

SETH WOODARD

ELEMENTARY



PARENT AND STUDENT HANDBOOK
2017-2018

Seth Woodard Elementary
7401 East Mission Avenue
Spokane, Washington 99212

Phone: (509) 921-2160

Fax: (509) 891-9524

School Website: seth.wvwsd.org

District Website: www.wvwsd.org

Office Hours

8:30 AM to 4:00 PM

School Hours

9:00 AM to 3:30 PM

Staff Email - first.last@wvwsd.org

West Valley School District does not discriminate based on race, color, national origin (including language), sex, sexual orientation, creed, age, or disability and the notice is made continuously. Title II 28CFR35.107(a), Title XI 34CFR104.7(b), Title VI 35CFR100.6(d). For a full description of unlawful acts and their sanctions, please refer to the West Valley School District website, www.wvwsd.com, policy #3200 Student Rights and Responsibilities.

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♦Attendance and Tardy♦

Attendance Policy

When a student is absent, the parent/guardian must notify the **attendance office** by phone, email, or written notification in a timely manner. Absences must be reconciled within 48 hours by the parent/guardian. After 48 hours, an unreconciled absence is considered unexcused.

Districts are required to conference with the parent/guardian and child in an elementary school for any student who has five or more **excused** absences in a month or ten or more excused absences in the current year except when (1) prior written notice was given or a doctor's note was provided; and (2) an academic plan was put in place to keep the student on track.

The conference must include a school district employee such as a nurse, counselor, social worker, teacher, or community human services provider at a time reasonably convenient for all persons for the purpose of identifying the barriers to attendance and supports and resources so that the child may regularly attend school. If the child has an IEP or a 504 plan, the team that created the plan is required to attend the conference.

A conference is not required if there was prior notice or a doctor note was provided to the school *and* there is an academic plan put into place to ensure the student does not fall behind.

Students with excessive absenteeism (includes both excused and unexcused) may result in Seth Woodard petitioning the family to the West Valley School District Community Truancy Board.

Tardy Policy

All students are expected to be at school at 9:00 AM daily. Arriving after 9:05 AM will result in the student being considered tardy. Arriving late due to oversleeping, running late, missing the bus, traffic conditions, and train delays are considered unexcused district tardies. Three unexcused tardies equates to a half-day unexcused absence. Any arrival after 10:00 AM is considered a half-day absence.

If a student is at an appointment (doctor, dentist, counseling) please have your health provider provide a note.

♦Attendance and Tardy (Continued)♦

Choice Students

Families who choice into Seth Woodard from other schools and school districts are expected to arrive on time daily. Excessive absences and tardies may result in choice revocation or non-renewal.

BECCA Bill

Washington's truancy law is intended to curb school truancy before it becomes habitual. The law requires many things of schools, but only requires one thing of students: attend school. If a student does not attend school, the law requires the school district to take action.

If your student has two unexcused absences in one month, state law (RCW 28A.225.020) requires we schedule a conference with you and your student to identify the barriers and supports available to ensure regular attendance. The district is obligated to develop a plan that may require an assessment to determine how to best meet the needs of your student and reduce absenteeism.

If your student has seven unexcused absences in any month or ten unexcused absences within the school year, we are required to file a petition with the Juvenile court, alleging a violation of RCW 28A.225.010, the mandatory attendance laws. The petition may be automatically stayed and your student and family may be referred to a Community Truancy Board, or you and your student may need to appear in Juvenile Court.

♦Building Access and Sign-In Procedures♦

All parents, family members, guardians, and guests are required to sign in and out at the main office. For safety reasons, we do not permit parents, family members, guardians, and guests in the hallway during the morning arrival (8:45 to 9:00 AM) and afternoon pickup times (3:15 to 3:30 PM) unless prearranged with a staff member.

All guests in our building are required to wear a visitor's identification badge, which will be provided at the time of signing in.

All individuals who volunteer in the school must pass a background check in advance. Please check with the main office for the appropriate paperwork.

♦Bus Passes♦

A written note by a parent/guardian must be provided for any student who is changing his/her bus or bus stop for the day. This note needs to be provided to the main office at the start of the school day in order to properly notify transportation services. For safety reasons, arrangements regarding bus changes cannot be made over the phone.

Any student who plans to ride a bus as another student's guest must provide a written note by a parent or guardian of this arrangement. A signed note needs to be provided to the main office at the start of the school day. Such arrangements must be made in advance. Students are not permitted to call home during the day in an effort to make such arrangements.

♦Dress Code♦

It is expected that students wear to school clothing which is neat, clean, appropriate, and which contributes to a positive learning climate. Extremes in clothing, hair, cosmetics, jewelry, or appearance which may disrupt normal school operations, detract from a positive learning climate, or create a safety or health hazard are not acceptable.

Within these guidelines, the student and parent/guardian may determine the student's personal dress and grooming standards provided they are also consistent with the following:

- Tops with narrow or spaghetti straps and tube tops are not permitted.
- Shirts must completely cover stomach and all undergarments.
- Neckline must be as high as armpit just below the collar bone.
- Shorts, skirts, and dresses must be fingertip in length with arms naturally extended.
- Dress and/or appearance which constitutes a clear and present danger to the student's health and/or safety or which cause interference with work or creates a classroom or school disruption will not be permitted. This includes having shoes tied.
- Clothing may not contain advertising, words, and/or images referring to alcohol, weapons, or drugs.
- Open toed shoes are discouraged. No flip-flops for injury and safety reasons.

◆Field Trips and Assemblies◆

During the course of the school year, opportunities may present themselves for students to attend field trips and assemblies. School expectations and guidelines apply to these situations. Students may be prohibited from participating in these activities for the following reasons:

- Failure to submit signed permission slip by deadline - we are unable to accept permission over the phone.
- Repeated disciplinary referrals
- Attendance concerns
- Academic concerns
- Participation will be examined on an individual basis

◆Nutrition Services (Elementary)◆

2016-2017	Paid	Reduced	Online payment information and free/reduced lunch applications are available in the nutrition section of the West Valley School District homepage.
Breakfast	\$1.50	Free	
Lunch: Grades K-3	\$2.60	Free	
Lunch: Grades 4-12	\$2.60	\$.40	
Milk	\$.60	\$.60	

◆Safety Drills◆

Washington State schools are required to complete specific safety drills each year. These drills include fire, evacuation, lockdown, and shelter-in-place. Drills are typically unannounced in advance to students. Additionally, as a district we participate in additional unannounced drills conducted through our district resource officer. Collectively, these drills are valuable in preparing our school for an actual event.

Drills and emergencies can happen at any time, it is important to have student dress appropriately based on weather conditions. Any guest in our building will participate in the drill. This is why signing in and out of the main office is important for an accurate account of all individuals.

◆School-wide Expectations◆

What is PBIS?

Positive Behavioral Intervention and Supports (PBIS) is a framework or approach for assisting schools in adopting and organizing evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students.

◆School-wide Expectations (Continued)◆

PBIS is a prevention-oriented way for schools to (a) organize evidence-based practices, (b) improve their implementation of those practices, and (c) maximize academic and social behavior outcomes for students. PBIS supports the success of all students.

Overview

Throughout the school year, we will continuously teach and review school-wide expectations relating to the different locations. Our goal is for students to learn and demonstrate the characteristics of our PRIDE (Prepared, Respectful, Individuals, Determined to Excel) guidelines in all aspects of our school. All staff and guests are expected to model these expectations for students.

General Expectations

- Bathroom Expectations: Go, Flush, Wash, and Leave
- Classroom Expectations: Individual classroom expectations are based on the school-wide PRIDE matrix.
- Hallway Expectations: Walk to the Right, Zero (Red) Voice Level, and Keep Hands/Feet to Yourself.
- Cafeteria Expectations: Stay Seated, Two (Green) Voice Level, Eat Your own Lunch, and Clean Up
- Playground Expectations: Share and Return Equipment, Stay in Designated Area, and Follow Game Rules
- Transportation Zone Expectations: Stay on the curb, use sidewalks and crosswalks, stay out of the bus zone.

Student Conflict Resolution

As part of our PBIS and character education program, Seth Woodard uses the Kelso's Choices curriculum. Students learn to use different strategies around conflict resolution.

Corrective Actions

Failure to follow expectations regarding student conduct will result in disciplinary/corrective actions. Factors, including, but not limited to the severity of the offense, frequency of occurrence, and school board/state policy will determine the disciplinary/corrective action.

- Removal from Situation: Student will spend time in a designated area (counseling center, principal's office, on the wall for recess) until ready to return to classroom/activity.

◆School-wide Expectations (Continued)◆

Corrective Actions (Continued)

- Time Out (Counseling Center/Principal's Office): Student will spend time with class work or will be provided with work by counseling staff. They will be assigned for a designated amount of time.
- Principal/Counselor Conference: Student will meet with principal or designee to discuss infraction and consequences/restitution. When appropriate a phone call will be made home with the student present.
- Restitution/Restorative Justice: A follow through procedure that adequately addresses the problem with logical consequences. Students will make appropriate restitution for the offense, i.e. a written apology, cleaning, making up classroom time wasted, etc.
- Silent Recess: Report to designated room with their lunch (if lunch recess); sit quietly and appropriately until dismissed at the end of recess. The teacher/counseling staff will discuss the problem and the consequence/restitution with the student.
- In-School Suspension: This consequence is assigned by the principal or designee and will be served in a designated area. The student will spend the entire day in suspension without recess. They will complete work and eat lunch in the designated area.
- Out-of-School Suspension (Short Term and Long Term): This consequence is assigned by the principal, and will only be utilized for major infractions. The student will remain off of school grounds for the duration of the suspension. The student is responsible for missed work.
- Emergency Expulsion and Expulsion: This consequence is assigned by the principal and is utilized for infractions that significantly impact the safety and learning environment of the school. See West Valley School District Board Policy 3200 - Student Responsibilities and Rights for further explanation.

◆School-wide Expectations (Continued)◆

Harassment/Intimidation/Bullying (HIB)

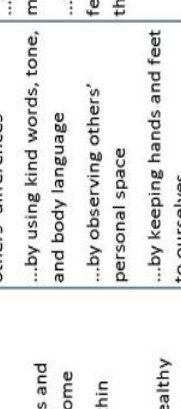
The West Valley School District is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons, free from harassment, intimidation, or bullying. HIB means any intentional written message or image, including those that are electronically transmitted, verbal or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

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

See West Valley School District policy 6590 for additional information.

All families are provided with the West Valley School District Student Rights and Responsibilities at the start of each school year. A complete copy of the Rights and Responsibility Policy and Procedures #3200 is online for review at www.wvsd.org.

Seth Woodard WOLFPACK P.R.I.D.E.

P	R	I	D	E
<p>Prepared</p> <ul style="list-style-type: none"> ...by being on time ...by having supplies and assignment completed ...by getting enough rest ...by wearing appropriate clothing ...by leaving toys and electronics at home ...by staying within boundaries ...by having a healthy breakfast and lunch 	<p>Respectful</p> <ul style="list-style-type: none"> ...by treating others the way you want to be treated ...by using the appropriate voice level ...by being tolerant of others' differences ...by using kind words, tone, and body language ...by observing others' personal space ...by keeping hands and feet to ourselves 	<p>Individuals</p> <ul style="list-style-type: none"> ...who build on both strengths and challenges ...who dream BIG ...who continue to set and accomplish goals. ...who have a growth mindset ...who recognize our own feelings and how to work through them 	<p>Determined</p> <ul style="list-style-type: none"> ...to work hard and take pride in our work ...to use time wisely ...to challenge ourselves enough to make mistakes ...to take responsibility for your own actions ...to be honest even when it is difficult ...to leave the area better than when we found it ...to follow through with commitments and responsibilities 	<p>Excel</p> <ul style="list-style-type: none"> ...in reaching out to help others ...in helping ourselves and others be successful 
<p>We are prepared, respectful individuals determined to excel.</p>				

♦Calendar of Events - Elementary♦

All event dates are subject to change. Please check the Seth Woodard website for more details.

September

- 6 - First Day of School
(Kindergarten Half-Days)
- 14 - First Day of Full-Day
Kindergarten
- 21 - Late Arrival*

October

- 6 - Student Picture Day
- 18 - Late Arrival*
- 27 - Picture Retake Day

November

- 1 - Late Arrival*
- 10 - No School - Veteran's Day
- 15, 16, 17 - Fall Conferences
- 22 - Early Dismissal
- 23, 24 - No School - Thanksgiving
- 29 - Late Arrival*

December

- 13 - Late Arrival*
- 20 - Winter Break Begins

January

- 3 - School Resumes
- 10 - Late Arrival*
- 15 - No School - Martin Luther King
Day
- 24 - Late Arrival*

February

- 7 - Late Arrival*
- 16 - No School
(If School Closure Occurs)
- 19 - No School - Presidents' Day
- 28 - Late Arrival*

March

- 7, 8, 9 - Spring Conferences
- 14 - Late Arrival*
- 28 - Late Arrival*
- 29 - Class Pictures

April

- 2 - Spring Break Begins
- 18 - Late Arrival*

May

- 2 - Late Arrival*
- 16 - Late Arrival*
- 25 - No School
(If School Closure Occurs)
- 28 - No School - Memorial Day

June

- 15 - Last Day of School

*School starts at 10:30 AM on late arrival days.