

Mountainview Staff 2017-2018

Principal

Nick Hartman

Kindergarten

Amber Caffrey
Arin Lee

First Grade

Cheri Grange
Abigail Stuck

Second Grade

Mandee Burton
Jamie Steiner

Third Grade

Beth Poston
Nicole Olden

Fourth Grade

Rhonda Hutton
Brooke Woodward

Psychologist/Counselor

Wesley Baugh

Speech and Language Pathologist

Patty Fendall
Megan Mauch- Para-educator

Custodians

Ken Youngberg
Scott Clements

Secretary

Tammy Heary

Resource Room

Kasey Johansing - Teacher
Cindy Keller-Para-Educator

Fine Arts

Cheryl Johnson

Physical Education

Jessica Hunter
Tom Winslow

LAP Reading Program

Jesse Golbek – Reading Specialist
Teena Bolin
Renee Hennessy

Library Para-educator

Lora Wilkinson

Education Para-educator

Jenna Martin

Child Nutrition

Isapela Lutgen

School/District Contact Information

WEST VALLEY SCHOOL DISTRICT #208

The mission of the West Valley School District is to ensure that all students achieve their highest level of knowledge, skills, and attitudes necessary to be responsible and productive citizens, effective communicators, creative problem solvers, and life long learners.

Dr. Michael Brophy	Superintendent	972-6005
Peter D. Finch	Asst. Superintendent, Curriculum, Instruction, and Assessment	972-6007
Angela Watts	Asst. Superintendent Business and Operations	972-6006
Nick Hartman	Mountainview Principal hartmann@wvsd208.org	972-5530
West Valley Home Page	http://www.wvsd208.org	

BOARD OF DIRECTORS

Jeffrey Smith
Mike Carey
Mike Meyer
Dave Jaeger
Michael Thorner
Dr. Michael Brophy, Superintendent

MOUNTAINVIEW'S MISSION STATEMENT

The mission of Mountainview Elementary, a close-knit, rural school with caring, involved staff, students and family members, is to provide quality learning opportunities and necessary tools to educate and encourage all students to achieve to the best of their abilities and to become life-long learners and responsible citizens with respect for themselves and others. Families, staff, and community members, committed to excellence, will share their expertise and provide an educational environment that is safe, nurturing and challenging in which each student experiences success every day.

Belief Statements for Mountainview Elementary

WE BELIEVE THAT.....

- all individuals are entitled to an education that will maximize their potential.
- success builds self-esteem; self-esteem builds success.
- every individual has intrinsic value and deserves to be treated with respect.
- every individual is responsible for his/her own behavior.
- the primary responsibility for the child belongs to the family.
- education is the shared responsibility of the school, student, family and community.
- every student can learn.
- striving for excellence has risk and is worth the cost.
- every individual has a unique set of characteristics and capabilities.
- the strongest influence in the development of the individual is the family.

Arrival Time

Children should arrive at school no earlier than 8:45, as playground supervision is not available. Upon arrival, students should go directly to their classrooms and prepare for instruction to start as soon as the second bell rings at 8:55. The first bell rings at 8:45 a.m. and the tardy bell rings at 8:55.

During school hours, students may not leave the school boundaries for any reason without a note signed by a parent, teacher, or principal. On the rare occasions when students must leave during the school day, they are required to check out and back in at the office. When parents need to pick up a student during the school day, they must report to the office (not the child's classroom) and complete a student checkout form. Then, the student's teacher will be called and the child will be released to meet his/her parent in the office.

Note: Your cooperation will ensure the safety of your child.

Attendance Policy – WVSD Board Policy 3121, 3122

ATTENDANCE

The West Valley School District has six elementary schools, each of which serves specific residential areas. To attend YOUR ELEMENTARY, students must reside within the YOUR SCHOOL boundaries or be granted a transfer from another West Valley elementary school. At the present time West Valley elementary schools are accepting out of district students, as space is available. Please contact the Central Office (972-6000) for more information about out-of-district enrollment.

EXCUSED AND UNEXCUSED ABSENCES

Students are expected to attend school each day. Teachers are responsible to submit absence and tardiness records to their building office, where attendance information is transcribed into the student's record. In grades K-4, an absence for more than 90 minutes of the school day shall be counted as a half-day absence.

You can help ensure your children's success at school by providing them with nutritious breakfast, and getting them to school on time each and every day. On the rare occasions when your children must be absent from school, please do the following:

- Please call Tammy Heary (972-5530) before 9:00 AM if your child will be absent or late to school.
- If your child will arrive later than 9:20, please call and order a lunch if needed.
- TO EXCUSE YOUR CHILD'S ABSENCE, you must call the office or send a signed, dated note explaining the reason for absence *within two (2) days* of your child's return to school.
- FOR A PRE-APPROVED ABSENCE, please contact the office for a pre-approval form and to make arrangements for any assignments that may be missed during the absence.
- WHEN CHECKING OUT EARLY FOR APPOINTMENTS, LUNCH, ETC., parents must come to the office and sign their children out or send a signed, dated note explaining the special circumstances.
- NOTES FROM THE DOCTOR/DENTAL OFFICE MAY BE REQUIRED

EXCUSED ABSENCES

The following are acceptable excuses for absences and tardiness. Assignments and/or activities not completed because of an excused absence or tardiness may be made up in a manner provided by the teacher:

Absence due to illness, health condition, family emergency or religious purposes: When possible, the parent is expected to notify the school office on the morning of the absence and send a signed note of

explanation with the student on his/her return to school. A parent may request that a student be excused from attending school in observance of a religious holiday. In addition, a student, upon the request of his/her parent, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property.

Absence resulting from disciplinary actions or short-term suspension: As required by law, students who are removed from a class or classes as a disciplinary measure, or students who have been placed on short-term suspension, shall have the right to make up assignments or exams missed during the time they were denied entry to the classroom.

Preapproved Absences: This category of absence shall be counted as excused for purposes pre-approved by the principal and the parent. An absence may not be approved if it causes a serious adverse effect on the student's educational progress.

UNEXCUSED ABSENCES

When a parent/guardian fails to provide any type of excuse statement within two days of the student's absence, that absence will be unexcused. This type of absence is also defined as truancy. The school will contact the home to correct the problem. After two unexcused absences in one month, a parent-student-principal conference will be held. Washington attendance laws mandate that the school notifies the juvenile courts after a child accumulates seven (7) unexcused absences in one month or ten (10) absences in one year. Your assistance in helping us comply with the law is appreciated.

TARDINESS

It is very important for children to arrive at school on time. Late entries are disruptive to the classroom and cause the late student undue stress. Please make every effort to get your child to school by 8:55 AM.

When children are tardy, parents must check them in at the office. A tardy will be excused or unexcused according to the same standards as absences. Day. A student is considered tardy until 9:10 am after this time it will be considered a morning absence.

When a student's tardiness becomes frequent or disruptive, the student shall be referred to the principal or counselor for counseling, parent conferencing, and/or disciplinary action in accordance with state and district regulations.

Mountainview Daily Schedule

8:45	Students May Arrive at School <i><u>no supervision before 8:45</u></i>
8:55	School Begins
10:30 - 10:45	Morning Recess
11:45 - 12:15	Lunch (students eat in classrooms)
12:15 - 12:45	Recess
2:15 - 2:30	Afternoon Recess
3:30	School Dismissed

West Valley Child Care – 930-7876

Before and after school child care is available through the West Valley Child Care Program. Please contact West Valley Child Care for registration procedures prior to attending the program.

Immunizations – WVSD Board Policy 3410, 3413

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. Please contact the school office for details.

School Lunches

The West Valley Child Nutrition program provides Mountainview with a breakfast and a hot lunch program. All students will be provided information to establish their qualification in the federal free or reduced price lunch program. Student's lunch money will only be deposited through a "My School Bucks" account or by taking money to WVCN at the West Valley Junior High. If you need to make other deposit arrangements, please contact the West Valley Child Nutrition at 972-6040.

Adults are welcome to lunch with their children at school. If you'd like to join your child, please make your reservation by calling the school office (972-5530) by 9:15am on the day you would like to come in. Parents will be able to draw off of student's lunch accounts. We will also need a current background check on file. Always remember to check in at the office when you arrive. Payment for lunches are no longer accepted at the schools. Please contact WVCN to make payments or deposit money in your student's "My School Bucks" account.

Breakfast	\$1.50
(adult \$2.75)	
Reduced	free
Lunch K-4	\$2.50
Reduced-4 -12	.40
Adult	3.75
Milk	.50

Parents/Guardians will be notified via ***Low Balance Receipts, Email Reminders, or Phone Call Reminders*** when students are low in their lunch accounts. When students are in a negative balance in excess, they will be given a courtesy snack of cheese sandwich and milk.

GUM/SODA POP FREE SCHOOL

Soda pop is not allowed during lunch or during the school day. We encourage milk or juice for the health and fitness of our students. Gum is not allowed because of the damage and extra maintenance it creates to school property.

Dress Code – WVSD Board Policy 3224

All dress requirements are based on health, safety, good taste, and decency. Please provide your children with clean, neat, weather-appropriate attire. **Shirts** with thin straps (spaghetti or shoestring) are not allowed. **Underwear** (including sports bras) and midriffs must be covered. Excessively scooped armholes or neck openings are not allowed. **Skin-tight or see-through mesh tops/shorts/skirts** may not be worn at school. **Shorts and skirts** should be at least mid-thigh length. **Flip-flop shoes** are discouraged from being worn to school. Clothing should be tasteful, without offensive designs or writing, and free of alcohol/tobacco advertising. Hats are considered outside apparel. **Students dressed inappropriately may be required to change.**

TENNIS SHOES MUST BE WORN, OR STUDENTS MUST BRING TENNIS SHOES FOR PE DAYS, WHICH ARE TUESDAY AND THURSDAY.

Children will have outdoor recess except in extreme weather conditions. Shorts should be worn only in warm weather. We count on parents to help students make appropriate clothing choices.

Mark those belongings: Coats, hats, backpacks, etc. should be clearly marked with your child's name. Check **Lost and Found** periodically for missing items.

Accident/Illness at School - WVSD Board Policy 3418

The Board recognizes that schools are responsible for providing first aid or emergency treatment in case of sudden illness or injury to a student, but that further medical attention is the responsibility of the parent or guardian.

When a student is injured it is the responsibility of staff to see that immediate care and attention is given the injured party until relieved by a superior, a nurse or a doctor. Word of the accident should be sent to the principal's office and to the nurse. The principal or designated staff should immediately contact the parent so that the parent can arrange for care or treatment of the injured.

In the event that the parent or emergency contact cannot be reached and in the judgment of the principal or person in charge immediate medical attention is required, the injured student may be taken directly to the hospital and treated by the physician on call. However, an injured or ill student should only be moved if a first aid provider has determined that it is safe to do so, or that it is safe to transport the student in a private vehicle. Students with head or neck injuries should only be moved or transported by emergency medical technicians. When the parent is located, he/she may then choose to continue the treatment or make other arrangements.

The district is not qualified under law to comply with directives to physicians limiting medical treatment and will not accept such directives.

The Superintendent shall establish procedures to be followed in any accident, and for providing first aid or emergency treatment to a student who is ill or injured.

Medication at School - WVSD Board Policy 3416

We understand that children sometimes need to take prescribed or over-the-counter medication during the school day. Our district policy requires a completed medication request form that has been 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. As per state law, an exception is made for topical sunscreen products regulated by the United States Food and Drug Administration for over-the-counter use. Staff is not required to assist students in applying the sunscreen.”

Over-the-counter drugs (aspirin, cough medicine, cough drops, etc.) will be treated the same as prescriptions. Again, we must have a signed medication form giving authorization for your child to receive the medication. Students cannot administer medication on their own.

Parking Lot Safety

The bus lanes are to be kept open and parking is to be in designated spaces. It is so important to drive defensively, always on the lookout for walkers and other vehicles. Observe and honor the crosswalk in front of the school. We require that all parents escort their children from the parking lot to the front door of the school using the crosswalk. **An adult must supervise students at all times while in the parking lot. Parents may pull into the “DROP OFF” lane and wait until the line of cars proceeds to the side of the school. Only one car at a time will be allowed to drop off their children. Children must not be dropped off while still waiting in the driving lane. Please drive straight through the parking lot and out the south exit. We only have one entrance and one exit.**

Change in Address / Telephone

Please notify **Mountainview Office at 972-5530** 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.

WVSD #208 Anti-Discrimination Clause - WVSD Board Policy 3210

The West Valley School District #208 complies with all federal and state rules and regulations and does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Randy Souers, (509) 972-6016, West Valley School District, 8902 Zier Road, Yakima, WA 98908”

School Bus Notes

Students who normally ride the bus are expected to return home by bus unless the parents have made other arrangements through the office. To get off at another stop, the child must give the driver a parent note that has been signed by the office. Transportation department: 966-2403.

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

Students will not be allowed to call parents from school to seek permission to go to a friend's house. These plans must be made *before* the child arrives at school in the morning.

Kindergarten Bus Riders

All kindergarten students **must** be met at the bus stop in the afternoon. If parent's want their child to walk from the bus stop home with a sibling or to have an older sibling meet the bus you must contact the Transportation Center to make these arrangements.

School Bus Conduct

School Bus Conduct, Expectations and Rules

Students who ride the school bus are expected to comply with all school rules while waiting for the bus in the morning. Furthermore, in order to maintain safety, the West Valley School District has developed the following rules and expectations for students:

- Respect yourself and others.
- Follow the directions of the driver/substitute driver.
- Remain seated while the bus is in motion.
- Keep hands and feet to yourself.
- Use inside or classroom voice.
- Use appropriate language.
- No eating or drinking (except water).
- No electronic devices.
- Wait at the bus stop 10 feet from roadway. **Do not** approach the bus until the driver opens the door.
- Wait for the driver's signal before crossing the road. **Only** cross in front of the bus.
- Do not get the mail until the bus has pulled completely away from the stop.
- Students are expected to go directly home from the bus stop.

West Valley School District

School Bus Discipline Procedures

School Bus Discipline Policy

Appropriate student behavior on the bus is critical in maintaining a safe environment for all students riding the bus. West Valley School District has developed a progressive disciplinary policy for transporting students on our buses. Discipline tickets are issued for minor and major infractions.

Minor Ticket Definition

This is an example of possible infractions that would warrant a minor ticket.

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

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

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

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

Major Ticket Definition

This is an example of possible infractions that would warrant a major ticket.

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

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

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

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

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

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

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

Procedure for handling major bus tickets:

1. Driver talks to the student about the infraction and writes the ticket, marking the appropriate major offense. Driver is to make sure of the facts first hand (not hear say) and discuss rules / expectations with the student. The ticket **should be written upon return to the bus garage** to ensure accuracy, legibility and get Supervisor's initials on the ticket.
2. FOR AM INCIDENTS:
Tell the student he / she will be receiving a ticket. Driver will return to the bus garage, and write the ticket. Make a copy of the ticket and leave it with the secretary for e-mailing to the appropriate principal. Retain the gold copy and give remaining copies to the principal of the school as soon as possible (same day).

FOR PM INCIDENTS:

Tell the student that he / she will be receiving a ticket and that it will be given the next AM. In the morning, leave a photocopy of the ticket on the secretary's desk for e-mail notification to principal, then take ticket (keep gold copy) and student into the office of the principal / vice-principal after AM run.

In all cases, give major bus tickets (keep gold copy) to principal / vice-principal in person with a short explanation. Parents do not receive a copy of major tickets prior to principal receipt.

Communication

Communication to the building administrator regarding tickets is very important.

After a ticket is written, a copy should be left in the Transportation Office, and the secretary will e-mail the building principals to give notification of the ticket.

Appeal Process:

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

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

Eating/Drinking Procedure for W.V.S.D. Buses

- Students will **not** be allowed to eat or drink except for water on the bus when riding on their daily bus routes to/from school.
- Students that are riding on a bus for a field trip or sporting events may be allowed to eat with the teacher or coaches', permission. Eating/drinking will be allowed **only** if there are teachers/chaperones/coaches present on the bus to monitor students for choking or adverse allergic reactions.

Air Borne Contaminants – Perfumes/After Shave/Scented Hand Lotion etc.

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

- Students may bring **non-aerosol** products in their backpacks and apply it once they are off the bus.

In accordance with WAC 392-145-021(3); the following operating procedures are required to assure maximum passenger safety:

Heavy, sharp, bulky and/or other articles which may be hazardous in the event of an accident or an emergency stop shall not be transported unsecured in the passenger area of any school bus. Specific attention is directed to items such as skis, ski poles, vaulting poles, large musical instruments, riser platforms, etc. In no case will items be secured in such a manner as to impede access to any exit. Items which shall not be transported within the passenger area of a school bus include all forms of animal life (except service animals), firearms, weapons, breakable containers, flammables, and all other articles which could adversely affect the safety of the school bus and passengers. Teachers and all other school district staff members shall be annually notified that students shall not be requested to transport prohibited items between home and school on a school bus.

****Students that come to the bus with balloon bouquets and/or glass containers will be sent back to the office to call a parent for a ride home****

Family Educational Rights and Privacy Act of 1974 (FERPA) Disclosure - WVSD Board Policy 3231

In accordance with the Family Educational Rights and Privacy Act of 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 you have been notified. Student 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 as published in activity and athletic programs and brochures (information may include height, weight, age, class and program experience); student names and activities as published in the school yearbook and newsletters; and student names 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.

Drug, Alcohol, and Tobacco Education – WVSD Board Policy 2121

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.

A facilitative school environment can help students to achieve in a productive manner (academically, socially and emotionally).

Substance Abuse Program – 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.

Regulation of Dangerous Weapons on School Premises - WVSD Board Policy 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.

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.**

OTHER WEAPONS

Weapons include but are not limited to the following:

- knives and other pointed objects (cutting or stabbing instruments with a sharp blade set in a handle)
- slingshots
- clubs
- metal knuckles
- any device consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means
- air guns/pistols, rifles
- devices designed to propel a BB, pellet, rock, or other projectile
- toy guns

Consequences for possession of weapons include suspension and/or expulsion from school. Parents and juvenile authorities may be notified of criminal acts. Due process requires that parents/guardians be informed when suspension or expulsion occurs. Appropriate reasons with documentation are conveyed to the parent and student. Grievance/appeal procedures are provided and explained.

Parental Notification of Professional Qualifications

In accordance with ESEA 1111(h)(2), parent/guardians may request information regarding the professional qualifications of their student's classroom teacher and paraprofessionals. In accordance with RCW 28A.320 and RCW 42.17, parent/guardians may request public records regarding school employee discipline.

Sexual Harassment – Board Policy 3207, 6590

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 an hostile/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.

Pesticide Notification - WVSD Board Policy 6895

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 of pesticides to a school facility, such as an application to control stinging pests, but full notification shall be made as soon as possible after the application.

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

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

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

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 (Pre-emergent), 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 (wasp and hornet)

Revised: 08.12.03

Notification of Due Process to Parents - WVSD Board Policy 3200

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

It is the goal of the West Valley School District to effectively handle complaints and concerns on the part of 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.

Rules about Student Conduct and Consequences - WVSD Board Policy 3240, 3241

PHILOSOPHY OF DISCIPLINE AND MOTIVATION

Everyone at Mountainview Elementary is expected to do his/her very best at all times. Staff and students will work together to help every person in the school reach their fullest potential. Any behavior or action, which helps someone grow and mature, will be encouraged. Any behavior or action that interferes with the learning process will not be tolerated. Should problems occur, the students will be asked to evaluate their own behavior according to this expectation during a problem solving session. To assist students with their behavior, we have developed four simple rules everyone is expected to follow. These are:

1. **Be responsible**
2. **Be respectful of others**
3. **Cooperate with others**
4. **Always do your best**

BEHAVIOR MANAGEMENT SYSTEM

PHILOSOPHY:

The goal of any intervention should be to assist students in developing self-discipline. We believe students can change behavior and it is the staffs' job to assist them in resolving problems. Our goal is to help students correct their unacceptable behavior so that they may become productive, happy, healthy, contributing members of our school community. Though the consequences for unacceptable behavior are outlined below, administrators and staff will use best judgment based on available objective data when dealing with individual students.

Examples of Unacceptable Behavior:

- Disruption of Learning/Not prepared for class
- Verbal or Written Profanity/Obscene Gesture

- Intimate Displays of Affection
- Failure to Follow Cafeteria Rules
- Unsafe Behavior/pulling out chairs/rubber bands/running in hallways/spit wads/snowballs
- Being in Unauthorized Areas
- Forgery
- Defiance/Insubordinate/Disrespectful
- Intentional Misuse of School Equipment, Supplies, Facilities and Others' Personal Property
- Gambling
- Gum Chewing
- Tardies/Truancies
- Failure to Pursue Academic Achievement

CONSEQUENCES May Include

- Verbal Warning, Review Expectations
- Problem Solving Worksheet
- Change in Seating Arrangement
- Note or Phone Call Home
- In Classroom Time Out
- Loss of Recesses/Privileges
- Referral sent home for parent signature/Phone call
- Referral to an Administrator
- Referral to a Counselor

1st Referral to office Progressive Discipline

Referral to an Administrator/Verbal Warning

Parent contacted or signature on returned referral form

Successive Referrals:

Will follow progressive discipline process to possibly include out of school suspension.

Chronic Referrals or Exceptional Misconduct: Out of district student withdrawal of permission to attend the West Valley School District.

UNACCEPTABLE BEHAVIOR: SEVERE VIOLATIONS

These behaviors are examples that will result in a direct referral to the office:

- Continued Office Referrals (4 or more)
- Fighting
- Threatening/Physical or Verbal Assault
- Harassment, Intimidation, Bullying
- Arson/Possession of Lighter
- Indecent Photos/Language/Exposure
- Trespassing
- Leaving School Grounds without Permission
- Possession or use of weapons or firearms (see policy)
- Possession or use of nuisance items--Nuisance: anything that causes injury, harm or annoyance to the educational process.
- False Alarm or bomb threats/Prank 911 Call
- Theft/Vandalism

- Extortion
- Possession of unauthorized medication/drugs/alcohol/tobacco

CONSEQUENCES

Progressive Discipline May Include

- Problem Solving
- Parent Notification
- Loss of Recesses/Privileges
- After School Detention
- In School Suspension
- Short Term Out of School Suspension/Emergency Expulsion
- Long Term Out of School Suspension/Expulsion

The proper authorities will be called in cases of arson, possession of alcohol or other drugs, weapons, assault or any other behavior which is considered a danger to self or others and, at the discretion of the administrator, may result in a long term suspension or expulsion from school.

DISRUPTIVE ITEMS

PAGERS, CELL PHONES, LAZER POINTERS, ANY ELECTRONIC DEVICE, GAMEBOYS, CD PLAYERS, MP3's, IPODS, RUBBERBANDS, SHOOTERS, COLLECTOR OR PLAYING CARDS, FINGER BOARDS, ROLLER SHOES, SKATEBOARDS, TOYS, ETC., are not allowed at school. These items are a disruption to the educational process and will be taken.

West Valley Schools are not responsible for such as these lost or stolen items. REPEATED DISRUPTION WITH THESE TYPES OF ITEMS WILL RESULT IN DISCIPLINARY ACTION.

GUIDELINES FOR SUCCESS

Each classroom will have individual discipline plans that students are expected to follow. When the student is in another class such as PE or Music, the student will follow the rules of the PE or Music teacher. Since every adult teaches slightly differently, each teacher will communicate precisely how students are expected to behave in each activity. Consequences for misbehavior in the classroom are at the discretion of the teacher. Most behaviors will be dealt with through teaching, discussion, restitution, missed recess privileges, or noon recess problem solving where students will identify in writing the steps to correct the behavior. The teacher will send home a level 1 referral and contact parents. When students are trying their best, the teacher will acknowledge their efforts. **Our goal is to work together to help students learn behavior that increases their success in school.** More serious offenses will be dealt with in the office with Level 2-4 consequences as stated on the discipline ladder. Everyone must recognize that dangerous behavior and disrespect will not be tolerated.

Every staff person in the school is an equal and contributing part of the discipline policy and procedures. Students are expected to comply with reasonable requests made by any staff member, including para-educators, secretaries, custodians, bus drivers, and other employees.

HOW PARENTS CAN HELP WITH DISCIPLINE

Parents are encouraged to participate in the education of their children. Without the cooperation and support of parents, the school can not effectively help a student reach his or her fullest potential. The major role of parents in discipline is to continually show the child that they are interested and supportive of how their child is doing in school. When the child sees that mom and dad are actively interested in how they are doing, the student is given the incentive to strive for excellence.

Parents will be periodically informed when their child is doing his/her best or when their support is needed. They may be asked for help on developing a particular skill or to take responsibility for their child's behavior. The school staff will provide specific information on different ways to accomplish this goal.

Playground Behavior

PLAYGROUND RULES

1. Students will keep hands, feet and objects to themselves. Throwing of rocks, sticks or other objects is not acceptable.
2. Students will show respect for others and follow instructions given by staff.
3. Students will play in a safe and courteous manner. Tackle football, hard ball, dog fighting, twisting in swings, bailing out of swings, snowballing, and king of the mountain are some examples of unacceptable play.
4. Students will play in designated areas as assigned. The irrigation ditch, fences, and street are off limits.
5. Students will stay outside during recesses and noon unless they have a pass or are under the direct supervision of an adult. The courtyard and parking lot are off limits during recesses.
6. Students will not slide on icy areas, run through sprinklers, or stand under the rain gutters.
7. Students are to stop what they are doing when the bells ring and return to class promptly.
8. Students will show pride in their school by keeping the building and grounds free of litter.
9. Students will leave knives, guns, and other unsafe objects at home. Radios, tape players, hardballs and skateboards should also be left at home.
10. Swings are to be used by one person at a time. Climbing on swing structures, twisting, and bailing out are not acceptable. A student may be counted off the swing after 35 full counts.
11. Once a student has arrived at school, he/she will not leave the playground boundaries for any reason without a note signed by his/her parents and/or teacher or principal. The note must be shown to the person on duty, their teacher, or the principal.
12. Students will settle differences peacefully. Stop/Think/Plan

Mountainview Discipline Ladder

Level –1: Problem Solving

Failure to complete homework/schoolwork
Disruption of class (out-of-seat, persistent talking)
Teasing/annoying/pestering/mocking/rumors/gossip
Disrespectful/verbal abuse towards students/staff/volunteers
Minor body contact/rough-housing between students
Failure to follow bus, school, or class rules
Offensive language/gestures
Other as designated by teacher or supervisor

Level –2: Isolated Supervision

Inappropriate possession/use of flammable materials
Bullying/Harassing
Dangerous conduct
Forgery
Refusal to comply with school personnel/volunteer
Knowledgeable possession of stolen property

Level –3: Short/Long Term Suspension

Assault/fighting/students

Leaving school grounds without permission
Theft of personal or school property
False fire alarm, or discharge of fire equipment,
Vandalism
Physical endangerment of staff and/or students
Threatening/assaulting adults

Level 4- Emergency Expulsion or Short/Long Term Suspension

Explosives and/or weapons/possession and/or use of
Arson, intentionally starting a fire
Bomb threat
Possession/paraphernalia/use/distribution: drugs, alcohol, tobacco

*Chronic= on at least three different occasions recurring misbehavior previously dealt with and parents notified.

Homework Policy - WVSD Board Policy 2422

The Board believes that homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement but also develop self-discipline and associated good working habits. As an extension of the classroom, homework must be planned and organized; must be viewed as purposeful to the students; and must be evaluated and returned to students in a timely manor.

Homework may be assigned for one or more of the following purposes:

- A. Practice --- to help students to master specific skills which have been presented in class;
- B. Preparation --- to help students gain the maximum benefits from future lessons;
- C. Extension --- to provide students with opportunities to transfer specific skills or concepts to new situations; and
- D. Creativity --- to require students to integrate many skills and concepts in order to produce original responses.

The purposes of homework assignments and the guidelines and/or rules should be made clear to the student at the time of the assignment.

Anti-Bullying, Intimidation, and Harassment - WVSD Board Policy 3207

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

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, Nick Hartman at 972-5530.

Child Abuse Reporting - WVSD Board Policy 3421

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

Closed Campus - WVSD Board Policy 3242

Mountainview is a closed-campus school, which means that once you have entered school property, you may not leave the campus during the school day without the permission of the administration. You must stay on the school grounds from the time you arrive until dismissal or until you are picked up by your parents. Students may not drive a vehicle to or from school.

Parent Conferences

Parent/Student/Teacher Conferences will be scheduled in the fall and again in the spring. At these conferences, participants are encouraged to share any joys or concerns they might have regarding the student's school experience. A parent may also schedule a conference with a teacher and/or the principal at any time during the school year to discuss a particular concern. Parents, please contact the teacher if you cannot make your scheduled conference.

Emergency School Closure Information

When weather conditions are extreme, please listen to one of the following radio stations or watch one of the following T.V. stations to find out if schools are operating. DO NOT call stations for closure information.

RADIO

KIT 1280 AM	KATS 94.5
KMWX 1460AM	KFFM 107.3 FM
KBBO 1390AM	KXDD 104 FM
KYXE 1020 AM	KQSN 930 AM
KHAK 980 AM	KRSE 105.7 FM

TELEVISION

KNDO CH 23
KIMA CH 29
KAPP CH 35

Also, www.wvsd208.org (district website) or 972-6002 for updated information.

Insurance

Schools do not provide insurance to cover students in the event of injury. 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.

Lost and Found

Clothing and other items are frequently found on the school grounds. It is difficult to identify the owner if the items are not properly marked. **Please label your child's clothing and items.** We discourage students from bringing personal items (toys, game-boys, cell phones, MP3 players, CD players, etc.) to school. The school cannot be responsible for the loss or damage to students' personal items. **Check the lost and found bin** outside the office for lost items.

Kindergarten Registration

To attend kindergarten, a child must be five years of age by September 1. An official birth certificate and up-to-date immunization records are required. Students who transfer from another district during the school year must register for school before noon in order to begin classes the next day.

Fines and Fees - WVSD Board Policy 3520

Students must demonstrate care and respect for both personal and school property. Fees and fines will be charged to replace or repair library books, textbooks, musical instruments, magazines, or any other lost or damaged items. Student report cards will be held until payment is received.

Library Information

The library is open for all students to use and enjoy. Grade level determines the number of books a student can check out at one time. They are checked out for one week, but they can be renewed for as long as necessary. If a student wishes to select new books before the week is over, he/she may ask their teacher for a time to go to the library.

If a book is lost or damaged, the student will receive a fine. Report cards and other items may be withheld until the fine is paid.

Progress Reporting

Student report cards are reported two times during the school year. Parent conferences are scheduled during fall and spring and report cards are mailed home at the end of the school year. If you have concerns at any time, we encourage you to call the school and arrange a conference with your child's teacher.

Student Internet/Directory Information

The district is prohibited from releasing any personal identifiable records or files about an individual student without parent consent. However, the district may release a list of students belonging to a group (e.g. a class list, etc.). A student's name will be excluded from a listing upon written request by a parent. If you want more information about what may be included or excluded in any listing, please contact the school office at 972-5530.

Mountainview Elementary does have a Facebook page and website. If you do not want any pictures taken of your child and placed on these pages, please inform the office in writing of your request.

Telecommunication/Electronic Devices - WVSD Board Policy 3233 (Students)

All students are strongly encouraged not to have in their possession at any time on any school district property any electronic or telecommunication device. However, in recognition of parents' decisions regarding the safety and communication needs of their families the following procedures are placed into effect so as to establish and create as positive a learning atmosphere as possible. The district prohibits the use of all personal telecommunication/electronic devices (including cell phones) during the school hours for students in grades P-7 and during instructional time for students in grades 8-12. If a parent/guardian wishes his/her child to have a cell phone, it must remain out of sight and be turned off during school hours. All communication between parents and students in grades P-7 must go through school personnel during the school day. Students in the possession of telecommunication or other electronic devices shall observe the following conditions:

- All telecommunication/electronic devices may not be in visible sight or operated in school at the elementary and middle schools or in class or during instructional time at the junior and senior high schools, unless an emergency situation exists that involves imminent physical danger or a school administrator authorizes the student to do otherwise.
- Students who violate this policy will be subject to progressive disciplinary action up to and including confiscation of the device. The first step in most cases shall be confiscation, after which the student may pick the device up at the end of the school day. A device which has been confiscated more than once shall only be returned to the student's parent or guardian.
- 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. While on school property after school hours or while attending school-sponsored or school-related activities occurring after school hours, students may possess and use personal telecommunication/electronic devices. These include, but are not limited to, pagers, beepers, MP3 players and cellular phones. The possession and use of such devices must not pose a threat to academic integrity, disrupt the learning environment or violate the privacy rights of others. Legal References: RCW 28A.320.135

Telecommunication devices – Limits on possession – Policies Adopted Date: 12/07

Acceptable Use Policy - WVSD Board Policy 2022

Access to the Internet and other district network resources provides great educational opportunity for students. However, this opportunity must be balanced with responsibility and awareness on the part of the student. Student behavior on the Internet should be to the same high standards expected for any other school activity. The content of work on the district's network is open to examination by network administrators. Although one might feel "anonymous" on the Internet, one's activities can be monitored and tracked by others. In order to access the Internet, a student must have a signed Internet Use Parent Permission Form (2022F) on file. Students who abuse their Internet privileges may lose such privileges.

Birthday/Holiday Celebrations

**Please check with the classroom teacher in advance regarding birthdays.*

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

Balloons, flowers, and other gift deliveries are discouraged because they tend to disrupt student learning.

****Balloons and glass items are not allowed on the bus.****

Party Invitations

Young children are sensitive and deeply hurt when not invited to a birthday party. Out of consideration for those not invited, **invitations for home parties should not be distributed at school unless all classmates are invited.**

Field Trips - WVSD Board Policy 2320

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

The Superintendent shall develop procedures for the operation of a field trip or an outdoor education activity which shall insure that the safety of the student shall be protected and that parent permission is obtained before the student leaves the school. Each field trip must be integrated with the curriculum and coordinated with classroom activities which enhance its usefulness.

Vandalism

Vandalism is considered a criminal act. Any student vandalizing school property or property of any staff member or student may be subject to short term suspension, may be required to make restitution, and may be reported to the appropriate law enforcement agency.

Visiting or Volunteering

We welcome visitors and volunteers to Mountainview Elementary. In order to provide communications and ensure safety, we require all visitors to **complete a volunteer form** and **check in at the school office**. If you would like to visit, please let the teacher know in advance. To conference with a teacher, please schedule an appointment after 3:40, when teachers have completed the end of the school day. This assures that testing, assemblies, field trips, or other activities are not taking place. It is very important not to disrupt instruction and classroom management.

Please remember the following:

- 1. Always sign in at the office upon arrival.**
- 2. Pick up a visitor's badge from the secretary before proceeding to a classroom.**
- 3. At the end of your visit, return the badge and sign out.**

We really appreciate your help keeping our students safe by knowing who is in the building at all times.

**Please tear off and sign this form.
Return it to your classroom teacher
before or by Thursday, September 7th.**

At Mountainview Elementary, our goal is to keep the parents and students informed about our operating procedures and student expectations. This parent/student handbook has been prepared for you to help answer many of your questions and help guide you through some of our routines and requirements to fulfill district and state policies and to help our school operate in a safe and orderly fashion.

To get everyone off to a great start, please review this handbook with your child/children as soon as school begins.

Child's name _____ Teacher _____

My child and I have read and discussed this handbook for Mountainview Elementary.

_____ We have no questions

_____ Questions we have:

Child's signature _____ Date _____

Parent/Guardian signature _____ Date _____

****I DO NOT WANT my student's picture to be posted on the Mountainview website/facebook page****

Parent/Guardian signature _____ Date _____

Return by Thursday, September 7, 2017.
We appreciate your time to review and share this book
with your child/children.
We are ready for another great year at Mountainview!