

2006 - 2007

**Walla Walla
Public
Schools**

Elementary Handbook

Berney • Blue Ridge • Edison • Green Park • Prospect Point • Sharpstein



Partners In Learning



Our Core Values
are more than mere words;
they're our business!

Quality | Integrity | Accountability | Respect | Courtesy



Dr. Richard Carter
Superintendent

Get ready for a great year!

Welcome to Walla Walla Public Schools and get ready for a great year. At Walla Walla Public Schools, we believe that children are our greatest national treasure. We commit and dedicate long hours towards reaching out to every child we can influence. We are courageous and tenacious in our continuous fight to keep public education as a cornerstone of our society, of which it has so aptly served for over one hundred and fifty years.

You are a key part of our education family. It's our Partnership in Learning which makes our district one of the finest in the state. This year we'll continue to work hard to prepare your child for all of the state and federal mandates for improved student achievement. Each year we continue to make gains and we fully expect the same this school year.

District Office

364 South Park Street
Walla Walla, WA 99362
(509) 529-7713 (FAX)
(509) 527-3000
www.wwps.org

I encourage you to work closely with your child's teacher and principal throughout the year to ensure a successful experience. It's a wonderful time in your lives so let's make the most of it and work as a team to prepare all students to be competitive in our global society.

Thanks again for all your support!

Walla Walla Public Schools

District Elementary Schools

Berney Elementary

1718 Pleasant
509.527.3060
Principal: **David Talley**
• Homelink: 527-3010
(K-8 Contract-based)

Edison Elementary

1315 E. Alder
509.527.3072
Principal: **Nancy Withycombe**

Green Park Elementary

1105 E. Isaacs
509.527.3077
Principal: **Michael Lambert**

Sharpstein Elementary School

410 Howard St.
509.527.3098
Principal: **Laure Quaresma**

Blue Ridge Elementary

1150 W. Chestnut
509.527.3066
Principal: **Connie Taylor-Randall**

HeadStart/ECEAP

1150 W. Chestnut
509.527.3066
Director: **Donna Painter**

Prospect Point Elementary

55 Reser Road
509.527.3088
Principal: **Rick Nebeker**
Assistant Principal: **Chris Gardea**

Walla Walla Public Schools

364 South Park Street
Walla Walla, WA 99362
(509) 529-7713 (FAX)
(509) 527-3000
Email: mhiggins@wwps.org
Website: www.wwps.org

Walla Walla Public Schools is an equal opportunity employer and complies with all ADA guidelines.

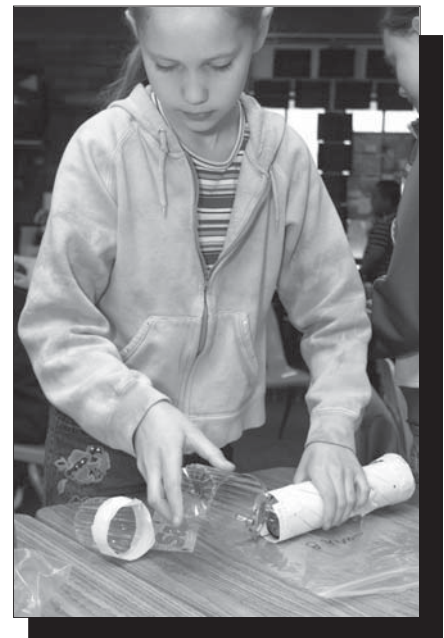


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Visit Us Online!
www.wwps.org

Welcome to Walla Walla

Named for the Native American tribe that inhabited the valley, Walla Walla means 'the place of many waters' and was once a stopping point along the Oregon Trail.

At the foot of the rugged Blue Mountains in one of the nation's most fertile valleys, Walla Walla sustains a variety of agricultural crops - most notably sweet onions - and has a growing wine industry, boasting world class wines, more than 50 local wineries, and a wine-making school.

The city is home to approximately 30,000 residents, three colleges, three hospitals, and headquarters for the regional Army Corps of Engineers.

It serves as the medical, cultural, educational, and commercial center of Southeast Washington and Northeast Oregon.

The city is home to approximately 30,000 residents, three colleges, three hospitals, and headquarters for the regional Army Corps of Engineers.

Whitman College, chartered in 1859, is a nationally renowned liberal arts college; Walla Walla College, founded in 1892 by the Seventh Day Adventist Church, is a four-year comprehensive college; and Walla Walla Community College, started in 1967, is the fastest growing community college in the state.

The colleges, hospitals, school district, Corps, Washington State Penitentiary, and agriculture related businesses provide a stable economic platform in the community.

Cultural activities, including theater, museums, art galleries, antique displays, lectures, and concerts equal those of communities several times its size. The Walla Walla Symphony is the oldest symphony west of the Mississippi.

The Walla Walla Valley provides year-round recreational opportunities for boating, sailing, canoeing, skiing, hunting, snowmobiling, mountain biking, fishing and golfing.

Community • Recreation • Family



Area Web Sites

- **Walla Walla Valley Chamber of Commerce**
<http://www.wwchamber.com/>
- **City of Walla Walla**
www.walnet.walla-walla.wa.us/
- **Walla Walla Community College**
<http://www.wallawalla.cc/>
- **Downtown Walla Walla Foundation**
<http://www.downtownwallawalla.com/>

Walla Walla Valley Chamber of Commerce

29 East Sumach Street • Post Office Box 644
Walla Walla, Washington 99362

Call us Toll Free: 1-877-WWVISIT
Local Phone: 509.525.0850
Fax: 509.522.2038

Hours:
Monday-Friday 8:30a.m.-5:00p.m. (Pacific Time)
Saturday and Sunday 9:00a.m.-5:00p.m. (Pacific Time)

E-mail: info@wwchamber.com

How to register for school

Students may register year-around (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.

Elementary School

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

What is needed:

- birth certificate or hospital birth record
- list of immunizations

Secondary School

What is needed:

- list of immunizations
- withdrawal sheet or report card from the previous school

Kindergarten

Prospective kindergartners should register at their attendance area elementary schools. Registration is typically the third week of March. Please see the district's website and local newspapers for specific dates. District boundary maps detailing your attendance area are available at all Walla Walla Public Schools, the district office and online: www.wwps.org. Attendance area is based on street address.

Visitors

Please Check In!

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 we appreciate your help with this safety issue.

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 scheduled the third week of March to help establish placement priorities. Open enrollment procedures are available at your attendance area school. The Superintendent of Public Instruction's annual information booklet on enrollment options in the state are also available at each school and the central office.



NOTE: This school year the *Homelink Program* contract-based program has been moved to Berney Elementary School. For more information contact 527-3060.

Support Services

Food Service

All schools offer students nourishing meals. Our professional culinary staff take pride in serving Walla Walla youth.

Each day our staff prepares more than 4,000 meals 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 children.

Stop by and join us for a hot, nutritious, and most of all, delicious meal.



Breakfast Prices

Elementary	\$1.15
Middle School	\$1.25
High School	\$1.25
Reduced	\$.30
Adults	\$1.70

Lunch Prices

Elementary	\$1.95
Middle School	\$2.15
High School	\$2.15
Reduced	\$.40
Adults	\$2.90
Milk (<i>all schools</i>)	\$.35

Prices subject to change

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. Applications are sent to Walla Walla Public Schools families at the beginning of the school year.

Families eligible for free or reduced-price meals may be eligible for other services such as health services. For more information, contact Food Services Director Pam Milleeson, 527-3016.

Transportation Services

All qualified students living outside a one mile radius or more from their school 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 child, and remind their child that they must 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.

Call the Transportation Department at 527-3019 for answers to all your scheduling and bus stop questions.

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.

If no announcement is made by 6:30 a.m., you should assume schools are running on time. If there is a one-hour delay, there will be morning kindergarten; if there is a 2-hour delay, there is no morning kindergarten.

School closure notices will also be posted on the school

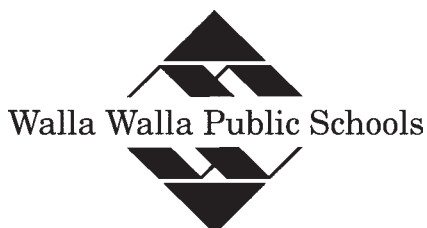
RADIO

KONA _____	610 AM / 105.3 FM
KGTS _____	91.3 FM
KUJ _____	1420 AM / 99.1 FM
KWHT _____	1240 AM / 103.5 FM
KZHR _____	92.5 FM
KORD _____	87 AM / 102.7 FM
KALE _____	960 AM / 94.9 FM
KLKY _____	97.9 FM
KFAE _____	89.1 FM
KEYW _____	98.3 FM
KTEL _____	1490 AM



It's simple! Just go to the *News and Events* area on the district website (www.wwps.org) and sign up!

We'll e-mail you school closure announcements, news briefs and more -- directly to the computer of your choice.



district website (www.wwps.org) by 6:30 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.

TELEVISION

KEPR-TV _____	CBS 2
KNDU-TV _____	NBC 6
KVEW-TV _____	ABC 4

ONLINE

www.wwps.org

(Your online source for up to the minute information on school closure announcements.)

No School Days

Learning Improvement Day	Sept. 1
Labor Day	Sept. 4
Fall Professional Day	Oct. 13
Fall Conferences	Nov. 8 & 9
Veterans Day	Nov. 10
Thanksgiving Break	Nov. 23 & 24
Winter Break	Dec. 18 - Jan. 1
Martin Luther King, Jr. Day	Jan. 15
Presidents Day	Feb. 19
Spring Conferences	March 8 & 9
Spring Vacation	April 2-6
Memorial Day	May 28

School Hours

School	Start	Stop	Early Dismissal
Berney • Wednesdays	8:15 a.m.	3:00 p.m.	12:30 p.m. 2:00 p.m. (early release)
Blue Ridge Preschool AM Preschool PM • Wednesdays	7:55 a.m. 8:15 a.m. 12:30 p.m.	2:35 p.m. 11:30 a.m. 3:30 p.m.	12:00 p.m. (no students on Fridays) (no students on Fridays) 1:30 p.m. (early release)
Edison • Wednesdays	8:15 a.m.	2:50 p.m.	12:15 p.m. 1:50 p.m. (early release)
Green Park • Wednesdays	8:12 a.m.	2:55 p.m.	12:10 p.m. 1:40 p.m. (early release)
Prospect Point • Wednesdays	8:25 a.m.	2:55 p.m.	12:15 p.m. 1:55 p.m. (early release)
Sharpstein • Wednesdays	8:00 a.m.	2:40 p.m.	12:00 p.m. 1:40 p.m. (early release)



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.

Board Meeting Schedule

- Meetings are generally held the first and third Tuesdays of each month.
- Meetings are held in the district board room, 364 South Park Street.
(Special and study sessions are scheduled as needed.)
- All board meetings begin at 7:30 p.m.

School Board

Tim Donaldson
522-3103

Mary Jo Geidl
529-4184

Anne Golden
525-3067

Cindy Meyer
529-0952

Toni Rudnick
522-2404

• **Leadership**

• **Values**

• **Dedication**

Resolving a Concern

Walla Walla Public Schools staff strive to address 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 addressing a concern. You may also call the Communications Department for assistance at 526-6716.

School Related Concern

Discuss with staff member involved



Principal/Director



Superintendent



School Board

District Concern

Discuss with appropriate District Administrator



Superintendent



School Board

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 (364 South Park Street) and at all Walla Walla Public Schools.

Special Programs

Elementary Special Education

• **K-5 Inclusionary self-contained:** (Location: Green Park Elementary)

This program provides self-help, pre-academic and behavioral support in a partial self-contained setting with supported inclusion.

Teacher: Kathy Smith / Darlene Greenwood

• **Autism classroom:** (Location: Berney Elementary)

This program provides communication, self help, academic and behavioral support in a TEACH model classroom with supported inclusion. For students with a diagnosis of autism or autism spectrum disorders.

Teacher: Kathleen Gilmore

• **Resource Room:**

This program provides academic, behavioral, social, and self-help support to special needs students through pull out, in-class, co-teaching or consultation. Available at all elementary schools.

Berney: Justine Taylor, Diana MacNamara .5

Blue Ridge: Meg Cochran

Edison: Dave Larson

Green Park: Colleen Chamberlain

Sharpstein: Ashley Goss, Diana MacNamara

Prospect Point: Diana Evenson

• **K-5 Multi-age:**

Academic environment utilizing individual and small group instruction in conjunction with a level system to address behavior concerns. Mental health components include individual therapy, group social skills, self esteem building and child and family case management activities. (Prospect Point Elementary)

Teacher: Steve Droke

• **Home bound:**

Students are provided special education support by a special education teacher, speech therapist, occupational or physical therapist.

Information:

Contact the Special Services Department at 527-3000 for more information about available special education programs and services.

Transitional Bilingual Program

Program Overview

Walla Walla Public Schools believe in ensuring that second language learners do not fall behind academically while they learn English. We believe that English should be taught gradually as a second language without sacrificing content knowledge. If students first learn to read in their native language, then transfer skills to English, they will develop stronger literacy skills in the long term. In our increasingly global society, we encourage native language retention as students are taught English.

• **ESL (English as a second language) Instruction:**

Any student who qualifies for assistance to learn English under the State Transitional Bilingual Program guidelines can receive services. Services are available kindergarten through high school level.

• **Transitional Bilingual Classrooms: Grades K, 1, 2 and 3**

Students are taught in Spanish during the majority of the day with the amount of English instruction steadily increasing at each grade level. By the end of 3rd grade the majority of instruction is in English. Daily English language instruction may include science and social studies concepts, music, physical education and library.

• **Sheltered English Classrooms: Grades 4 and 5**

Most students learning English in these classrooms receive all of their instruction in English. Teachers use strategies specific to students acquiring English. Students who qualify for additional services may receive at least 30 minutes of intensive English language instruction outside of their classroom. Some students may continue to receive Spanish reading instruction as well.

• **Two-way Language Enrichment (Dual Immersion): Grades K-5**

Sharpstein Elementary offers Two-way Language Enrichment classrooms. Native English speakers and native Spanish speakers are placed in the same classrooms. Instruction occurs in English for 50 percent of the day and in Spanish for 50 percent of the day. This program continues through 5th grade. Speaking fluency as well as literacy in both English and Spanish are two goals of this program for all children participating.

Schools offering bilingual services

Blue Ridge Elementary

1150 W. Chestnut
Walla Walla, WA 99362
(509) 522-4480 (FAX)
(509) 527-3066

Sharpstein Elementary

410 Howard Street
Walla Walla, WA 99362
(509) 527-3065 (FAX)
(509) 527-3098

Green Park Elementary

1105 Isaacs Street
Walla Walla, WA 99362
(509) 522-4487 (FAX)
(509) 527-3077

Prospect Point Elementary

55 Reser Road
Walla Walla, WA 99362
(509) 522-4489 (FAX)
(509) 527-3088

WASL *(Washington Assessment of Student Learning)*

What parents ought to know: When do students take the tests?

Third through eighth grade students will take two or three state tests annually. High school students take four state tests in reading, writing, mathematics and science. These tests are offered in the 10th grade, but ninth-grade students can take reading, writing and mathematics starting in 2006. The table below, indicates tests given last spring. Other symbols indicate future requirements.

Grade	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th
Reading	**	*			*		Early	* +	Retakes	No test
Math	**	*			*		Testing	* +	Available	No test
Writing	No test	*	No test	No test	*	No test	Option	* +	All	No test
Science	No test	No test		No test	No test		Available	* —	Areas	No test

* State tests required under state law, administered in 2004-05.

** New state tests required by the federal No Child Left Behind Act; statewide pilot tests administered in 2004-05; mandatory in 2005-06

+ Meeting state standard required for Certificate of Academic Achievement in 2008

— Meeting state standard required for Certificate of Academic Achievement in 2010

Your child faces new requirements to graduate from high school! *But, he or she will have help in meeting them*

In addition to completing required classes, senior projects and high school and beyond plans, students must earn the Certificate of Academic Achievement (formerly called the Certificate of Mastery) or Certificate of Individual Achievement to receive a high school diploma beginning in 2008. They earn the academic certificate by passing the reading, writing and mathematics sections of the high school Washington Assessment of Student Learning (WASL), with or without accommodations. They earn the individual certificate by passing the Washington Alternative Assessment System (WAAS) or some combination of WASL and WAAS.

Graduation might seem far off but it arrives sooner than you think. The good news is your child is already preparing to meet the new requirements and every year schools will create personalized learning plans for children who fall short in one or more subjects. The plans explain what steps your school will take and what steps you can take to help your child improve. Ask your child's teacher whether your child has a learning plan and what you can do to help.

In high school, more help is available. Students have up to five tries to pass the WASL, and can "bank" their highest scores so they need only retake sections they haven't passed. Students who have the skills but need a different way to show them can take an alternate assessment. Some students enrolled in special education or English-language learner programs will have more options and flexibility. And an appeals process will be in place to handle specific student issues on a case-by-case basis.

What can parents do?

- Work with your child's teachers NOW if you or your child feels extra help is needed.
- Let your child know that a good education is important. Get your child to school on time, rested, fed and ready to learn every day.
- Set aside a daily place and time for homework and check on progress.
- Encourage you student to read at home, and to share what they have learned with you.
- Help your child find opportunities to learn about different careers and what it takes to be successful. Help your child see the connection between what they're learning in school and the real world.
- Have a good attitude about school ... and about testing. Be positive and reassuring. Emphasize the importance of the test and encourage your child to do his/her best on the WASL. Help will be there if your child needs it.

Districtwide Elementary School Information

Welcome to Walla Walla Public Schools

Education is our mission and your child's success is our goal. We believe parents are educators and essential to their child's academic success. We value our partnership with parents as we strive to offer endless educational opportunities for students. Please help us make each child's experience in the school district safe and positive. Take time to review school rules and general safety tips with your child. Set aside homework and reading time each evening, and be sure to communicate with your child's teacher. As Partners in Learning, we will make a difference!

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 will be immediately contacted. If the parent cannot be reached, the Emergency Contact Person designated by the parent (**please keep all our information current**) will be notified.

Attendance: Washington State Law requires children ages eight through 15 to attend school daily and students six and seven years old 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 225.030).

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.

Explorer Program: Walla Walla School District's Explorer (Gifted) Program is designed for third through eighth grade students with exceptional academic ability and a high degree of drive and motivation to learn.

There are two selection periods for entry into the elementary Explorer Program. One of these is for students new to Walla Walla since the beginning of the calendar year. Parents of new students may nominate their child for Explorers by completing a parent nomination and information form and returning it to the school office before the testing dates. The deadline for new student nominations is in September. The second selection period for all in-district students takes place during the spring. The deadline for nominations is in January. A brochure containing more detailed information about the Explorer Program and curriculum is available in the Curriculum Office at the district office, 364 South Park Street.

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. Contact your classroom teacher or school secretary for a copy.

Districtwide Elementary School Information

Immunization: New students, kindergartners and first grade students are required by law to show proof of immunization against diphtheria, whooping cough, tetanus, polio, measles, mumps, chicken pox and rubella prior to attending school.

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 charitable organizations.

Lunch/Breakfast Prices: School meals may be purchased (daily, weekly, or monthly) in the cafeteria before school each day. Meal prices are: *(please note: rates are subject to change due to market costs)*

Breakfast Prices		Lunch Prices	
Elementary	\$1.15	Elementary	\$1.95
Middle School	\$1.25	Middle School	\$2.15
High School	\$1.25	High School	\$2.15
<i>Reduced</i>	\$0.30	<i>Reduced</i>	\$0.40
Adults	\$1.70	Adults	\$2.90
<i>Prices subject to change</i>		Milk (<i>all schools</i>)	\$.35

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: A permission slip must be completed by a physician/dentist and be on file in the school office before prescription or nonprescription medication may be administered. **All medications are administered through the health clinic and must be in a pharmacist-labeled container.** Tylenol or aspirin are NOT supplied in the clinic.

Parties: Please contact your child's teacher for information regarding classroom parties.

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 fall and spring conference periods 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 each week 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.

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) on page 21. A report card shall not be released until a student has made restitution for damages assessed as a result of losing or damaging school materials or equipment.

Districtwide Elementary School Information

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: Parents are encouraged to be selective in what toys and games are allowed to be taken to school. Disruptive toys such as electronic items and noise makers should not be brought to school. Toys may also get broken or lost. Toys/games which include guns or weapons are prohibited at school. Students who bring these items to school may face disciplinary action.

Telephone 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.

Visitors (Please see: Policy #4200 - Safe and Orderly Learning Environment on page 23): Visitors are welcome! Parents are asked to **call the school secretary one day in advance to schedule a visit.** This helps ensure parents have an opportunity to participate in what they want. This is also a courtesy to teachers. Prior arrangements must be made with the classroom teacher for **school age visitors, including friends or relatives.**

For school safety reasons, all visitors must sign in at the school office and pick up a visitor's badge!

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 in the school office or the district central office - 364 South Park Street. Registered voters are encouraged during all elections to exercise their right to vote.

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.

Elementary Curriculum and Assessment

Curriculum

The Walla Walla Public Schools elementary school curriculum is a comprehensive one, including reading skills, 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.

Grade Level Expectations have been developed for reading, mathematics, science and writing/communications at each grade level. Information about what is taught at each grade level is available from your child's teacher or by contacting the district's Curriculum Department, 364 South Park Street (527-3000).

Assessment

A variety of assessments are used to measure student learning in the Walla Walla Public Schools. These 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.

Progress Monitoring: These are used to determine if students are learning critical skills at an adequate rate throughout the school year.

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

Outcome: These evaluate the effectiveness of instruction for meeting educational goals for all students. They also ensure that students are making adequate yearly progress.

In addition, The Washington Assessment of Student Learning (WASL) is given to students in grades three through 10 to assess student progress in reading, writing, mathematics and science.

The Washington State Learning Goals are:

- **GOAL 1**

Read with comprehension, write with skill, and communicate effectively and responsibly in a variety of ways and settings.

- **GOAL 2**

Know and apply the core concepts and principles of mathematics; social, physical, and life sciences; civics and history; geography; arts; and health and fitness.

- **GOAL 3**

Think analytically, logically, and creatively, and integrate experience and knowledge to form reasoned judgments and solve problems.

- **GOAL 4**

Understand the importance of work and how performance, effort, and decisions directly affect career and educational opportunities.

Washington State Content in Kindergarten

By the end of kindergarten, most students will:

Mathematics

In kindergarten, students begin developing the concept of number by counting, representing and ordering, combining, sorting, and comparing sets of objects. They understand addition as putting sets together. In describing and identifying objects based on attributes and recognizing and describing simple repeating patterns, students develop a beginning sense of geometry and algebra. They also develop an understanding of the relationship between data and picture representations of the data.

Reading

In kindergarten, students understand and apply concepts of print, phonological, and phonemic awareness. They expand their oral language skills and gain meaningful vocabulary for reading. Students demonstrate comprehension through a variety of responses when listening to or viewing informational and literary text. They are interested in a variety of books.

Writing

In kindergarten, students use pictures and print to convey meaning. They realize that ideas and thoughts are communicated in symbols. Students learn to form letters and show increasing knowledge of letters, sounds, and patterns. They copy signs, labels, names, and words in environmental print. They draft simple sentences, often with the same structure repeated within a piece or used in several pieces. As they choose to write for their own satisfaction, much of their writing will be about themselves, their families, pets, and friends.

Science

In kindergarten, students begin their scientific inquiry. They understand that scientists observe carefully and ask questions. Students develop the skills of observing, sorting, and identifying parts and begin using scientific tools to understand the natural world.

Washington State Content in First Grade

By the end of First Grade, most students will:

Mathematics

In first grade, students count, sort, and compare sets, understanding the relative values of numbers. Students understand subtraction as separating or undoing addition and expand their understanding of number through application of basic addition and subtraction facts. Students read a clock, work with two-dimensional figures and use nonstandard units to measure. They also develop their understanding of statistics by organizing and interpreting data. They recognize and describe simple repeating and growing patterns to develop their algebraic sense.

Reading

In first grade, students apply concepts of print, phonological and phonemic awareness, oral language skills, and phonics. They continue to expand their reading vocabulary and demonstrate comprehension by participating in a variety of responses. Students choose and read a variety of books for pleasure.

Writing

In first grade, students are able to develop an idea or item of information beyond one sentence, adding some details of description or explanation. Simple sentences are sequenced with some logical development. Students use some prewriting strategies with support from the teacher. Although phonetic spelling is common, there is a marked increase in the number of words spelled accurately, and students demonstrate an awareness of some spelling patterns. As understanding of revising and editing develops, students reread what they write, and the clarity and accuracy of writing increases. Conventions of punctuation, directionality, spacing, and letter formation ensure work is legible.

Science

In first grade, students learn to find patterns and ask their own questions about their natural world, both living and non-living. For example, students may learn to ask, “What do plants and animals need to live?”; “Why does weather change?”; and “How is weather measured?” Students develop skills with sorting, describing, comparing, and recording their observations.

Washington State Content in Second Grade

By the end of Second Grade, most students will:

Mathematics

In second grade, students expand their understanding of number to include three-digit numbers. They continue to gain proficiency in the basic addition and subtraction facts and expand concepts in measurement, using procedures to find measures (time, weight). By interpreting and creating picture and bar graphs, students further develop their early understanding of statistics. Students also work with a variety of patterns and use symbols to describe numerical relationships.

Reading

In second grade, students become fluent as readers and apply comprehension and vocabulary strategies to a wide variety of literary and informational text. They demonstrate comprehension by participating in discussions, writing responses, and using evidence from text to support their thinking. Reading for pleasure continues to be an enjoyable habit.

Writing

In second grade, students make significant progress as they move from single idea and patterned sentences to more detailed and sequential text, often including more than one event or descriptive element. Students demonstrate a considered approach to their writing by planning purposefully and working toward accuracy and effectiveness by making some conscious word choices. Sentence structures are varied within a single piece of writing. Students write in a variety of forms, including nonfiction, while maintaining the basic conventions of writing. Students notice mistakes while rereading and revise by adding details.

Science

In second grade, students expand their investigation skills. They use their prior knowledge to begin making predictions and finding patterns based on careful observation. A second grade student will look at and examine more closely the natural world by classifying based on properties and describing characteristics of living and nonliving things. They begin to look for patterns in the natural world.

Washington State Content in Third Grade

By the end of Third Grade, most students will:

Mathematics

In third grade, students develop their fluency with addition and subtraction, while beginning to understand multiplication and division as repeated addition and subtraction, respectively. Students use standard units of measure for temperature, length, liquid volume, and weight. Students gain a broader understanding of geometry by identifying properties of shapes and line segments. Algebraic sense grows through their understanding of equality and by identifying missing numbers in addition and subtraction expressions and equations.

Reading

In third grade, students select and combine skills to read fluently with meaning and purpose. They apply comprehension and vocabulary strategies to a wider variety of literary or literary genres and informational text. Students demonstrate comprehension by participating in discussions, writing responses, and using evidence from text to support their thinking. They read for pleasure and choose books based on personal preference, topic, or author.

Writing

In third grade, students are writing longer texts, especially narratives. They embed their ideas in time and place and develop characters through detail and dialogue. Students organize around a central idea and elaborate using complete sentences. Their writing is often divided into sections through paragraphing or book parts (e.g., tables of contents, chapters). Information gathering as part of the planning process is common, and students are becoming more selective about vocabulary, especially when writing informational texts. They listen to others' writing, offer feedback, and begin to consider suggestions from others about their own writing.

Science

In third grade, students begin to explore more complex systems and make inferences about their observations. Students are developing an understanding of systems and are able to identify individual parts and how they work together. In order to understand how the connections between the parts interact, students begin to manipulate one part and look for a change in the system. For example, students may study a system of plant growth by observing what happens to plant growth under different light conditions.

Washington State Content in Fourth Grade

By the end of Fourth Grade, most students will:

Mathematics

In fourth grade, students become proficient with multiplication and division of whole numbers, while developing an understanding of fractions and decimals. In measurement, they develop an understanding of area. The concept of probability as chance is developed and fourth graders continue to expand their understanding of statistics using graphing and measures of central tendency. Students refine their estimation skills for computation and measurement and develop an understanding of the relationships between and among two-dimensional (plane) figures. They graph points in first quadrant on a coordinate plane and extend and duplicate patterns. Students recognize a geometric transformation, such as a reflection (flip) and a translation (slide).

Reading

In fourth grade, students read skillfully with meaning and purpose using appropriate comprehension and vocabulary strategies. Students read, discuss, reflect, and respond, using evidence from text, to a wide variety of literary genres and informational text. Students read for pleasure and continue to choose books based on personal preference, topic, theme, or author.

Writing

In fourth grade, students write for a range of purposes, including describing, telling a story, and explaining. They are able to produce writing that goes beyond the formulaic. Because they are aware of the interdependence of the topic, audience, purpose, and form, they are able to select and sometimes adapt basic forms to meet specific requirements. Their understanding and use of figurative language introduces imagery to their writing. Informational writing reflects understanding of specific purpose, often requiring gathering and synthesizing information from a number of resources to express and justify an opinion. Students are more aware of the conventions of writing as they reflect on their strengths and weaknesses and strive to improve.

Science

In fourth grade, students use their developing investigative skills to begin to compare systems. They examine cause and effect and ask what is a fact and what is an opinion. They are primarily exploring more complex systems in a more complex manner, such as the changes of earth systems over time.

Washington State Content in Fifth Grade

By the end of Fifth Grade, most students will:

Mathematics

In fifth grade, students become proficient using non-negative rational numbers to solve problems. They apply procedures to measure a variety of geometric figures and collect, display, and analyze data. Students examine the basis of probability, and also the mean. They solve problems involving area and perimeter and further develop algebraic sense through variable expressions and open sentences.

Reading

In fifth grade, students broaden and deepen their understanding of informational and literary text. Students reflect on their skills and adjust their comprehension and vocabulary strategies to become better readers. Students discuss, reflect, and respond, using evidence from text, to a wide variety of literary genres and informational text. Students read for pleasure, choosing books based on personal preference, topic, genre, theme, or author.

Writing

In fifth grade, students have developed a strong personal voice in their writing. This is demonstrated by the way they sometimes inject humor into their narratives and how they add emphasis or opinion into informational and persuasive writing. Students use precise, specialized vocabulary appropriately in content area writing. They experiment with sentence length and complex sentence structures and vary leads and endings. Collaborative writing efforts are taken seriously, often with assigned responsibilities and checklists. Scoring guides, often student-initiated, provide criteria for critiquing their own work and that of others. These guides are often detailed, addressing content, organization, style, and conventions.

Science

In fifth grade, students become more sophisticated in their analysis of the interconnections within systems. When investigating, students use data to support their conclusions and logical arguments. They begin to determine factors that contribute to scientific bias.

State and Federal Requirements

Asbestos Management: In April, 1997, 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 September and March to check the condition of the asbestos-containing building materials. The inspection reports are included in the updated copies of the AHERA Management Plans that are located in the district plant facilities office and the administrative office of each school. For more information contact the Plant Facilities Director (Asbestos Designated Person) for the district (325 S. Park Street, Walla Walla, WA 99362, 527-3018).

Child Custody (Policy 3126 - Child Custody): The parents/legal guardians who enroll a student in school will be considered as the residential parent/legal guardian of the student. The residential parent/legal guardian is responsible for decisions regarding the day-to-day care and control of the student. Parents, guardians, or surrogate parents have the two-fold right to receive information contained in the school's written records concerning their child and to forbid or permit the disclosure of such information to non-parents. The nonresidential parent has the right, upon request, to be kept informed of the student's school progress and activities unless there are court restrictions. These include, but are not limited to: written grade reports, notices of school activities, reports of discipline actions, notices of teacher or principal conferences or summaries. If restrictions are made relative to the above rights, the residential parent will be requested to submit a certified copy of the court order which curtails these rights. If these restrictions are questioned by the nonresidential parent, the parents will be expected to resolve the situation between them. The student is not permitted to visit with or be released to anyone, including the nonresidential parent. The only exception to this portion of the policy is law enforcement officials acting in that capacity and emergency medical personnel providing care in the event of a medical emergency. The residential parents have access to their children and their classrooms pursuant to RCW 28A.605.

Directory Information (Policy 3233): Federal law allows the school district to release certain student directory information for legitimate education purposes. Directory information is defined as the student's name, address, age, birthplace, participation in officially recognized school events and programs, weight and height of athletic team members, awards, diplomas, and photographs. Photos of students are sometimes used in district or school-produced publications or for use by the news media. Published photos in yearbooks, student/school newspapers, school handbooks, and other official school publications are considered public domain and can be reproduced by the media.

Parents/guardians of students under 18 years of age who do not want this directory information or photographs released must complete the "Request to prevent disclosure of directory information" form available in the school main office.

NOTE: District offers parents an opt out for military recruiters - Walla Walla Public Schools, like many districts across the state, now offers parents an opportunity to "opt out" from having Directory Information released to military recruiters. In previous years, parents had an opportunity to "opt out" of having their child's Directory Information released to all entities by submitting a letter to the school principal. Although parents still have this blanket "opt out" option, they may now specify to have directory information released to all entities, except military recruiters. Parents may complete the "Request to prevent disclosure of directory information" form to complete this consent process.

Internet Access by Students (Policy #2022 - Electronic Information System - Networks): 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 "network citizens" and the etiquette and conduct expected in this global community. 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://resources.wwps.org>. -- Under Technology "Forms" or from the school office.

State and Federal Requirements

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.

Equal Opportunities/Americans With Disabilities (Policy #5010 - Nondiscrimination - Staff): The Walla Walla School District shall provide equal employment opportunity and nondiscriminatory treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion, and training. Such equal employment opportunity will be provided without discrimination with respect to all affected groups as set forth in the Washington State laws against discrimination in hiring or employment as now or hereafter enacted, except insofar as such factors are valid occupational qualifications. The Walla Walla School District complies with all Title IX/RCW 28A.640 and Section 504 requirements and does not discriminate against any protected class as defined by state and federal regulations. This holds true for all students who are interested in participating in educational programs and/or extra curricular school activities. The Work Place Diversity Plan is on file and available for review from building administrators and the Administration Office, 364 South Park Street, Walla Walla, WA. Copies are available upon request. Individuals with disabilities who require assistance or special arrangements to attend a program or activity sponsored by the Walla Walla Public Schools should contact the district's compliance officer 24 hours in advance of the event to arrange accommodation. Inquiries regarding accommodation, compliance and/or grievance procedures may be directed to the Personnel Department, 364 South Park Street, Walla Walla, WA 99362 (509) 527-3000.

Discrimination and Harassment Prohibited (Policy #6590 - Unlawful Discrimination and Harassment Prohibited): The district will not tolerate harassment or discrimination on the basis of race, color, religion, ancestry, national origin, gender/sex, age, sexual orientation or disability. All acts of harassment or discrimination should be reported immediately to a staff member or administrator. The procedures and forms for lodging an informal or formal complaint may be obtained upon request during business hours at the principal's office at each school building or by contacting the Personnel Department at the Walla Walla Public Schools Administration Building at 364 South Park Street.

State and Federal Requirements

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 Services Department at 364 South Park, 527-3000. The eligible age range is from birth to 21 years.

Students' Rights and Responsibilities (Policy #3200 - Students Rights & Responsibilities)

Walla Walla Public Schools Mission Statement:

Walla Walla Public Schools will provide academically challenging programs to meet the diverse needs of all students in a safe, supportive environment and, in partnership with families and the community, prepare students to become competent, creative, and contributing citizens of a rapidly changing world.

In order to maintain and advance this 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 180-40, 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 180-40. The Procedures that contain WAC 180-40 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 Personnel 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.

State and Federal Requirements

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. It is recognized that, at times, students appropriately may be absent from class. Therefore, the following shall govern the development and administration of attendance procedures within the district.

Excused

Absences due to illness or a health condition, school-approved activities, family emergencies, and as required by law, disciplinary actions or short-term suspensions shall be excused. In addition, the principal may, upon request by a parent, grant permission in advance for a student's absence, providing such absence does not adversely affect the student's educational progress. If an absence is excused, the student shall be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher(s) except that, 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. An excused absence shall be verified by the parent or school authority responsible for the absence.

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 an unexcused absence. A student may be suspended or expelled for habitual truancy. Due process procedures as established in Policy #3200 shall be followed.

It shall 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 shall be disseminated broadly and made available to parents and students annually. Custodial parents, parents or guardians shall be notified by phone or in writing whenever a child has failed to attend school after one unexcused absence and shall be asked to attend a conference to analyze causes for a child's absences after two unexcused absences in any month during the current school year. Should the child's unexcused absences continue, the Interagency Truancy Committee shall be asked to take corrective action up to and including petitioning the courts 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 ground 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.

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.