

2011 - 2012

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

## Welcome to Walla Walla Public Schools

Welcome to Walla Walla Public Schools and another exciting school year. At Walla Walla Public Schools, student achievement is our number one goal.

We believe in personalizing education to meet the needs of all students. We have caring, dedicated and qualified teachers and support staff to provide a first-class educational experience.

We look forward to working 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: **Donna Painter**  
• Homelink: 509.527.3010  
(Contract-based - Virtual School)

**Green Park Elementary**  
1105 E. Isaacs  
509.527.3077  
Principal: **Michael Lambert**

**Blue Ridge Elementary**  
1150 W. Chestnut  
509.527.3066  
Principal: **Kim Doepker**

**Prospect Point Elementary**  
55 Reser Road  
509.527.3088  
Principal: **Chris Gardea**

**HeadStart/ECEAP**  
1150 W. Chestnut  
509.526.1780  
Director: **Kerri Coffman**

**Sharpstein Elementary School**  
410 Howard St.  
509.527.3098  
Principal: **Matt Bona**

**Edison Elementary**  
1315 E. Alder  
509.527.3072  
Principal: **Josh Wolcott**

**Visit Us Online!**  
**www.wwps.org**

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### Walla Walla Public Schools

364 South Park Street  
 Walla Walla, WA 99362  
 509.529.7713 (FAX)  
 509.527.3000

Superintendent: Mick Miller  
 Email: mmiller@wwps.org  
 Website: www.wwps.org

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

# 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 100 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.

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Whitman College, chartered in 1859, is a nationally renowned liberal arts college; Walla Walla University, founded in 1892 by the Seventh Day Adventist Church, is a four-year comprehensive university; 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.wvvchamber.com/>
- **City of Walla Walla**  
[www.walnet.walla-walla.wa.us/](http://www.walnet.walla-walla.wa.us/)
- **Walla Walla Trends**  
<http://www.wallawallatrends.ewu.edu/>
- **Downtown Walla Walla Foundation**  
<http://www.downtownwallawalla.com/>

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### 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  
Website: <http://www.wvvchamber.com/>

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@wvvchamber.com](mailto:info@wvvchamber.com)

# 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 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

## All Day 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](http://www.wwps.org). Attendance area is based on street address.

## 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.

## 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. The Open Enrollment policy is available at your attendance area school and on the district's website -- [www.wwps.org](http://www.wwps.org).

### Parents' Right to Know

Communications are a two-way process. Per the Elementary & Secondary Education Act (ESEA) or better known as No Child Left Behind, parents always have the right to request information on the professional qualifications of their child's teachers.

*The following information is available upon request:*

- Licensing for grade level and subject
- Emergency or provisional status
- B.A. major and graduate degrees
- Paraprofessionals' qualifications

Walla Walla Public Schools will also notify parents if their child has a teacher for four weeks who is not "highly qualified" per the definition provided from the Office of Superintendent of Public Instruction. The district will make available any program evaluations, plans, and reports relating to the Special Education Part B program available to the public, upon request, through the district's special education office and the superintendent's office.

### ESEA report cards now available

Elementary & Secondary Education Act (ESEA) comprehensive *School Report Card* is now available online at: <http://reportcard.ospi.k12.wa.us>.

# 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 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 or finger scanner. We also provide a pay on-line program for credit and debit cards. Charging is only permitted in emergency situations at the elementary and middle school grade levels. Balances must be paid as soon as possible. There is no charging allowed at the high school.

## 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 mailed in early August to every Walla Walla School District family and a second application is sent home with your child on the first day of school. It is important to send money or a sack lunch with your students until you have received notice that your application has been approved.

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 Milleson, 527-3016.

## Nutrition and Physical Fitness Policy

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

### 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.”

*Walla Walla Food Service*

Meal prices, menus, Free & Reduced Applications and the NEW 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).

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## 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.*

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

### **Online Bus Routes:**

*<http://www.wgps.org/support/transportation/busroutes.htm>*

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# 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 **US Notification System** (*see more below*).

If no announcement is made by 6:30 a.m., you should assume schools are running on time.

## TELEVISION

KEPR-TV \_\_\_\_\_ CBS 2  
 KNDU-TV \_\_\_\_\_ NBC 6  
 KVEW-TV \_\_\_\_\_ ABC 4

## ONLINE - [www.wwps.org](http://www.wwps.org)

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

### 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. The district files annual reports on these reviews with the Washington Association of Sheriffs and Police Chiefs.

Each school completes monthly safety drills, including a drill for lockdowns, shelter-in-place, and six fire drills. Schools also consider drills for earthquakes, tsunamis, or other high risk events. 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.

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.

## 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

### Tips for Success Using Telephone Notification System

- Always say hello (This system is VOICE activated)
- Give the system a few seconds to play message
- If possible, set your answering machine to pick up on the 5th ring (It won’t leave a message if set to 6th ring or more - also clear message box to ensure there is enough space)

### 2011-2012 No School Days

Kids Day at Fair	Sept. 2
Labor Day	Sept. 5
Veterans Day	Nov. 11
Thanksgiving Break	Nov. 21-25
Winter Break	Dec. 19-30
Martin Luther King, Jr. Day	Jan. 16
Mid-Winter Break	Feb. 17
Presidents Day	Feb. 20
Spring Conferences	March 9
Spring Vacation	April 2-6
No School Day (snow day)	May 11
Memorial Day	May 28

# School Hours

School	Start	Stop	Early Dismissal **	Early Release (Wednesday)
<b>Berney</b>	<b>8:15 a.m.</b>	<b>3:00 p.m.</b>	<b>12:30 p.m.</b>	<b>2:00 p.m.</b>
Homelink	8:20 a.m.	2:00 p.m.		
<b>Blue Ridge</b>	<b>7:50 a.m.</b>	<b>2:35 p.m.</b>	<b>12:00 p.m.</b>	<b>1:35 p.m.</b>
BR Preschool AM	8:15 a.m.	11:30 a.m.	(no students on Fridays)	
BR Preschool PM	12:30 p.m.	3:30 p.m.	(no students on Fridays)	
<b>Edison</b>	<b>8:15 a.m.</b>	<b>2:50 p.m.</b>	<b>12:15 p.m.</b>	<b>1:50 p.m.</b>
<b>Green Park</b>	<b>8:15 a.m.</b>	<b>2:55 p.m.</b>	<b>12:10 p.m.</b>	<b>1:40 p.m.</b>
GP Preschool AM	7:45 a.m.	11:00 a.m.	(no students on Fridays)	
GP Preschool PM	12:15 p.m.	3:15 p.m.	(no students on Fridays)	
<b>Prospect Point</b>	<b>8:25 a.m.</b>	<b>2:55 p.m.</b>	<b>12:15 p.m.</b>	<b>1:55 p.m.</b>
<b>Sharpstein</b>	<b>8:00 a.m.</b>	<b>2:40 p.m.</b>	<b>12:00 p.m.</b>	<b>1:40 p.m.</b>

**\*\*Early Dismissal**

September 30 (K-5 only), October 6 & 7 (K-12), March 2 (K-5), June 1 (K-5), and June 7 (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.

## 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 school board meetings begin at 6:30 p.m.

**School Board Information Online**

*(www.wwps.org)*

- Meeting dates
- School board minutes
- School board meeting protocols
- How to contact School Board members

• **Leadership**

• **Values**

• **Dedication**

# 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**



**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.

### **Autism classroom:**

(Location: Edison Elementary)

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

### **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.

### **K-5 Multi-age:**

(Location: Prospect Point Elementary)

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.

### **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: K-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**

Blue Ridge, Sharpstein and Edison Elementary Schools offer 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.

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### 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

#### **Edison Elementary**

1315 E. Alder  
Walla Walla, WA 99362  
(509) 527.3062 (FAX)  
(509) 527-3072

## Washington Comprehensive Assessment Program (WCAP) School Year 2011-2012

### Measurements of Student Progress (MSP) in Grades 3-8

Both federal and state laws require us to test students from third grade through high school each year. The state assessment system was implemented in response to the state Education Reform Law of 1993, which requires the assessment system to:

- Test of public school students throughout the state, including students with disabilities and those with limited English proficiency, on an annual basis
- Measure performance based on the Essential Academic Learning Requirements and learning standards in math, reading, writing and science
- Report on the performance of individual students, schools and districts
- Serve as one basis of accountability for students, schools and districts

In 2010, the original state assessment, the WASL, was replaced by Measurements of Student Progress (MSP) for students in grades three through eight. These new assessments are shorter in both time required to test and the number of days needed to administer them. Online versions will be phased in over the next few years. Score reports also will be returned more promptly so that assessment data can be better used as a tool for instruction.

### Spring 2012 State Test Dates

Paper/Pencil - April 27-May 18

Online - April 27 through June 4

#### Grades 3 and 6

Math: 1 session

Reading: 1 session

#### Grades 4 and 7

Math: 1 session

Reading: 1 session

Writing: 2 sessions

#### Grades 5 and 8

Math: 1 session

Reading: 1 session

Science: 1 session

### **Benchmark Assessments in Grades K-5**

The school district uses a variety of assessments annually to measure student progress in grades K-5. Student “benchmark” assessment data is gathered three times per year (fall, winter, and spring) in reading, mathematics, and writing. Testing dates vary by school.

The assessment results help teachers determine strengths of students as well as areas of focus. Assessments used include the following tests: MAP reading, MAP math, DIBELSNEXT/IDELs reading, AIMSweb math, and the District Writing Assessment.

## 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 or the designated emergency contact person(s) will be immediately contacted and/or emergency personnel. **(Please keep all our 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 225.030). Students who are tardy or who are returning from an appointment should check in with the school secretary prior to attending class.

#### Tardy Information for Elementary Schools

Students in elementary schools are considered absent for the morning roll period if they arrive at school an hour and a half after school has started. They are considered absent for the afternoon roll period if they depart from school prior to an hour and a half before the end of the school day. If students arrive to school after the school day has started and prior to an hour and a half after school started, they will be considered tardy. For every one and an half hours of missed school that a student accumulates due to tardies, a half day absence may be assigned. The converted absence will be excused or unexcused according to district attendance guidelines.

**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. The selection process is initiated at the building level, most often coinciding with fall conferences, and confirmed in late January. Parents, teachers, other staff members and fellow students may make nominations for the Explorer Program. Enrollment is based on selection criteria and space availability.

**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. **(See Homework Guiding Principles - Page 24 and online at: [www.wwps.org](http://www.wwps.org))**

## Districtwide Elementary School Information

**Immunization:** Washington State law requires that each child attending school be adequately immunized according to a schedule determined by the Washington State Board of Health. Registration and attendance are contingent upon either adequate immunization or exemption from immunization. The 2011-2012 vaccination schedule requirements are available at: <http://www.doh.wa.gov/cfh/Immunize/schools/vaccine.htm>

**PLEASE NOTE:**

Immunization requirements for school attendance may be different than those requirements during an “outbreak” of actual vaccine preventable disease at school. The local County Health Department determines when an outbreak is occurring and determines any additional requirements needed during the outbreak.

For this reason, it is very important to continue reporting the dates of your child’s immunizations since you completed the original CIS form when you registered your child. Dates can be reported to your child’s school office.

**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, menus, Free & Reduced Applications and the NEW Pay On-line program information are posted on the district’s website at [http://www.wwps.org/support/food\\_services.htm](http://www.wwps.org/support/food_services.htm). Charging is only permitted in emergency situations at the elementary and middle school grade levels. 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 ([http://www.wwps.org/support/health\\_services\\_resources.htm#medication](http://www.wwps.org/support/health_services_resources.htm#medication)) on the district website, (self carry requirements included on this form).

**Parties:** Please contact your child’s teacher for information regarding classroom parties. Treats must be prepared and packaged from a licensed, commercial food provider. See Nutrition and Physical Fitness Policy online: [http://www.wwps.org/support/nutrition\\_fitness.htm](http://www.wwps.org/support/nutrition_fitness.htm)

**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 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.

## Districtwide Elementary School Information

**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 damages 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: <http://www.wwps.org/leadership/policies/3000/3243.pdf>

**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 and out at the school office, pick up a visitor's badge and sign out when leaving the school campus!

**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.

**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, 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 goals in every subject. Grade Level Expectations, or GLEs, define the knowledge and skills that students should gain from kindergarten through the 10th grade. Each teacher is responsible not only for the grade level expectations in the grade they are currently teaching, but for earlier grades as well. Below are some key grade level learning goals from the GLEs listed on the OSPI website: <http://www.k12.wa.us/CurriculumInstruct/default.aspx>.

### Washington State Content in Kindergarten

#### READING

- Understands and applies concepts of print and sounds
- Expands oral language skills and gains meaningful vocabulary for reading
- Demonstrates comprehension by responding in different ways when listening to or viewing text of all kinds
- Shows interest in a variety of books

**MATH** (for more complete information, visit the district website: <http://www.wwps.org/curriculum/math.htm>)

- Develops basic notions of numbers and uses numbers to think about objects and the world around them
- Learns what it means to add and subtract by joining and separating sets of objects
- Develops basic ideas related to geometry by naming simple two- and three-dimensional figures and finding examples of these shapes
- Informally develops early measurement concepts
- Builds the understanding that doing mathematics involves solving problems

#### SCIENCE

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

### Washington State Content in First Grade

#### READING

- Applies concepts of print, sounds, oral language skills and phonics
- Continues to expand reading vocabulary and demonstrates comprehension by participating in a variety of responses to text
- Chooses and reads a variety of books for pleasure

**MATH** (for more complete information, visit the district website: <http://www.wwps.org/curriculum/math.htm>)

- Works with whole numbers to quantify objects
- Learns how and when to add and subtract
- Expands knowledge of two- and three-dimensional geometric figures
- Begins to learn about measurement by measuring length
- Learns to collect and visually represent data
- Further develops concept that doing math involves solving problems and talking about ways to solve them

## Washington State Content in First Grade *(Continued)*

### SCIENCE

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

### WRITING

- Knows that an audience exists outside of self and understands writing has different purposes
- Analyzes ideas, selects topics, adds details and elaborates
- Knows and applies spelling, punctuation, capitalization, grammar and paragraphing appropriate to the grade level

## Washington State Content in Second Grade

### READING

- Becomes fluent as a reader, expands vocabulary and understands many different kinds of text
- Participates in discussions, writes responses and uses evidence from text to support thinking
- Continues making reading an enjoyable habit

MATH (for more complete information, visit the district website: <http://www.wwps.org/curriculum/math.htm>)

- Refines understanding of the base ten number systems, as well as place value concepts to understand number relationships
- Focuses on what it means to add and subtract, developing procedures for two-digit numbers
- Begins using standard units and tools (rulers, etc) to measure length
- Makes predictions and answers questions about data
- Builds math vocabulary and participates in mathematical discussion involving basic questions

### SCIENCE

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

### WRITING

- Writes for a variety of audiences and purposes, including telling a story and explaining
- Analyzes ideas, selects topics, adds detail and elaborates
- Knows and applies spelling, punctuation, capitalization, grammar and paragraphing appropriate to the grade level

## Washington State Content in Third Grade

### READING

- Reads fluently with meaning and purpose
- Applies comprehension and vocabulary strategies to a wider variety of topics and genres
- Demonstrates comprehension by participating in discussions, writing responses and using evidence from text to support thinking
- Reads for pleasure and chooses books based on personal preference, topic or author

MATH (for more complete information, visit the district website: <http://www.wwps.org/curriculum/math.htm>)

- Solidifies/formalizes important concepts and skills related to addition and subtraction
- Learns meaning of multiplication and division and how these operations relate to each other
- Learns about fractions and how they are used
- Learns about lines and uses lines, line segments and right angles in work with quadrilaterals
- Solidifies and formalizes important concepts learned in previous grades, particularly in the areas of equivalence, measurement and data organization
- Solves problems that extend their understanding of core mathematical concepts

### SCIENCE

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

### WRITING

- Writes for a variety of audiences and purposes, including telling a story and explaining
- Analyzes ideas, selects topics, adds detail and elaborates
- Knows and applies spelling, punctuation, capitalization, grammar and paragraphing appropriate to the grade level

## Washington State Content in Fourth Grade

### READING

- Reads skillfully with meaning and purpose, using appropriate comprehension and vocabulary strategies
- Reads, discusses, reflects and responds, using evidence from text, to a wide variety of literary genres and informational text
- Reads for pleasure and chooses books based on personal preference, topic, theme or author

MATH (for more complete information, visit the district website: <http://www.wwps.org/curriculum/math.htm>)

- Learns basic multiplication facts and efficient procedures for multiplying two- and three-digit numbers
- Solidifies/extends their understanding of fractions to include decimals and the relationship between fractions and decimals
- Learns to find the area of a rectangle as the basis for later work with areas of other geometric figures
- Uses coordinate grids to connect numbers to basic ideas in algebra and geometry
- Learns to make strategic decisions for solving problems using core mathematical concepts

### SCIENCE

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

## Washington State Content in Fourth Grade *(continued)*

### WRITING

- Writes for a variety of audiences and purposes, including telling a story and explaining
- Analyzes ideas, selects a narrow topic and elaborates using specific details and/or examples
- Knows and applies spelling, punctuation, capitalization, grammar and paragraphing appropriate to the grade level

## Washington State Content in Fifth Grade

### READING

- Broadens and deepens understanding of informal and literary text.
- Reflects on skills and adjusts comprehension and vocabulary strategies to become better readers
- Discusses, reflects and responds, using evidence from text, to a wide variety of literary genres and informational text
- Reads for pleasure and chooses books based on personal preference, topic, genre, theme or author

MATH (for more complete information, visit the district website: <http://www.wwps.org/curriculum/math.htm>)

- Learns efficient ways to divide whole numbers
- Extends knowledge of addition and subtraction by using those operations with fractions and decimals
- Focuses on triangles and quadrilaterals to formalize/extend understanding of these geometric shapes
- Moves toward more in-depth knowledge of algebraic expressions and operations
- Extends work with common factors and common multiples in working with prime numbers
- Further develops problem-solving, critical reasoning and communication skills with core mathematical concepts

### SCIENCE

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

### WRITING

- Writes for a variety of audiences and purposes, including persuading and explaining
- Analyzes ideas, selects a narrow topic and elaborates using specific details and/or examples
- Knows and applies spelling, punctuation, capitalization, grammar and paragraphing appropriate to the grade level

## 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 Comprehensive Assessment Program (WCAP) provides assessments for students in grades three through 10 to assess student progress in reading, writing, mathematics and science. These include the Measurements of Student Progress (MSP) for grades 3-8.

## State and Federal Requirements

**Asbestos Management:** In July 2009, 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 - 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 (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 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.**

**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:** The Walla Walla School District does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities 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 Assistant Director of Personnel, 364 South Park Street, Walla Walla, Washington 99362, (509) 527-3000, has been designated to handle questions and complaints of alleged discrimination.

**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, Harassment, Intimidation and Bullying Prohibited (Policy #3207 - Unlawful Discrimination, Harassment Intimidation, and Bullying -- including cyber-bullying -- Prohibited):**

**Harassment, Intimidation and Bullying (Policy #3207 - Prohibition of Harassment, Intimidation and Bullying):** 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: Enrollment Rights and Services (Policy No. 3115)** 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 (RTI)**

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 IIa: 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 IIb: 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 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.

**Excused and Unexcused Absences (Policy #3122 - Excused & Unexcused Absences - under revision in 2007-08):** 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. 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 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.

**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.