

## **District Elementary Schools:**

### **BERNEY**

1718 Pleasant  
509.527.3060  
Principal: Michelle Carpenter  
[www.berneyelementary.org](http://www.berneyelementary.org)

### **BLUE RIDGE**

1150 W. Chestnut  
509.527.3066  
Principal: Kim Doepker  
[www.blueridgeeagles.org](http://www.blueridgeeagles.org)

### **HEADSTART/ECEAP**

1150 W. Chestnut  
509.526.1780  
Director: Diana Evenson

### **EDISON**

1315 E. Alder  
509.527.3072  
Principal: Dr. Jullie Perron  
[www.edisonshockers.org](http://www.edisonshockers.org)

### **GREEN PARK**

1105 E. Isaacs  
509.527.3077  
Principal: Gina Yonts  
[www.greenparkelementary.org](http://www.greenparkelementary.org)

### **PROSPECT POINT**

55 Reser Road  
509.527.3088  
Principal: Dana Chandler  
[www.resources.wwps.org/prospectpoint/](http://www.resources.wwps.org/prospectpoint/)

### **SHARPSTEIN**

410 Howard St.  
509.527.3098  
Principal: Maria Garcia  
[www.sharpstein.org](http://www.sharpstein.org)



# **WELCOME TO WALLA WALLA PUBLIC SCHOOLS**

**Vision:** Developing Washington's Most Sought-After Graduates

**Mission:**

Walla Walla Public Schools ensures all students receive high quality instruction in an aligned and coherent system while addressing their social and emotional needs in a safe and engaging environment.

**Belief Statement - We believe:**

- in challenging and supporting all students
- quality instruction is critical to student success
- in investing in staff to ensure excellence
- in maximizing the impact of our resources
- in collaborative and transparent operation
- in the importance of family and community
- diversity is a strength

**WALLA WALLA PUBLIC SCHOOLS**

364 South Park Street  
Walla Walla, WA 99362  
Phone: 509.527.3000  
Fax: 509.529.7713  
Website: [www.wwps.org](http://www.wwps.org)  
Superintendent: Mr. Wade Smith  
Email: [wsmith@wwps.org](mailto:wsmith@wwps.org)

## How to Register For School

Students may register year-round (except mid-June to mid-August) at their attendance area school. District boundary maps detailing your attendance area are available at all Walla Walla Public Schools and the district office. Attendance area is based on street address. Boundary maps are also available online: [www.wwps.org](http://www.wwps.org)

### ELEMENTARY SCHOOL

Students entering kindergarten must be 5-years-old on or before August 31.

What is needed:

- The district will accept any one of a variety of documents for purposes of establishing a student’s age—for example, a birth certificate (U.S. or foreign), a baptismal record, or another alternative document.
- list of immunizations
- verification of address
  - water/utility bill;
  - rent payment receipt showing the address for the rented or leased home or rental or lease agreement for the home currently occupied by parent or guardian;
  - Completed questionnaire verifying housing status

### SECONDARY SCHOOL

What is needed:

- The district will accept any one of a variety of documents for purposes of establishing a student’s age—for example, a birth certificate (U.S. or foreign), a baptismal record, or another alternative document.
- list of immunizations
- verification of address
  - water/utility bill;
  - rent payment receipt showing the address for the rented or leased home or rental or lease agreement for the home currently occupied by parent or guardian;
  - Completed questionnaire verifying housing status

## Attendance Area Schools

Students living within the attendance boundaries are given preference to attend that school. If students in an attendance area fill that school to its capacity, open enrollment and transfer requests from outside the district into the school may be denied.

### OPEN ENROLLMENT

Parents/guardians of students who reside within the Walla Walla Public Schools district may request open enrollment to another school within the district provided that: the school has the attendance capacity and programs to meet the student’s needs; and the parent/guardian provides transportation to the school of choice for the student.

Open enrollment forms are available at the student’s attendance area school (K-8). Application for open enrollment must be requested annually on a first-come, first-served basis. A designated open enrollment period is typically scheduled during the spring to help establish placement priorities. Media and district publications will alert you to the exact dates -- typically the last two weeks of April. The Open Enrollment policy is available at your attendance area school and on the district’s website: [www.wwps.org](http://www.wwps.org)

## Enrollment Form Packets - Available online: [www.wwps.org](http://www.wwps.org)

### Kindergarten

- Kindergarten Enrollment Information
- Readiness Checklist and Reading List

### Elementary Forms

- Registration Form
- Developmental History Form (Kindergarten only)
- Student Health History Form (Grades 1-12)
- Home Language Survey
- Certificate of Immunization Status
- Certificate of Exemption
- Authorization for Administration of Medication at School
- Health Services Parent Letter: English | Spanish

## Support Services

### NUTRITION SERVICES

All schools offer students nourishing meals. Our professional culinary staff take pride in serving Walla Walla youth. Each day our staff prepares breakfast and lunch for students at all grade levels. We continually receive superior inspection reports for cleanliness, quality and service.

We strive to keep our meal prices to a minimum and our free and reduced-price meal program is available to eligible families. We provide a prepay meal deposit account for each student. Families may send cash or checks to the cafeteria daily, weekly, monthly, or annually. Students may then access these funds by account number(pin). We also provide a pay on-line program for credit and debit cards. There are no fees charged for this payment option. All balances, positive or negative, carry over to the following year.

### FREE AND REDUCED-PRICE MEAL PROGRAM

Parents whose family income falls within specified guidelines set by the U.S. Department of Agriculture may apply for free or reduced-price meals for their children. To apply online, go to <http://www.wwps.org/departments/nutrition-services> and click on Free and Reduced-Price Meal Program. Applications are also mailed in early August to every Walla Walla School District family and a second application is sent home with your student on the first day of school. It is the families’ responsibility to send money or a sack lunch with your student(s) until you have received notice that your application has been approved.

### NUTRITION AND PHYSICAL FITNESS POLICY

[http://www.wwps.org/support/nutrition\\_fitness](http://www.wwps.org/support/nutrition_fitness).

### PRICING & MENUS

Meal prices, menus, free & reduced applications and instructions for making online payments are posted on the district’s website at: [www.wwps.org/support/nutrition\\_services](http://www.wwps.org/support/nutrition_services)

### VISION STATEMENT

“We will provide a positive and safe environment, plan and serve nutritionally sound and attractive meals for all students, and emphasize customer service and positive public relations.”

## Transportation Services

The mission of the Transportation Department is to transport students to and from school and school related activities. All students living in a busing area may ride a school bus. Transportation funding is supplied by the state of Washington and Walla Walla Public Schools.

Parents are asked to review bus safety rules (provided at beginning of school year) with their children, and remind them to maintain good self-discipline.

This helps ensure each child enjoys a safe ride to and from school or other activities. Please remember, bus riding is a privilege. Parents are also encouraged to teach their children safe walking habits while walking to and from the bus stops and while waiting for the buses.

NOTE: Prior arrangements must be made with the principal if a child is to be transported to a destination other than the regular bus stop or if parents will be transporting the child on a temporary or permanent basis.

### FURTHER INFORMATION

Call the school secretary or the Transportation Department at 527-3019 for more information on scheduling and bus stops.

### WEBSITE:

<http://www.wwps.org/departments/transportation>

## Visitors Please Check In & Out!

Visitors are welcome at all our schools and the Walla Walla Public Schools District Office.

Upon arrival, everyone MUST first register at the office or reception area and receive a visitor’s badge to wear while visiting the building.

This precautionary effort helps ensure Walla Walla Public Schools are safe and secure at all times.

District staff members also wear identification badges for quick, easy identification. Anyone not wearing a badge will be stopped and asked to leave if they don’t comply with this policy.

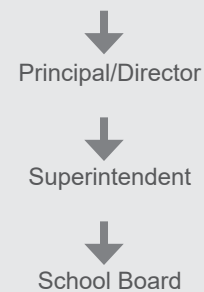
It only takes a minute to check in and out; we appreciate your help with this safety issue.

## Resolving a Concern

Walla Walla Public Schools staff strive to resolve all concerns. Those closest to the concern can most accurately and efficiently address the problem. You are encouraged to follow the steps detailed below when identifying a concern. You may also call the Communications Department for assistance at 526-6716.

### School Related Concern

Discuss with staff member involved



### District Concern

Discuss with appropriate District Administrator



*Any citizen may address the school board concerning district operations during the "Citizens' Comments" portion of any regular board meeting agenda. Formal citizen's complaint procedures are available in the Superintendent's Office*

## School Closures

If school is delayed or closed due to poor weather, announcements are made on local radio and TV stations beginning at 6:00 a.m. Parents and staff will receive a telephone call from the SchoolMessenger System. If no announcement is made by 6:30 a.m., you should assume schools are running on time.

School closure notices will also be posted on the school district website ([www.wwps.org](http://www.wwps.org)) by 6:15 a.m. and be updated throughout the day as needed. If schools are closed once classes are already in session, information will be announced over the local radio stations and be posted on the district website.

Children who live within walking distance will be released to walk home. If no one is at home, please make alternate arrangements for your child. Buses will meet scheduled city and rural routes as soon as possible.

## 2017-2018 No School Days

- Kids Day at Fair.....Sept. 1
- Labor Day.....Sept. 4
- Fall Professional Day.....Oct. 6
- Parent Conferences.....Oct. 12-13
- Veterans Day.....Nov. 10
- Thanksgiving Break.....Nov. 23-24
- Winter Break .....Dec. 25- Jan 5
- MLK, Jr. Day .....Jan. 15
- Parent Conferences.....Feb. 15-16
- Presidents Day .....Feb. 19
- Spring Vacation .....April 2-6
- Staff Professional Day ....May 11
- Memorial Day .....May 28

## Keeping Our Schools Safe

Walla Walla Public Schools meets the requirements of SAFE SCHOOLS RCW 28A.320.125. Each school has a comprehensive safe schools plan. Each building principal is certified on the use of the Washington "incident command system." Each school provides for permitting the facility to be used as "a community asset" in the event of a communitywide emergency that is not related to school operations.

The school district annually reviews the safe school plan, and a number of other related matters; including inventory, hazardous materials, updating school mapping, identifying all staff trained on the nation's incident management system or incident command systems, evacuation procedures, and notification of staff on emergency procedures.

Schools shall conduct no less than one safety-related drill each month that school is in session. All drills are documented. Safety is of the utmost importance to us. It is the responsibility of all of us to make sure that our children and visitors are safe. In the event of a disaster, we will make every attempt to keep your child at school. We may send home safety information or ask you to participate in trainings or surveys. Your eyes and ears help us! Please cooperate and model appropriate behaviors so that the children know that this is a top priority.

### Report It! SafeSchools Alert

- Anonymous reporting of bullying, intimidation, harassment, weapons, drugs,

- Four Easy Ways to report:
1. (Online) <http://1057.alert1.us>
  2. (Email) [1057@alert1.us](mailto:1057@alert1.us)
  3. (Call) 855.976.8772
  4. (Text) 855.976.8772

## School Hours

School	Start	Stop	Early Dismissal **	Early Release (Wednesday)
Berney	8:15 a.m.	3:00 p.m.	12:30 p.m.	2:00 p.m.
Blue Ridge	8:05 a.m.	2:35 p.m.	12:00 p.m.	1:35 p.m.
BR Head Start AM	8:15 a.m.	11:30 a.m.	N/A	N/A
BR Head Start PM	12:15 p.m.	3:30 p.m.	N/A	N/A
Community AM	8:30 a.m.	11:30 a.m.	N/A	N/A
Community PM	12:30 p.m.	3:30 p.m.	N/A	N/A
Edison	8:10 a.m.	2:50 p.m.	12:15 p.m.	1:50 p.m.
Green Park	8:15 a.m.	2:55 p.m.	12:10 p.m.	1:55 p.m.
Prospect Point	8:25 a.m.	2:55 p.m.	12:15 p.m.	1:55 p.m.
Sharpstein	8:00 a.m.	2:40 p.m.	12:00 p.m.	1:40 p.m.

**\*\*Early Dismissal:** Nov. 22 (K-12) | Feb. 9 (K-5) | June 8 (K-5) | June 13 (K-12)

## School Board

### JOIN US!

Our hope is that you will leave school board meetings with a better understanding of your public schools and the school board that you've elected to oversee them.

### OUR MEETINGS ARE OPEN

Our meetings are open to the public and nearly all our discussion will be held in the open. The exception would be if it is necessary to discuss personnel, litigation, bargaining agreements, complaints against an officer or staff member, or real estate transactions where disclosure would be damaging. In those cases, we may occasionally go into a closed or "executive" session.

### WE HAVE SOMETHING IN COMMON

School board members are elected officials, who serve four-year terms of office. In addition to making a number of decisions at school board meetings, we try to keep lines of communications open with our community and represent the needs of the district before state and national representatives.

We serve on the school board because we care about providing quality education in our community. We appreciate your interest and would welcome comments toward meeting that goal.

School Board Information Online at:  
[www.wwps.org](http://www.wwps.org)



**OUR VISION**  
Developing Washington's Most Sought-After Graduates

### OUR GOALS

- Goal 1 – High Quality Instruction
- Goal 2 – Aligned and Coherent Systems
- Goal 3 – Social and Emotional Needs
- Goal 4 – Safe & Engaging Environment

## Parents/Guardians Right to Know (Title I, Part A Programs)

The Every Student Succeeds Act (ESSA), signed into law on December 10, 2015, reauthorizes the Elementary and Secondary Education Act of 1965 (ESEA). ESSA builds upon the work states, districts, and schools implemented over the last few years. The reauthorized law prioritizes excellence and equity for our students and supports great educators. As part of ESSA, districts and schools must provide parents with the following information:

- Individual report cards inform you how your child is progressing.

The Title I, Part A Program allows schools and districts to offer services and interventions that support struggling learners. Title I, Part A is one of many programs governed by ESSA.

**Professional Qualifications of Teachers** - Parents of children attending Title I, Part A schools have the right to request and receive information about the qualifications of the educators who teach students core subjects—reading, English language arts and mathematics. At a minimum, the information given to you must explain these essential components of an educator's qualifications. It indicates whether the student's teacher:

1. Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived; and
3. Is teaching in the field of discipline of the certification of the teacher.

**Qualifications of Paraprofessionals** - Paraprofessionals must work under the supervision of a certified teacher. In schools that operate a school-wide Title I Part A program, all paraprofessionals must have a high school diploma or GED certificate. In addition, paraprofessionals need the following:

1. At least two years of study at an institution of higher education; or
2. An associate's (or higher) degree; or
3. Have met a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment:
  - a. knowledge of, and the ability to assist in instructing, reading, writing, and mathematics; or
  - b. knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, appropriate.

Note: The receipt of a secondary school diploma (or its recognized equivalent) shall be necessary but not sufficient to satisfy these requirements.

### Report Card for Every Student

You have the right to know how well your child is progressing. Schools that operate Title I, Part A programs must generate a report card for every student that explains how well that student scored on the state assessment in, at least, reading, English language arts, and mathematics.

### State Report Card

The Office of Superintendent of Public Instruction—Washington's education agency—publishes an online State Report Card. Use the link below to find important information about your school and district, including results of state testing, enrollment numbers, information about teachers and much more. If you do not have a computer, there is free access to the internet at all public libraries. You also can request a paper copy of the report card from your child's school.

<http://reportcard.ospi.k12.wa.us/summary.aspx?groupLevel=District&schoolId=266&reportLevel=District&yrs=2015-16&year=2015-16>

## Notes:

## Bilingual Education Programs

### ESL instruction (English as a Second Language)

Any student who qualifies for assistance in learning English under the State Transitional Bilingual Program guidelines can receive services. They are available from kindergarten through high school at all district locations.

### Two-way Dual Language Program - K-5

During the 2016-2017 school year, the district approved a plan for the two-way dual program to be housed at one elementary school instead of three schools. Edison Elementary School was chosen as the site for this wall-to-wall programming and will begin a slow rollout in 2017-18 with four dual kindergarten classrooms. English only classes will be phased out at Edison as the wall-to-wall dual program phases in.

Green Park and Sharpstein Elementary will continue dual language classes in grades one through five this year to give students an opportunity to finish their elementary careers at their current schools, and will be moving to all English classrooms over the next five years.

### One-way Dual Program K-5

Blue Ridge Elementary School offers a one-way dual language classroom at each grade level, K-2. Beginning in kindergarten, native Spanish speakers placed in the dual language classroom receive instruction in Spanish for 80 percent of the day and in English for the remaining time. Instruction in English gradually increases each year until second grade when it becomes 50 percent in English and 50 percent in Spanish.

### Content-based Instruction - K-12

Students learning English in traditional classrooms receive all of their instruction in English while they are learning subject matter. Teachers use strategies specific to address both the needs of English Language development and academic grade level content. Some students may continue to receive Spanish reading instruction as well.

## Special Education

The Special Education Department has a continuum of placement options for students in Special Education within the Walla Walla School District.

### Resource Room

This program provides academic, social skills and communication support to special needs students through pull out, in class or a co-teaching model.

### Life Skills Program

This program serves those students identified with cognitive, adaptive and academic needs. Students may have multiple identified disabilities, or students who require a specialized program for extensive medical needs.

### R.I.S.E

(Reaching Independence through Structured Education)  
Teaching strategies in this program include STAR, TEACCH, and other research based methodology that is found to be effective for students needing a structured and routine oriented environment.

### Behavior Program

These multi-age self-contained classrooms maintain an academic environment utilizing individual and small group instruction. In conjunction with this a level and reward system is used in the program to modify behavior and social skills.

### Developmental K-1-2

This room is designed to help students build communication skills in both expressive and receptive language as well as social communication. This is a developmental setting to also provide academic instruction.

### INFORMATION:

Special Education Department at (509) 526-6724.

## Washington Comprehensive Assessment Program (WCAP) School Year 2017-18

### Academic Testing

Elementary students in grades 3 through 5 take the Smarter Balanced Assessments (SBA) in English Language Arts (ELA) and Math. SBA testing takes place the last 12 weeks of the school year, with each school selecting their own schedule within this timeframe. Fifth grade students also take a science assessment tied to the Next Generation Science Standards.

The district has made a significant investment in technology, both to support technology-based instruction and to make sure we have as short a testing season as possible (more devices = more students testing at once = shorter testing season). While it is important that we assess students on their achievement of the standards, it is our mission to impact instruction as little as possible in conducting that assessment.

Parents may request additional information on state testing from their child's school. This information includes state requirements, testing times and parents' right to opt the child out of testing.

### English Language Testing

Students learning English as a Second Language are assessed annually on their attainment of English language skills in reading, writing, speaking, and listening. The English Language Proficiency Assessment for the 21st Century (ELPA21), developed by a group of 11 states, is the current test administered online during the month of February.

### Kindergarten Readiness

Soon after the start of the year, kindergarten students are screened, using the state-required WAKids assessment. WAKids helps teachers and parents know whether students are "kindergarten-ready" in literacy, math, social/emotional, physical, language, and cognitive development. Teachers collaborate with parents in completing the WAKids assessment.

### Other Assessments

District staff never want to rely on one assessment given at the end of the year to know whether students are on track, so variety of assessments are used throughout the year to measure student learning in the district. Types of assessments include:

**Screening:** These provide a baseline measurement for students' understanding of different subject areas. They also can be used to identify students who might be "at risk" for not succeeding in a particular subject area. Screening assessments are typically short (as little as one minute in length and up to 30 minutes) assessments of foundational reading or math skills. Examples of screeners include Dynamic Indicators of Basic Early Literacy Skills (DIBELS) and iReady standardized assessments.

**Progress Monitoring:** These determine if students are learning critical skills at an adequate rate throughout the school year. Many of the same assessments used for screening also are used throughout the year for progress monitoring.

**Diagnostic:** These identify specific skills or areas in which a student might benefit from additional assistance.

# Districtwide Elementary School Information

## Welcome to Walla Walla Public Schools

### OUR MISSION

Walla Walla Public Schools ensures all students receive high quality instruction in an aligned and coherent system while addressing their social and emotional needs in a safe and engaging environment.

### ACCIDENTS

If your child is injured at school, s/he will be cared for in the health clinic. If the injury is serious, a parent or the designated emergency contact person(s) will be immediately contacted and/or emergency personnel. (Please keep information current).

### ATTENDANCE

Washington State Law requires children ages eight through 18 to attend school daily and students six and seven years old to attend school daily once registered. Illness and family emergencies are considered excused absences. Students will be allowed to make up missed assignments due to excused absences. Parents are expected to call the school secretary by 9 a.m. to inform staff members of a child's absence. Parents/guardians will receive written notice from the school for an unexcused absence. Two unexcused absences in a calendar month mandates a parent/teacher conference according to the compulsory school attendance law (RCW 28A.225). Students who are tardy or who are returning from an appointment should check in with the school secretary prior to attending class.

### CHANGE OF ADDRESS/ PHONE NUMBERS

Please notify the school secretary if your address or telephone number changes during the school year. Current information is vital at all times.

### CONFERENCES

Parent/Teacher conferences are scheduled each fall and spring. Parent/teacher conferences present an opportunity for parents and teachers to meet at regular intervals to discuss student progress. Conferences are also an opportunity to share ideas about activities, habits, experiences, and achievements. Parents will also receive student progress reports throughout the school year and are encouraged to discuss specific concerns at any time.

### DRESS STANDARDS

Clothing must not be distracting and/or hazardous. Students' dress should reflect a basic standard of health, decency, and safety. Any apparel, jewelry, accessory, notebook, or manner of grooming which, by virtue of its color, arrangement, trademark, or any other attribute denoting membership in a gang or advocating drug use, violence, or disruptive behavior is prohibited. Clothing such as hats, shirts, or jackets with personalized messages, nicknames or slogans written in "gang style writing" are not to be worn. Examples of inappropriate clothing would include, but not be limited to, head bands, hairnets, bandanas (rags), hanging belts, sagging or extremely loose fitting clothing and coveralls which are not completely fastened.

### HIGHLY CAPABLE (EXPLORER)

Walla Walla School District's Highly Capable Program is for kindergarten through twelfth grade students with exceptional academic ability and a high degree of drive and motivation to learn. The selection process is initiated at the building level following winter break and testing is done in the spring. Parents, teachers, other staff members and fellow students may make nominations for the Highly Capable Program. Enrollment is based on state-mandated and district-approved selection criteria.

### HOMEWORK

Homework is assigned to provide practice and reinforcement for skills already taught. It provides extra drills for those students who require practice, establishes a sense of responsibility, allows for make-up assignments due to absences, and helps the teachers communicate with parents. The district has established Homework Guiding Principles for grades K-5.

### IMMUNIZATION

Washington State law requires all children attending schools to have immunization records for certain vaccine-preventable diseases. Skipping vaccinations or missing vaccine doses makes it more likely that your child can get sick or give an illness to another child. Also if your child has had the required vaccines although the school has not been informed, we assume your child has not been vaccinated. It is the responsibility of the parent/guardian to ensure your school has the necessary updated vaccine information. Clinics do not inform schools of updated vaccines.

According to state law (246-105 WAC), students attending school the first day that do not have a complete Immunization record will be classified as a "conditional" immunization status. Your child may attend school temporarily for 30 days to allow time for you to contact your primary provider to assist you in your making your decision regarding immunization status. The law requires schools to have on record one of the following for your child to attend after the 30 day conditional time frame.

1. Information to update the Certificate of Immunization Status showing that your child has received the missing vaccine(s)
- OR
2. A Certificate of Exemption showing you have medical, religious, or personal reasons for not vaccinating your child signed by a medical provider with prescriptive authority in Washington State.

### LOST AND FOUND

Clothing and school supplies should be labeled. Contact the school secretary to inquire about lost items. Items not claimed after a reasonable time will be boxed up and donated to charity.

**LUNCH/BREAKFAST PRICES** - School meals may be purchased (daily, weekly, or monthly) in the cafeteria before school each day. Meal prices, menus, Free & Reduced Applications and the Pay On-line program information are posted on the district's website at [http://www.wgps.org/support/food\\_services.htm](http://www.wgps.org/support/food_services.htm). Charging is only permitted in emergency situations. Balances must be paid as soon as possible. Free and reduced-price meal application forms are available in the school office. Adults are always welcome to have lunch at school. Please make a reservation with the school secretary prior to the visit.

**MEDICATION** - State law requires that a medication request form must be completed by a medical provider and be on file in the school clinic before prescription and any over the counter medication may be administered. All prescription and over the counter medications must be in it's original container and labeled appropriately. Any changes in medication type, time, or dosage must be accompanied by a medication request form from the student's professional provider and with a parent's signature. Tylenol or aspirin are NOT supplied in the clinic unless ordered by a medical provider. The Medication Request Form can be obtained at the school office or on the Health Services Resource Page: [www.wgps.org/departments/health-services/health-resources#MedicationInformation](http://www.wgps.org/departments/health-services/health-resources#MedicationInformation) on the district website, (self carry requirements included on this form).

**PARTIES** - Please contact your child's teacher for information regarding classroom parties and treats.

### PRE -TRIPS

Parents must complete a pre-trip request form to assure an excuse for a family trip. Approved pre-trip requests do not exempt the absences from being counted as excessive absences, should your child reach 10 or more excused absences throughout the year. Parents should make arrangements in advance for their child to complete work assignments for extended absences.

### PTSA

We would like to offer you a special invitation to join the school Parent Teacher Student Association (PTSA). Positive encouragement for academic excellence, family involvement, and parent participation are priorities. PTSA provides financial support for special assemblies, classroom and school needs. PTSA sponsors many events throughout the school year to help support these efforts. PTSA membership information is sent home with each child at the beginning of the school year.

**PROGRESS REPORTS** - Report cards are issued during the winter conference period and at the end of the school year. A description of the curriculum offered during the school year is detailed on the back of your child's report card.

**RECESS** - Children will be expected to go outside for recess. Please dress your child appropriately for daily weather conditions.

**STUDENT/TEACHER ASSISTANCE TEAM** - Student/Teacher Assistance Teams (S/TAT) meet regularly to serve as a resource to teachers. Teachers may submit a "focus of concern" to the S/TAT when they have questions about a student's progress. The team then works with the child's teacher to explore strategies for enhancing the child's success at school. Parents and students may be invited to be part of the team.

**STUDENT RECORDS** - Parents have the right to review all official records maintained by the Walla Walla Public Schools concerning their children. These records may include identifying information, attendance, academic, or health records, achievement test scores, interest inventory results, and psychological and personality test scores. Parents have a right to due process and a hearing to challenge the contents of any information in the records. The contents of the records may be challenged on the grounds that the information is inaccurate, misleading, in violation of the privacy of students, or is inappropriate. Please see Family Education Rights & Privacy Act (Policy #3231 - Student Records). A report card shall not be released until a student has made restitution for charges assessed as a result of losing or damaging school materials or equipment.

**STUDENT WITHDRAWAL** - Parents are encouraged to provide the district at least two days notice before their child's last day once a decision to leave the district has been made. This allows time to prepare records and a report card prior to transferring to another school district.

**SUPPLY LISTS** - A supply list for each grade level is available in the school office. Lists are posted near the school main office area at the end of each school year.

**TOYS/GAMES** - Toys, games, noise makers and electronic equipment are NOT allowed in school. These items get broken or lost and cause a disruption in school. Toys/games which include guns or weapons are also prohibited at school. Students who bring these items to school may face disciplinary action. We are not responsible for lost or stolen items.

**TELEPHONE/CELL USE** - Student use of the school telephone is restricted in order to properly conduct the business of the school. Permission to use the phone will be granted in cases of emergency or legitimate school business. After school arrangements should be made outside of school. The district prohibits the use of all personal electronic devices (including cell phones) during the school day.

If a parent/guardian wishes his/her child to have a cell phone, it must remain in the student's backpack and be turned off during school hours. We are not responsible for lost or stolen electronic devices. All communication between parents and students during the school day must go through school personnel, per School Board Policy Policy No. 3243. See entire policy online at: [www.wgps.org/leadership/policies/3000/3243.pdf](http://www.wgps.org/leadership/policies/3000/3243.pdf)

**CLASSROOM/SCHOOL VOLUNTEERS**

Volunteers are appreciated and welcomed. Please contact the school secretary to inquire about volunteer opportunities. Volunteers regularly share their time and talent to enhance our school programs through classroom assistance, clerical work, or PTSA activities. Washington State Law has established the following volunteer requirements: 1) all volunteers must successfully clear a Washington State Patrol background check; 2) a Volunteer Disclosure Statement must be completed by the volunteer each year s/he will work in the school. These forms are available at the school office.

**VOTER REGISTRATION**

Voter registration forms are available at the Walla Walla County Auditor's office, in the school offices or the district central office - 364 South Park Street. Registered voters are encouraged during all elections to exercise their right to vote.

## Elementary Curriculum

The Walla Walla Public Schools elementary school curriculum is a comprehensive one, including reading, math, writing, science, and social studies. In addition, students in the Walla Walla Public Schools have library, music, and physical education classes from kindergarten through fifth grade.

Your student has specific learning standards in every subject area. Included in this section are key grade level learning standards from the new state K-12 Learning Standards (Common Core State Standards).

**NOTES:**

## Kindergarten Learning Standards

**ENGLISH/LANGUAGE ARTS**

- Understand and apply concepts of print and sounds
- Expand oral language skills and gain meaningful vocabulary for reading
- Demonstrate comprehension by responding in different ways when listening to or viewing text of all kinds
- Show interest in a variety of books

**MATH**

- Know number names and the count sequence; count to tell the number of objects; compare numbers.
- Understand addition as putting together and adding to, and understand subtraction as taking apart and taking from.
- Work with numbers 11-19 to gain foundations for place value.
- Describe and compare measurable attributes.
- Classify objects and count the number of objects in each category
- Identify and describe shapes. Analyze, compare, create, and compose shapes.
- Make sense of problems and persevere in solving them.

**SCIENCE**

- Learn that living and non-living things are made of parts.
- Ask and tries to answer questions about the natural world by making and recording observations
- Use common tools to solve problems.
- Learn that problems may have more than one acceptable solution.
- Know earth materials include solid rocks, sand, soil and water.
- Discover most plants have roots to get water and leaves to gather sunlight.

## First Grade Learning Standards

### ENGLISH/LANGUAGE ARTS

- Apply concepts of print, sounds, oral language skills and phonics
- Continue to expand reading vocabulary and demonstrate comprehension by participating in a variety of responses to text
- Choose and read a variety of books for pleasure
- Know that an audience exists outside of self and understand writing has different purposes
- Analyze ideas, select topics, add details and elaborate.
- Know and apply spelling, punctuation, capitalization, grammar and paragraphing appropriate to the grade level

### MATH

- Represent and solve problems involving addition and subtraction.
- Understand and apply properties of operations and the relationship between addition and subtraction.
- Add and subtract within 20. Work with addition and subtraction equations.
- Extend the counting sequence.
- Use place value understanding and properties of operations to add and subtract.
- Measure lengths indirectly and by iterating length units.
- Tell and write time.
- Represent and interpret data.
- Reason with shapes and their attributes.
- Make sense of problems and persevere in solving them.

### SCIENCE

- Please see the kindergarten section. Science learning goals span two grade levels.

## Second Grade Learning Standards

### ENGLISH/LANGUAGE ARTS

- Become fluent as a reader, expands vocabulary and understands many different kinds of text
- Participate in discussions, write responses and use evidence from text to support thinking
- Continue making reading an enjoyable habit
- Write for a variety of audiences and purposes, including telling a story and explaining
- Analyze ideas, select topics, add detail and elaborate.
- Know and apply spelling, punctuation, capitalization, grammar and paragraphing appropriate to the grade level

### MATH

- Represent and solve problems involving addition and subtraction.
- Add and subtract within 20.
- Work with equal groups of objects to gain foundations for multiplication.
- Use place value understanding and properties of operations to add and subtract.
- Measure and estimate lengths in standard units.
- Relate addition and subtraction to length.
- Work with time and money.
- Represent and interpret data.
- Reason with shapes and their attributes.
- Make sense of problems and persevere in solving them.

### SCIENCE

- Learn a system is a group of interacting parts that form a whole.
- Perform science investigations designed to gain knowledge about the natural world.
- Develop explanations, using observations (evidence) and what they already know about the world.
- Apply scientific ideas and discoveries to solving problems.
- Learn an object may be made from different materials, which give the object certain properties.
- Learn heat, light, motion, electricity and sound are all forms of energy.
- Discover that water plays an essential role in Earth systems, including shaping landforms.
- Learn plants and animals all have life cycles.
- Learn ecosystems support all life on the planet by providing food, fresh water and breathable air

## Third Grade Learning Standards

### READING

- Read fluently with meaning and purpose.
- Apply comprehension and vocabulary strategies to a wider variety of topics and genres.
- Demonstrate comprehension by participating in discussions, writing responses and using evidence from text to support thinking.
- Read for pleasure and choose books based on personal preference, topic or author.
- Write for a variety of audiences and purposes, including telling a story and explaining.
- Analyze ideas, select topics, add detail and elaborate.
- Know and apply spelling, punctuation, capitalization, grammar and paragraphing appropriate to the grade level

### MATH

- Represent and solve problems involving multiplication and division.
- Understand properties of multiplication and the relationship between multiplication and division.
- Multiply and divide within 100.
- Solve problems involving the four operations and identify and explain patterns in arithmetic.
- Use place value understanding and properties of operations to perform multi-digit arithmetic.
- Develop understanding of fractions as numbers.
- Solve problems involving measurement and estimation of intervals of time, liquid volumes, and masses of objects.
- Represent and interpret data.
- Geometric measurement: understand concepts of area and relate area to multiplication and to addition.
- Geometric measurement: recognize perimeter as an attribute of plane figures and distinguish between linear and area measures.
- Reason with shapes and their attributes.

### SCIENCE

- Please see the second grade section. Science learning goals span two grade levels.

## Fourth Grade Learning Standards

### READING

- Read skillfully with meaning and purpose, using appropriate comprehension and vocabulary strategies.
- Read, discuss, reflect and respond, using evidence from text, to a wide variety of literary genres and informational text
- Read for pleasure and choose books based on personal preference, topic, theme or author.
- Write for a variety of audiences and purposes, including telling a story and explaining.
- Analyze ideas, select a narrow topic and elaborate using specific details and/or examples.
- Know and apply spelling, punctuation, capitalization, grammar and paragraphing appropriate to the grade level

### MATH

- Use the four operations with whole numbers to solve problems.
- Gain familiarity with factors and multiples.
- Generate and analyze patterns.
- Generalize place value understanding for multi-digit whole numbers.
- Use place value understanding and properties of operations to perform multi-digit arithmetic.
- Extend understanding of fraction equivalence and ordering.
- Build fractions from unit fractions by applying and extending previous understandings of operations on whole numbers.
- Understand decimal notation for fractions, and compare decimal fractions.
- Solve problems involving measurement and conversion of measurements from a larger unit to a smaller unit.
- Represent and interpret data.
- Geometric measurement: understand concepts of angle and measure angles.
- Draw and identify lines and angles, and classify shapes by properties of their lines and angles.

### SCIENCE

- Learn that systems contain subsystems.
- Conduct scientific investigations which involve asking and answering questions.
- Communicate the results of investigations verbally and in writing.
- Discover that people all around the world use different materials or technologies to solve the same problems.
- Understand the weight of an object is a measure of how strongly it is pulled down toward the ground by gravity.
- Learn substances can exist in different physical states: solid, liquid, and gas.
- Discover how energy can be transferred from one place to another.
- Learn the sun is a star and is the central and largest body in our solar system.
- Sort plants and animals according to their structures and behaviors.
- Discover that, in any ecosystem, some organisms thrive and grow, some decline, and others do not survive at all.



## Fifth Grade Learning Standards

### READING

- Broaden and deepen understanding of informal and literary text.
- Reflect on skills and adjusts comprehension and vocabulary strategies to become better readers.
- Discuss, reflect and respond, using evidence from text, to a wide variety of literary genres and informational text.
- Read for pleasure and choose books based on personal preference, topic, genre, theme or author.
- Write for a variety of audiences and purposes, including persuading and explaining.
- Analyze ideas, select a narrow topic and elaborate, using specific details and/or examples.
- Know and apply spelling, punctuation, capitalization, grammar and paragraphing appropriate to the grade level

### MATH

- Write and interpret numerical expressions.
- Analyze patterns and relationships.
- Understand the place value system.
- Perform operations with multi-digit whole numbers and with decimals to hundredths.
- Use equivalent fractions as a strategy to add and subtract fractions.
- Apply and extend previous understandings of multiplication and division to multiply and divide fractions.
- Convert like measurement units within a given measurement system.
- Represent and interpret data.
- Geometric measurement: understand concepts of volume and relate volume to multiplication and to addition.
- Graph points on the coordinate plane to solve real-world and mathematical problems.
- Classify two-dimensional figures into categories based on their properties.

### SCIENCE

Please see the fourth grade section. Science learning goals span two grade levels.

### Notes:

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## State and Federal Requirements

### ASBESTOS MANAGEMENT:

In January 2013, the mandatory three-year inspection of the Walla Walla Public Schools facilities was successfully completed. This inspection is required by the Asbestos Hazard Emergency Response ACT (AHERA) of 1986. AHERA regulations also require that annual notification be given to teachers, workers, and the students’ parents/guardians to update them on the status of asbestos in their schools and of the availability of the management plans. Walla Walla Public Schools conducts six-month periodic surveillance inspections in January and July to check the condition of the asbestos-containing building materials and the records are kept at Plant Facilities. The inspection reports are included in the updated copies of the AHERA Management Plans that are located in the district plant facilities office and district schools. For more information contact the Facilities Director (Asbestos Designated Person) for the district (1174 Entley Street, Walla Walla, WA 99362, 527-3018).

### CHILD CUSTODY - Policy 3126

The person who enrolls a student in school is the residential parent/legal guardian of the student. The residential parent/guardian is responsible for decisions regarding the day-to-day care and control of the student. Parents or legal guardians have rights to receive information contained in the school records concerning their child and to forbid or permit the disclosure of such information to others, subject to the authority granted to the residential parent/guardian. The district, unless informed otherwise, assumes that there are no restrictions regarding the nonresidential parents/guardians right to be kept informed of the student’s school progress and activities. If restrictions are made relative to the above rights, the residential parent/guardian will be requested to submit a certified copy of the court order which curtails these rights. If these rights are questioned by the nonresidential parent/guardian, the issue will be referred to law enforcement authorities for resolution. Unless there are court-imposed restrictions, the nonresidential parent/guardian, upon request, will be given grade reports, notices of school activities, reports of disciplinary actions, or notices of teacher or principal conferences or summaries. If there is a court order on file with the district that restricts and/or prohibits any parent or other person from contact with a student at school or picking up a student from school, then the district will not permit the student to visit with or be released to that parent, or other person. The residential parents/guardians will have access to their children and their classrooms pursuant to RCW 28A.605.

### DIRECTORY INFORMATION - Policy 3233

Under the Family Educational Rights and Privacy Act, “directory information” may be released to anyone, including the media, colleges and universities, and the military for educational purposes. “Directory information” includes: student’s name, address, age, birthplace, participation in officially recognized school events and programs, weight of athletic team members, awards, diplomas, photographs, and student work - both print and electronic, such as school publications, and web sites.

**REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION:** To prevent release of this information, you must inform Walla Walla Public Schools by using the “Request to Prevent Disclosure of Directory Information” form (available online: [www.wwps.org](http://www.wwps.org) or at all school offices).

Under the No Child Left Behind Act of 2001, 20 U.S.C. § 9528, the military is entitled to request the names, telephone numbers and addresses of students unless the parent, guardian or eligible student requests that such information not be provided. You have the right under the above laws to choose whether your student’s information is released or not. Parents and eligible students considering withholding disclosure of directory information should evaluate the consequences of such a decision carefully.

The request to prevent disclosure of directory information will be honored for the current school year unless specifically revoked in writing. Continuing students must complete a new non-disclosure form each school year. Submission of this form will not affect directory information already published or released.

### INTERNET ACCESS BY STUDENTS - Policy 2022

(Electronic Resources – Internet Safety): Each student attending Walla Walla Public Schools has the privilege of Internet access. This access is meant to serve as an extension of instructional materials to help meet curriculum goals. Teachers will provide appropriate supervision and will instruct students about their role as “digital citizens” and the etiquette and conduct expected in this global community. Students and staff will receive appropriate grade level training on internet and social media safety, as well as appropriate use of electronic devices.

Students will also receive instruction on appropriate use of electronic devices. Student pictures or names can be published on any public class, school or district website unless parents/guardians of students less than 18 years of age “opt out” in writing to the principal in accordance with district Directory Information Policy 3233.

**INTERNET ACCESS BY STUDENTS - Policy 2022** (continued)  
(Electronic Resources – Internet Safety)

Parents and guardians of minors are expected to assist the school by setting and conveying the standards that their son/daughter should follow when using the Internet. Misuse of the Walla Walla Public Schools Electronic Information Network may result in loss of access privileges, disciplinary action in compliance with existing district policy, or other legal or criminal action, including restitution, if appropriate.

PLEASE NOTE! A parent/guardian who does not want their student to participate in the use of the Internet as an extension of instructional materials and curriculum must notify the school principal in writing. The parent/guardian acknowledges that information and resources available to their student may be limited due to lack of Internet access. All users of this network are governed by the district Acceptable Use Guidelines which should be reviewed annually. These guidelines may be found at <http://tech.wwps.org> listed under LINKS – Internet Safety.

1. Students and staff should not reveal personal information -- including home address and phone number on web sites, blogs, podcasts, videos, social networking sites, wikis, or e-mail -- on any electronic medium.
2. Students and staff should not reveal personal information about another individual on any electronic medium without first obtaining permission.
3. Student pictures or names can be published on any public class, school or district website unless parents/guardians of students less than 18 years of age “opt out” in writing to the principal in accordance with district Directory Information Policy 3233.
4. Users, including students, should never meet people in person that they have contacted on the system without parent/guardian permission.
5. If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority.

Internet Safety – Instruction Overview

1. Age appropriate materials will be made available for use across grade levels.
2. Training on online safety issues and materials implementation will be made available for administration, staff and families.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT - Policy 3231** (Student Records):

The district shall maintain those records necessary for the educational guidance and/or welfare of students, for orderly and efficient operation of schools, and as required by law. The parent or eligible student has a right to: 1) Inspect and review the student’s education records; 2) Request amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other right; 3) Consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that the Act and regulations in this part authorize disclosure without consent; 4) File with the U.S. Department of Education a complaint under Section 99.64 concerning alleged failures by the agency to comply with the requirements of the Act.

**DRUG FREE SCHOOLS - Policy 5201**

(Drug Free Schools, Community and Workplace): The Federal Drug Free Schools and Communities Act requires all school districts to communicate to their employees, students, and parents the necessity of maintaining a drug-free working and learning environment. This requirement places emphasis on conveying to students, employees, and parents the standards of conduct that are applicable to students and employees regarding illicit drugs and alcohol. Compliance with the following standards of conduct is mandatory.

1. The unlawful possession, use, sale or distribution of alcohol or illicit drugs by students and/or employees on school district property or as part of any school district activity is wrong and harmful. It is strictly prohibited and will not be tolerated under any circumstances.
2. Violation of this policy or any other district policy prohibiting drug or alcohol activity will subject students to disciplinary action (consistent with district discipline policies and local, state, and federal laws). Disciplinary action may include expulsion, completion of an appropriate rehabilitation program or referral for prosecution.
3. Violation of this policy or any other district policy prohibiting drug or alcohol activity by employees, consistent with any applicable Collective Bargaining Agreement, will subject employees to disciplinary action (consistent with local, state, and federal laws). Disciplinary action may include termination of employment, completion of an appropriate rehabilitation program or referral for prosecution.
4. The district will provide information about any available drug and alcohol counseling and rehabilitation and re-entry programs that are available to students and/or employees.

**COMPREHENSIVE NONDISCRIMINATION STATEMENT POLICIES 3205 AND 3210**

The Walla Walla School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender 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 Walla Walla School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services or transitional bilingual education programs, contact (509) 527-3000. The following employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights Compliance Coordinator  
Title IX Coordinator  
Liz Campeau, Director of Human Resources  
364 S. Park Street - Walla Walla, WA 99362  
(509) 527-3000 / [lcampeau@wwps.org](mailto:lcampeau@wwps.org)

Section 504/ADA Coordinator  
Christy Krutulius, Executive Dir. of Teaching and Learning  
364 S. Park Street - Walla Walla, WA 99362  
(509) 527-3000 / [ckrutulis@wwps.org](mailto:ckrutulis@wwps.org)

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district’s nondiscrimination policy and procedure, contact your school or district office or view it online here: <http://www.wwps.org/district/information/school-board/policies>

**SEXUAL HARASSMENT OF STUDENTS PROHIBITED – Policy 3205**

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student’s educational performance, or creates an intimidating or hostile educational or

employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member or to the district’s Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district’s sexual harassment policy and procedure, contact your school or district office, or view it online here: <http://www.wwps.org/district/information/school-board/policies>

**COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT**

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child’s principal or with the school district’s Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed on this page. This is often the fastest way to resolve your concerns.

Complaint to the School District

Step 1. Write Out Your Complaint

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

Step 2: School District Investigates Your Complaint

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: School District Responds to Your Complaint

In its written response, the district will include a summary of the

**COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT (CONTINUED)**

results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School District

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | Fax: 360-664-2967

Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit [www.k12.wa.us/Equity/Complaints.aspx](http://www.k12.wa.us/Equity/Complaints.aspx), or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at [equity@k12.wa.us](mailto:equity@k12.wa.us).

Other Discrimination Complaint Options

Office for Civil Rights, U.S. Department of Education  
206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [www.ed.gov/ocr](http://www.ed.gov/ocr)

Washington State Human Rights Commission  
1-800-233-3247 | TTY: 1-800-300-7525 | [www.hum.wa.gov](http://www.hum.wa.gov)

**DISCRIMINATION, HARASSMENT, INTIMIDATION AND BULLYING PROHIBITED - Policy 3207**

(Unlawful Discrimination, Harassment Intimidation, and Bullying — including cyber-bullying — Prohibited) The District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers, and patrons that is free from harassment, intimidation or bullying.

"Harassment, intimidation or bullying" means any intentionally 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. Reporting procedures are available on the district web site ([www.wwps.org](http://www.wwps.org)) and by contacting Building Administrators or the District Office.

**HOMELESS STUDENTS - Policy 3115**

(Enrollment Rights and Services) To the extent practical and as required by law, the district will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school.

Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

**SPECIAL EDUCATION - Policy 2161**

(Special Education and Related Services for Eligible Students): If your child has a mental, physical, or developmental impairment or disability that has a major impact on learning, seeing, hearing, breathing, speaking, working, and caring for oneself or performing manual tasks, s/he may be eligible for special education, related services and/or specialized educational accommodations. For more information, to refer your child for screening, or to make your youngster a focus of concern, please contact the Special Programs Department at 364 South Park, 527-3000. The eligible age range is from birth to 21 years.

**PARENT NOTIFICATION - RESPONSE TO INTERVENTION**

Response to Intervention (RTI) is a way of organizing instruction and assessment that has two purposes:

1. To identify children needing help in reading, math, writing, and prevent the development of serious learning problems; and
2. To identify children who, even when given extra help, make very limited progress. Research has shown that these children sometimes have a learning disability.

**SERVICES AND STRATEGIES OUR DISTRICT PROVIDES TO ENSURE ALL CHILDREN ARE LEARNING:**

TIER I:

The student receives core instruction from their general education teacher at a particular age or grade level.

TIER II A:

The student receives research based interventions used with students whose progress places them at some risk for not meeting instructional goals and whose skill needs are easily grouped with other students of similar needs.

TIER II B:

The student receives individualized research based interventions used with students whose progress places them at high risk for not meeting instructional goals and whose skill needs are so unique as to require individualized instructional approaches.

Progress monitoring will be conducted on all students to identify the effectiveness of the intervention and make adjustments accordingly.

**WHEN CHILDREN CONTINUE TO HAVE DIFFICULTY:**

The school will keep you informed of your child's progress. If you and the school have tried several interventions, and progress continues to be limited, you may be asked to give consent for an evaluation. The purpose of such an evaluation is to determine what your child's educational needs are, and to consider whether your child may have a learning disability. A parent may request an evaluation for special education services at any time, including any stage of the RTI process. To request a special education evaluation, contact your building learning specialist or school counselor.

**STUDENTS' RIGHTS AND RESPONSIBILITIES - Policy 3200**

(Students Rights & Responsibilities): In order to maintain and advance the district's mission, it shall be the responsibility and duty of each student to pursue his/her course of studies, comply with written rules of the district which are adopted pursuant to and in compliance with WAC 392-400, RCW 28A.04.132, RCW 28A.305.160, RCW 28A.600.010, RCW 28A.600.200 and submit to reasonable corrective action or punishment imposed by the district and its agents for violation(s) of such rules. No student shall be deprived of the right to an equal educational opportunity

without due process of the law. Detailed information concerning students' rights, responsibilities, discipline, disciplinary action and due process may be found in Walla Walla School Board Policy and Procedures 3200 and WAC 392-400. The Procedures that contain WAC 392-400 and information regarding student due process may be obtained upon request during business hours at the principal's office at each school building or by contacting the Human Resources Department at the Walla Walla Public Schools Administration Building at 364 South Park.

**TOBACCO FREE SCHOOLS AND GROUNDS - Policy 4215**

(Use of Tobacco on School Property): The Board of Directors of the Walla Walla School District recognizes that the use of tobacco may create a health hazard for tobacco users as well as non-users. In order to protect the health of students, staff, and the general public, and to provide a healthy working and learning environment, the Walla Walla School District prohibits the use of tobacco products on school district property or in school district buildings. Smoking or use of any kind of lighted pipe, cigar, cigarette, or any other lighted smoking equipment, material, or smokeless tobacco products shall be prohibited on all district property, other properties leased or rented to the Walla Walla School District for any educationally related purpose, and in district-owned vehicles. THIS POLICY INCLUDES PUBLIC ATTENDANCE AT ALL EXTRACURRICULAR AND ATHLETIC EVENTS.

**COMPULSORY ATTENDANCE - Policy 3110**

(Qualification of Attendance & Placement & Policy #3121 - Compulsory Attendance): Children eight years of age and children under eighteen years of age are required by law to attend private or public school. Children six or seven years of age are required to attend private or public school once they have been registered for school.

Under certain circumstances, children who are at least sixteen and less than eighteen years of age may be excused from further attendance at school. The superintendent shall exercise his or her authority to grant exceptions. A resident student who has been granted an exception retains the right to enroll as a part-time student and shall be entitled to take any course and receive any ancillary services offered by a public school to full-time students.

**EXCUSED AND UNEXCUSED ABSENCES - Policy 3122**

(Excused & Unexcused Absences): Regular school attendance is necessary for mastery of the educational program provided to students of the district. Students at times, may appropriately may be absent from class. The following principles will govern

## **EXCUSED AND UNEXCUSED ABSENCES - Policy 3122**

*(continued from previous page)*

the development and administration of attendance procedures within the district:

THE FOLLOWING ARE VALID EXCUSES FOR ABSENCES:

1. Participation in a district or school approved activity or instructional program;
2. Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental or optometry);
3. Family emergency, including, but not limited to, a death or illness in the family;
4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
5. Court, judicial proceeding or serving on a jury;
6. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
7. State-recognized search and rescue activities consistent with RCW 28A.225.055;
8. Absence directly related to the student's homeless status;
9. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and
10. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence. If an absence is excused, the student will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher. In participation type classes, a student's grade may be affected because of the student's inability to make up the activities conducted during a class period.

### **UNEXCUSED:**

Absences not noted above may be considered as unexcused absences. A student's grade may be affected if a graded activity or assignment occurs during the period of time when the student is absent. Due process procedures as established in Policy #3200 will be followed. It will be the responsibility of the building principals and certificated staff to enforce the district's attendance policies and procedures. Because the full knowledge and cooperation of students and parents is necessary for the success of the policies and procedures, procedures will be disseminated broadly and made available to parents and students annually. The school will notify a student's parent/guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year. A conference with

the parent/guardian will be held after two unexcused absences within any month during the current school year. Should the child's unexcused absences continue, the Interagency Truancy Committee will be asked to take corrective action up to and including petitioning the court system for assistance.

## **PUBLIC DISCLOSURE - Policy 4040**

(Public Access to district records): Parents may make public records requests under the Washington Public Disclosure Act, chapter 42.17 RCW, regarding school employee discipline.

## **REMOVAL OF STUDENTS FROM SCHOOL PREMISES - Policy 3124**

(Removal/Release of Student During School Hours): Except in cases of emergency, court order or arrests, schools will obtain written authorization from custodial parents, parents or guardians before permitting the removal of any child from school grounds or buildings. Written authorization will also be required for students to participate in a field trip outside of the district. Custodial parents, parents or guardians will be notified immediately anytime it is necessary to allow a student to be removed without their written authorization.

Custodial parents, parents or guardians will be notified in advance by the school concerning any scheduled activities that will take the student away from the school site and be given the opportunity to request that their students be excused from participation.

## **SCHOOL VISITORS - Policy 4200**

(Safe and Orderly Learning Environment): The district welcomes and encourages visits to schools by parents and community members. All visitors except those attending scheduled school activities must immediately register at the office upon their arrival at a school. Visitors will be asked the reason for their visit so that they may be appropriately accommodated. The district has adopted procedures for visitors requesting classroom observations, solicitations, meetings with staff members and deliveries to students. Visitations will be approved according to these procedures and depending on the scheduled activities taking place at the time of the visit.

## **SUICIDE PREVENTION - Policy 2145**

This policy ensures the district has a plan in place for recognizing, screening, referring and responding to students in emotional and behavioral distress.

## **WEAPONS POLICY - 4210**

(Regulation of Dangerous Weapons on School Premises): Students who are found in possession of weapons on school property are subject to a one-year mandatory expulsion, subject to appeal and notification of law officials and parents.