effective educational program dealing with this important area.

### **DUE PROCESS**

No pupil shall be deprived of educational opportunity by the school district without due process of law. These include rights of appeal.

*To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers or student automobiles and may seize any illegal, unauthorized or contraband materials discovered in the search. Trained dogs may be used to assist in identifying areas to be searched. It is the goal of the West Valley School District to effectively handle complaints and concerns from the students, staff, parents and patrons. To that end, we believe that these issues are best resolved at the classroom, building, or departmental level. If the problem is not resolved at this level, then a written statement that describes the complaint or concern and a possible solution may be filed with the District Office. If still unresolved after meeting with the Superintendent or his/her designee, the matter may be brought before the Board of Directors.*

### **ELECTRONIC DEVICES AND CELL PHONES**

District Policy 3233--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.

Students may not have any cell phones or other personal electronic devices visible at school between 7:45 am and 2:25 pm.

If a student has a visible cell phone or other unauthorized electronic device it must be surrendered upon the request of any school employee and the following steps will be taken:

- Step 1 -- The Parent/Guardian will be called and only they or an adult they designate may retrieve the cell phone or electronic device.
- Step 2 -- The student will receive a 1 day Out of School Suspension and the phone or device will be given back to the Parent/Guardian or their designee.
- Further violations will be determined as “Insubordination” on the progressive disciplinary action.
- If the student refuses to surrender the cell phone or electronic device when asked, the school employee will inform an administrator. The student’s refusal will be deemed “Insubordination” and dealt with as appropriate per the progressive disciplinary policy.

Parents/Guardians may contact their student in an emergency or leave a message for their student by calling the high school office. Students will be allowed to make emergency calls from the office or classroom.

### **EMERGENCY SCHOOL CLOSURE**

If the West Valley School District determines school should not operate for some specific reason, you will receive the message by calling 972-6002 or by checking our web page or checking the radio or television stations.

#### **Radio AM**

KIT 1289 AM  
KMWX 1460 AM  
KBBO 1390 AM  
KYXE 1020 AM  
KHAK 980 AM

#### **Radio FM**

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

#### **Television**

KNDO CH 23  
KIMA CH 29  
KAPP CH 35

### **FERPA DISCLOSURE**

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

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

The West Valley School District makes available as “directory” information the following: student names/information as published in activity and athletic programs and brochures (information may include height, weight, age, photograph, class and program experience); student names/information and activities as published in the school yearbook, newsletters, and webpage; and student names/information as published in honor rolls and commencement programs (which may include grade point information). Parent permission is not required for release of directory information. However, if you do not want the school to release such information without your consent, please notify the school office in writing.

### **FIELD TRIPS**

The Board recognizes that field trips, when used as a device for teaching and learning integral to the curriculum, are an educationally sound and important component of the instructional program of the schools. Such trips can supplement and enrich classroom procedures by providing learning experiences in an environment beyond the classroom.

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

The Superintendent shall develop procedures for the operation of a field trip or an outdoor education activity which shall insure the safety of the student shall be protected and that parent permission is obtained before the students leaves the school. Each trip must be integrated with the curriculum and coordinated with classroom activities which enhance its usefulness. Private vehicles may not be used to transport students for any privately arranged field trip or excursion without Board permission.

### **FINES AND FEES**

Students with fines or outstanding fees WILL NOT be allowed to participate in extracurricular activities or graduation ceremony. If a student accumulates 3 fines or a total of \$15.00 or more in fines, they will lose their driving privileges until all fines are paid.

**Student fees and fines include:**

Ag Class	Cooking Class	Art Class
Stained Glass	Woodtech	ASB Card
Lifetime Sports	Parking Permit	Parking Tickets
Pay to Participate	Clubs	Prom/Dances
ID/ASB Replacement	AP Tests	Damaged Books
Lost books	Library Fines	PE Locks
Uniforms	Equipment	Food handlers permit
Damage to School Property	Sports Medicine	Independent Study
Field Trips		

**FIRE DRILLS / LOCKDOWN DRILLS**

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

**FLYERS AND POSTERS**

All flyers, posters and other materials to be posted in school buildings or on school grounds must be submitted to the Activities Director for approval and stamping. Non-school related information may be posted on the bulletin board outside the office with approval of the Activities Director.

**GRADE LEVEL DESIGNATION**

WVSD Board Policy 2410

Grade designation is based on total credits earned and, for sophomores, completion of a minimum number of required classes. Grade 10 students may not take grade 11 required academic classes and grade 11 students may not take grade 12 required academic classes. Students will be assigned as follows:

Grade 10	6.0 credits and passing grades in all required core classes.
Grade 11	12.5 credits and passing grades in all required core classes.
Grade 12	18.5 credits and passing grades in all required core classes

**GRADING**

West Valley High School issues grades and progress reports on a regular basis as a means of evaluating student progress and determining changes that need to be made to improve student performance. Reports are hand carried by the student at mid-tri and at the end of the first and second trimesters. Parents are encouraged to regularly access student grades online through Family Access.

Grade points correspond with the following letter grades:

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

**NON-GRADED OPTIONS (Pass/Fail, Satisfactory/Unsatisfactory, Audit)**

No class required for graduation may be taken as a non-graded option. Students may not be enrolled in more than one (1) non-graded class in any single trimester. The decision to take a course with

one of these options is undertaken **within the first two (2) weeks of the trimester** and is an agreement between the teacher, student, and parent. TA, Intern, Peer Coaching, Independent Study are all non-graded courses. Students receive credit for Pass or Satisfactory grades, but the grade point average is not impacted. Serious college-bound students are cautioned to restrict the number of non-graded courses applied to the transcript.

### **GRADUATION CEREMONY POLICY**

In order to participate in graduation ceremonies, students must be enrolled as full-time students (1.0 FTE) during their entire senior year; exceptions for extenuating circumstances must be approved by the principal (refer to Board Policy 2410 for specifics). Students must meet ALL graduation requirements by pre-determined date. Students are required to participate in pre-graduation activities unless excused by principal or his/her designee. Students must have all fines and fees paid in full in order to participate in the graduation ceremony.

All Night School students must maintain adequate progress by ALE (Alternative Learning Experience) Law and Night School Policy.

### **GRADUATION REQUIREMENTS**

WAC 180-51-045 Notice to students, parents and guardians: Commencing with the beginning of the ninth grade, or the equivalent of a four-year high school program, and each year thereafter, each high school shall provide each student and his or her parents or guardians with a copy of the high school graduation requirements applicable to each student.

### **HARRASSMENT, INTIMIDATION, 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 (2) "Harassment, intimidation, or bullying" means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080 or other distinguishing characteristics, when the intentional written, verbal, or physical act: (a) Physically harms a student or damages the student's property; or (b) Has the effect of substantially interfering with a student's education; or (c) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or (d) Has the effect of substantially disrupting the orderly operation of the school. Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying.

**To report an incident of harassment, intimidation, or bullying, contact the school principal.**

### **SEXUAL HARASSMENT POLICY**

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

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

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

### **HEALTH ROOM**

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

### SICKNESS

We would rather students not become ill, but if they do, the student who becomes ill in the classroom must have teacher permission to report to the Attendance Office before going to the Health Room.

### ACCIDENTS

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

### HOMEWORK POLICY

Homework and practice are ways of extending the school day and providing students with opportunities to refine and extend their knowledge. Research indicates that homework in high school produces a gain of about 24 percentile points on classroom based and standardized assessments (Marzano, 2001).

It is difficult to assign a specific length of time for homework due to the individual differences of students as well as the demands of various courses. While students vary widely, West Valley High School students should expect up to 5 hours of homework per week for each core/academic class in which they are enrolled. Due to the college-level nature of some courses, students who elect Honors, AP or CHS courses should expect to spend more time reading, researching and writing than their peers who elect less rigorous courses. Students who read more slowly, take frequent study breaks, talk on the phone, visit MySpace, instant message, or have other detractors such as listening to music or watching TV during study time may require more time to complete assignments to gain the most educational benefit from the assigned homework/practice. Completion of homework is essential for students to be prepared for the next level of instruction that occurs in the classroom. Check each teacher's course syllabus to learn how much homework counts towards the final grade.

### HONOR SOCIETY

To be eligible for West Valley's chapter of National Honor Society, a student must have junior or senior standing (unless a transfer student, then he/she must have been here for one trimester). He/she must have a cumulative grade point average of at least 3.6. After achieving the required grade point average, an eligible student then must go through the following selection process:

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

The entire selection process takes about three weeks and tapping follows. Once selected and tapped, a student is a member of National Honor Society as long as his/her grade point stays at or above a 3.6 and he/she isn't suspended/expelled for violating the rules of West Valley High School.

Honor Society membership affords the students the honor of wearing gold cords with their graduation robes as well as scholarship opportunities.

### **IDENTIFICATION BADGES**

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

- When requested by staff
- When checking materials out of the library
- When conducting any monetary transactions in the office

A replacement badge may be purchased at a cost of \$5.00 per badge.

### **IMMUNIZATIONS**

State law requires that all students meet state immunization requirements before entering a Washington State Public School. The school must have a written record of the dates of the immunizations before the student may attend (Board Policy 3410 and 3413). Please contact the school office for details.

### **INSURANCE**

Schools do not provide insurance to cover students in the event of injury at school or while participating in school sponsored athletics or activities. If your child(ren) are not covered by a health insurance program, you may want to consider the student insurance program selected by the district to provide affordable coverage options. If you decide to enroll your child in this program, please make payment and send correspondence to the provider and NOT to the school. We are not selling the insurance.

### **LIBRARY**

“The Mission of the Library Media Center Program is to ensure that students and staff are effective users of ideas and information”. *Information Power: Guidelines for School Library Media Programs* (1988).

The library provides materials and services for personal interests as well as for class assignments. Students are encouraged to use the library for reading, researching, word processing, and creating electronic projects. Video and still cameras as well as editing software are available for creating classroom presentations. The teacher-librarian and library paraeducator are available to help with finding and using information. The library is open each normal school day from 7:15 AM to 3:00 PM. Extended hours, when available, will be posted on the website.

### **GUIDELINES FOR LIBRARY USE**

- Students are expected to be on-task with a library purpose.
- Students using the library during class time will bring a pass from their teacher with: their name, the date and period, purpose of visit, and their teacher’s signature. Without a pass students will be sent back to class.
- All school rules are in effect, including no cell phones or electronic devices.
- Computers are provided for educational use. Games and inappropriate sites are NOT allowed at any time.
- The District Acceptable Use Policy governs network use. Misuse, damage or violation of policy will result in restrictions.
- No food or beverage (other than water) is permitted.
- Students are expected to conduct themselves with appropriate behavior for an academic area and with courtesy and respect toward their peers and all staff

### **LIBRARY FINE POLICY**

- Students are charged the cost for books and other library materials and equipment not returned.
- Books are checked out for 20 school days. Our books are in demand, so students need to check due dates and return or renew them.
- Current magazines are available for reading in the library. Back issues are checked out for 5 days.
- Students may be fined between \$1.00 and \$2.00 for keeping books or magazines beyond the due date. The fine is charged when the material is returned late. (If material is not returned at all, the student is charged replacement cost.)
- Reference books are intended to remain in the library to be available as students' need them. We can make copies of limited numbers of pages out of reference books. With librarian permission, reference books may be checked out for overnight use only. They are due the following day before 8:00. When reference books are not returned by the following morning, students are charged \$1.00 per day for up to 5 days. After that, parents are called, because these books are often needed by other students.
- Cameras and camcorders may be reserved for overnight use. Students may pick up a camera at 2:30 PM; it is due back to the library by 8:00 AM the next school day. Students are charged \$5.00 per day for each day the camera is not returned.
- Students are responsible for repair or replacement cost of damaged or lost materials or equipment.
- All fine money collected is used to purchase library materials. Special consideration is given to books that students request and to replace lost or damaged items.

### LOCKERS

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

### SEARCH AND SEIZURE

The lockers are school district property and may be loaned to students for their use while they attend West Valley High School. As school property, the district, through its appointed representatives, has the legal right to open, inspect, or search the locker and its contents. Drug canines may be brought in periodically.

### LOST AND FOUND

Clothing and other items found unattended are to be taken to the main office. Students should refrain from bringing unnecessary personal items to school. The school is not responsible for loss or damage to students' personal items. **Check the lost and found bin** periodically for missing items.

### MEDICATION AT SCHOOL

Students sometimes need to take prescribed or over-the-counter medication during the school day. District policy requires a completed medication request form signed by both the parent and a physician, giving complete instructions for administering the medication. Parents (not students) must bring the medication to the office in the original container.

### PARKING PERMITS AND STUDENT DRIVING

District Policy 3243 -- Students may drive automobiles to and from high school. Students may not drive during the school day without the consent of the parent and principal (lunch excepted). Students may not transport another student during the school day unless consent of parents and principal has been granted through completion of a school-approved form. A student may use the school parking lot subject to the following conditions:

- A. A student must register the car and purchase a parking permit in the ASB office. The student must possess a valid Washington driver's license and show evidence that there is a liability and property damage insurance coverage on the vehicle and acknowledge that he/she will assume full responsibility for any comprehensive or collision claims that may occur while on school property.
- B. Students may not occupy a vehicle (without permission) during the school day.
- C. In terms of student conduct rules, possession of alcoholic beverages, illegal chemical substances or opiates, firearms or a dangerous weapon shall also extend to a student's vehicle.

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

#### \$10.00 FINES

1. Backing into spaces (First offense and thereafter)
2. Taking up two spaces
3. Parking in a visitor or staff space
4. Parking in a non-parking space
5. No permit visible (First offense)

#### \$15.00 FINES

1. Parking on campus without purchasing a permit (First offense)
2. Blocking other vehicles

#### \$20.00 FINES

1. Parking in a fire lane
2. Parking in a handicap zone
3. No permit visible (Second offense and thereafter)
4. Parking on campus without purchasing a permit (Second offense and thereafter)
5. Parking in other than assigned parking space (First offense and thereafter)

#### REMOVAL OF PARKING PRIVILEGES

1. Speeding
2. Reckless driving
3. Vehicular endangerment
4. Excessive violations/tickets
5. Non-payment of tickets/fines

#### **PARENT CONFERENCES**

Parents are encouraged to contact school personnel about their son/daughter. Teachers can be contacted before or after school by telephone or can be contacted by email. (Email links are available from the Staff link on the West Valley High School web page.) Office staff will be glad to deliver phone messages or forward messages to teachers' voice mail boxes so that they may call back during their preparation times or after school.

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

The following guidelines pertain to students who are not participating in co-curricular activities (athletics, clubs, band, choir, ASB offices, etc.). Participation and/or attendance at school activities events may be restricted or suspended due to student misconduct including, but not restricted to, possession and/or use of illegal or restricted substances. In cases of the use and/or possession of tobacco,

illegal possession of prescription drugs, illegal drugs/narcotics, or alcohol students will be suspended from attending any school activities events for the following length of time:

1. First Offense = One month suspension from all co-curricular activities and events
2. Second Offense = Two months suspension from all co-curricular activities and events.
3. Third Offense = Suspension from all co-curricular activities events for the remainder of the current school year.

Students or parents may informally appeal these suspensions to the building principal or designee. The appeal process may be initiated in writing or via phone.

### **PASSING TIME AND LUNCH TIME**

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

### **PESTICIDE NOTIFICATION, POSTING AND RECORD KEEPING REQUIREMENTS**

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

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

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

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

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

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

These notices are not required for the application of anti-microbial pesticides (substances used to sanitize or disinfect for microbial pests: viruses, bacteria, algae and protozoa). These notices are not required for the placement of insect or rodent bait that are not accessible to children. For outside playground, grass areas, and athletic fields the District will normally use Round-up (ground killer), Turflan, Horsepower, and Weedar (broad leaf), Casaron and Surflan (preemergent), and Scyth (burns lines into the athletic fields). For insects, the name brands may change, but the use of some kind-of sprays for insect will

be used. Presently, the District is using Fast Kill III (roach and ant killer), Flying Insect Killer (flies, mosquitoes, cockroaches, beetles, etc.), and Jet Force II (wasps and hornets).

### **PROGRESS REPORTING**

West Valley High School issues grades and progress reports on a regular basis as a means of evaluating student performance and to determine changes that might be made to help improve student performance. These reports may be signed and returned by parents/guardians.

Progress Reports are issued to all students at the mid-point of each trimester. Each student will receive a grade for each class to use as an indicator as to how his/her performance has been up that point in time. Parents are encouraged to use this information to make adjustments, if needed, so the final grade meets their expectations.

We suggest parents take advantage of Family Access to regularly monitor students' academic progress as well as attendance. This can be done daily, weekly, monthly, etc. depending on how much monitoring the student requires to stay on track. If a parent has a question about what they see in Family Access we encourage them to first ask their student and then email the teacher if they have follow up questions. Teacher emails are available from the HS website under the "Staff" link.

### **REPORT CARDS**

Report Cards will be issued at the end of each trimester during the school year, within two weeks after the end of the trimester. Parents/students will be notified via newsletter regarding the release date of report cards. The final report in June will be mailed to students' homes.

### **RESTITUTION / SATURDAY SCHOOL**

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

Students may receive "Saturday School" as a disciplinary action. Saturday school is provided through the city of Yakima. Students spend 4 hours helping to clean up the graffiti and other helpful projects for the city of Yakima.

### **SCHOOL CLEANLINESS AND ORDER**

West Valley School District is proud of the new WVHS building. We are grateful to every tax payer for helping to provide an excellent facility for learning and teaching. As a steward of WVHS, each student will abide by the following rules. Any student who violates these building rules is subject to progressive discipline steps.

Students are not allowed to:

- sit on tables
- sit or eat on the stage area in the commons
- consume food or drink (except water) in the school except for the Commons and the Courtyard
- pass through the gym

### **SCHOOL MEALS**

The West Valley Child Nutrition program provides the high school with a hot meal program. All students will be provided information to establish their qualification in the federal free or reduced price lunch program.

A student’s lunch money is deposited into his/her individual account. When the student enters his/her account number at the cash register, the appropriate amount is deducted from the account. Online deposits may be made through through www.wvwsd208.org (Family/Community—Lunch Menu) or www.mynutrikids.com using the student’s 7 digit ID number. Allow 24 hours for deposit. Visa or Mastercard may be called in before 10 am to 972-6040 or 972-6048.

**MEAL PRICES** (subject to change)

Students grades 8-12:	Full Price Breakfast	\$1.50
	Reduced Price Breakfast	\$0.00
	Full Price Lunch	\$2.75
	Reduced Price Lunch	\$0.40
Adult:	Breakfast	\$2.00
	Lunch	\$3.25

**STUDENT RECORDS**

Student records containing academic and testing information on each student are kept in the Counseling Office and move with the student from elementary school to the Middle School to the Junior High to the High School. The records are available to school personnel on a need-to-know basis. The records are also available for inspection by students and/or parents/guardians by appointment during regular school hours. Address and contact information must be kept current by contacting the Counseling Center.

**SUBSTANCE ABUSE PROGRAM**

WVSD Board Policy 2121

Actions taken by staff in dealing with student use of alcohol and the use and abuse of controlled illegal, addictive or harmful substances including anabolic steroids will have as their first concern the welfare of the student involved and the other students in the school. Although a helping relationship rather than an investigative and punitive approach will be emphasized, necessary and appropriate disciplinary action will be taken when laws or school regulations are violated. Law enforcement agencies will be called upon for investigative and consultative assistance where illegal drug or alcohol activity has occurred.

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

**PREVENTION**

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

**Instruction:** The instruction dimension of the prevention program shall focus on:

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

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

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

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

### INTERVENTION

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

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

### TARDY POLICY

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

1. At the third tardy students will be referred to the office to call their parent and explain the tardy policy.
2. Additional tardies will be dealt with using the progressive discipline steps outlined in the student handbook.
3. **“Tardies” of more than 10 minutes are considered an unexcused absence.**

### TEST PREPARATION

Standardized tests are required for college entrance (ACT or SAT) and for Running Start admission (COMPASS). Other tests may be required for military service (ASVAB) and for credit in Advanced Placement classes. Test preparation materials for these are available online from the West Valley High School WOIS subscription, linked from the library webpage. Contact the Counseling Center for additional resources as well as information about after-school help sessions. Students who perform well on these types of tests generally have done some level of extra preparation outside of the regular high school classes.

### VISITORS

West Valley High School Policy **does not allow student visitors on campus.** Other visitors must sign in and out with the main office and obtain a Visitor Badge.

### WITHDRAWING FROM SCHOOL

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

