

PIONEER VALLEY ELEMENTARY



2015-2016

STUDENT HANDBOOK

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Welcome to Pioneer Valley Elementary

We are excited for the 2015-2016 school year and we welcome our new kindergarteners and students! Please make sure you read the information and expectations for students at Pioneer Valley Elementary this year. This handbook is designed to be a guide for the behaviors we expect in order to keep our school welcoming, safe and clean. Please read these expectations and review them regularly.

Pioneer Valley Elementary is a very exciting and special place for students, parents, and staff---a school that will provide a sound education. It is a place for learning and growing. We are sure you will do a lot of both while you are here. Our staff is committed to providing you with the very best learning opportunities possible. Parents are invited to be partners with the school staff in helping children be their best.

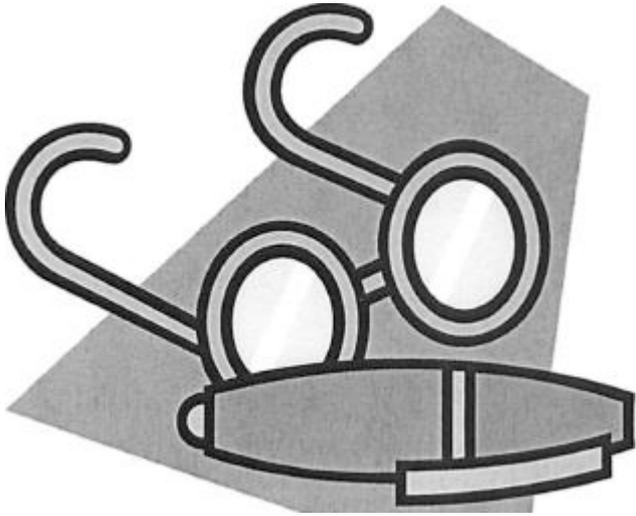
Our rules and expectations are explained in this handbook. We want you to learn and remember them. The staff at Pioneer Valley Elementary will expect you to maintain Explorer behavior, which means you will always be courteous, respectful, and behave in a manner that shows you are a good citizen.

We hope you enjoy attending Pioneer Valley Elementary and we are sure that you will have many positive and productive experiences here. We encourage you to be involved in all aspects of the programs offered at our school. We look forward to a great year for you as we explore learning together!

Christoph Green
Principal

Renae Beatty
Associate Administrator

School Vision



Pioneer Valley is an arena of learning for people of all ages, talents, and diversity. In this environment, all participants interact as a community and are encouraged to mature emotionally, mentally, physically, and with the freedom to believe in a manner that is best for each person.

As respected participants of this community, we commit our energy and resources to develop an appreciation of our democratic multi-cultural society. At Pioneer Valley a means for demonstrating effective interaction within which a balance of the three communication systems of language, mathematics, and the arts exists.

Learning Climate

Attitudes and Beliefs at Pioneer Valley:

- All students can and deserve to learn in a manner that is most appropriate for each individual.
- Community members explore, enable, and model life-long learning with one another in a flexible, supportive, and collaborative environment.
- The arts are viewed as a co-equal communication system with linguistics and mathematics systems.
- Risk taking in the learning process and collaborative support from others extends personal development and maturity for all.
- Developing the "whole-child" is an important responsibility of our public schools.
- Learning to act with interdependence and responsibility in a democratic society enhances life for all.
- Students and staff must develop strategies of interaction, teaching, and learning from each other in a technological and information management world.
- There is a body of essential learning all students can master.

Behavior Philosophy

We believe our students are capable of being self-managers in a learning environment rich with a supportive and challenging focus. Through involvement in the Raise Responsibility Program, our students are given the opportunity to demonstrate and develop skills that empower them to manage their own behavior. Our students will learn to respect and value themselves and others, which will create a safe and positive learning environment.

Raise Responsibility Program

At Pioneer Valley, academic achievement is our primary focus. For students to experience the greatest academic success, the school must be safe, caring, and organized. In order to develop this type of climate, Pioneer Valley has designed student recognition and a behavior management plan called the Raise Responsibility Program.

The program is structured around four levels that are based on adherence to school and classroom rules/policies.

Program Details

Goal: The ultimate goal is to encourage and motivate students to behave appropriately (make good choices) and perform at their best. Recent revisions to this program have attempted to be sensitive to issues related to administering the program consistently, being fair and equitable to all students when recognizing good and poor choices, and emphasizing success for all students by supporting them in a variety of ways. It is important for all students, parents and staff to understand that success in this management program is not related to a student's intelligence or academic abilities. Report cards and grades are designed to deal with academic skill and competence.

- Completing schoolwork - in class and homework - is part of the new model at all grade levels. Studying and completing work is an important part of students' job and they will have an added level of accountability beyond grades alone.
- Attending school is a key to success in school. Being at school on time helps students with their learning. Each moment of each school day is important and used for providing learning experiences that are designed for each student.

Firearms & Weapons

It is unlawful for any student to carry onto any school premises, school provided transportation, or areas with facilities being used exclusively by public school any firearm or weapon.

Students who violate the firearm policy will be expelled from school for a minimum of one calendar year in accordance with RCW 28A.600.420. Parents must be notified of the imposition of the expulsion and their right to hearing and appeal. The principal or designee shall notify appropriate law enforcement personnel of known or suspected violations of the firearms policy. (Policy 3249)

It is unlawful for any student to carry onto any school premises, school provided transportation, or areas with facilities being used exclusively by public school:

1. any firearms; or
2. any dangerous weapon as defined by state law; or
3. any device commonly known as "num-chu-ka sticks," consisting of two or more lengths of wood, metal, plastic, or similar substances connected with wire, rope, or other means; or
4. any device, commonly known as "throwing stars," which are multi-pointed metal objects designed to embed upon impact from any aspect; or
5. any air gun, including any air pistol or air rifle designed to propel a BB, pellets, or other projectile by discharge of compressed air, carbon dioxide, or other gas; or

6. any device or instrument that is used in a manner which under the circumstances, manifests an intent to intimidate, harm, harass or warrants alarm for the safety of others; or
7. any explosives or incendiary components which by themselves or in conjunction with other items can result in an explosion or fire, such as explosive materials, blasting caps, fireworks, gasoline, other flammable liquids, ammunition, or any combination of these items generally referred to as a bomb; or
8. any object used in a threatening manner and/or used as a weapon which could reasonably be perceived, given the circumstances, as having the ability to cause bodily harm even though not commonly thought of as a deadly or dangerous weapon, such as a starter pistol, flare gun, laser device, cayenne pepper, ice pick, elongated scissors, or straight razor; or
9. any object which looks like a weapon, such as a toy or "dummy" gun, knife or grenade.

Drug-Free and Tobacco Policy

Possession of tobacco by minors is illegal. To protect children from exposure to the addictive substance of nicotine, the use or possession of all tobacco products, nicotine, and nicotine delivery devices on Bethel School District property and at all Bethel School District activities, wherever held, is prohibited.

The board recognizes that the abuse of alcohol, and the use and abuse of controlled, illegal, addictive, or harmful substances, including marijuana (cannabis) and anabolic steroids, is a societal problem and may represent an impairment to the normal development, well-being and academic performance of students. To ensure the safety, health, and well-being of all students, the board is committed to the development of a program which emphasizes drug and alcohol abuse prevention, intervention, aftercare support and necessary corrective actions. The program will address the legal, social and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol. The program will be age-appropriate and developmentally based for all students in all grades.

It is the policy of the Bethel School District to support abstinence from alcohol and other drugs for all children and adolescents in order that their development can reach full intellectual, emotional, social, and physical potential.

The board of directors is aware of the negative impact to the home, school, and community resulting from the abuse of controlled illegal, addictive or harmful substances including anabolic steroids, alcohol and other drug use and abuse. The board also understands, however, that the primary obligation to seek assistance and to resolve substance use and abuse problems rests with the students and their parents or guardians. School staff will work with the home and community to develop and implement a comprehensive prevention and intervention program. The board of directors will seek the support, cooperation, and coordination of public and private agencies through formation of a community coalition, including representatives from the instructional staff, students, parents, state and local law enforcement staff and county coordinator of alcohol and drug treatment or a representative of a treatment provider.

To ensure the safety, health, and well-being of all students, the district is committed to the development of a comprehensive program that addresses drug and alcohol issues. Prevention, intervention, student support, and disciplinary procedures are essential elements of a comprehensive program.

The purpose of this policy is to provide support and direction in developing a comprehensive substance abuse program for Bethel students and their families. To ensure quality, the program

and services will be evaluated annually. Staff training, instructional materials, and student support activities will be provided within available resources.

Pioneer Valley Elementary Rules and Procedures

**All school rules help our students be:
PROUD, SAFE, CONFIDENT, and SUCCESSFUL**

Explorer Pride

Pioneer Valley Elementary students are the BEST! They are proud to be Explorers and they display it in all they do.

Our Raise Responsibility Program strives to be fair, consistent, and clear. Our staff teaches and reinforces routines and appropriate behaviors. To promote a safe, orderly, and productive learning environment, we expect you to be cooperative and respectful. Cooperation and respect include, among others, the following essential behaviors:

- Follow directions.
- Be respectful to others in word and actions.
- Complete assignments and turn them in on time.
- Use your time productively.
- Listen and pay attention.
- Take responsibility for your actions.

We ask you to help keep our school clean and free of vandalism. Please report any instances of vandalism to the nearest adult. Pioneer Valley Elementary is our home each school day, so share the responsibility for keeping it clean and attractive.

School Hours

School begins at 9:15 a.m. and ends at 3:45 p.m. each day. If you are involved in the breakfast program, you may enter the building at 9:00 a.m. and go through the breakfast line. The first bell rings at 9:05 a.m., at which time students are to enter the school building and proceed to their classrooms. All students are to be in their classrooms by 9:15 a.m. If you stay for an after school activity, you must have your parent's or guardian's permission with a written note. You must also be prepared to politely identify yourself and explain why you are in the building if an adult questions you.

Attendance

To Report an absence, call: 253-683-8993

At Pioneer Valley Elementary School, we expect all students to attend class daily. Learning at Pioneer Valley is designed to take place in class. We recognize a direct correlation between attendance and achievement. Daily attendance is one of the keys to a student's educational success. Every subject taught requires a student's active and continuous involvement in order to develop skills and knowledge of the particular subject. Most classroom experiences cannot be duplicated on an individual basis; an absent student loses the experience of lecture, discussion, group work and participation.

Pioneer Valley's attendance policies and procedures are in accordance with Bethel School District policies. They are summarized below. Full language of the policies is available upon request.

Included in this handbook is a calendar of the first/last days of school and all scheduled breaks. Please use this calendar to make plans for your family's activities during the school year. With this advance communication for the coming year, we hope that you will help us by scheduling medical appointments, vacations, etc. when school is not in session. Of major concern is an increase in the number of students going on vacations or trips when school is in session. We are equally concerned with frequent tardies that also create gaps in learning and cause you to have to work even harder to catch up from where you left off before being tardy or absent. With only 180 days to teach students, every day counts and we truly need you at school in order to teach you effectively.

Daily Attendance – District Policy 3121

Parents are responsible for sending their children to school as required by RCW 28A.255.10; to make sure their children are in school on time each day; to encourage their children to come to school with a mental attitude which fosters learning; to communicate accurately with the school concerning their child's absence.

Students are responsible for attending school regularly and remaining in school until they are officially excused. Any student whose absence is not excused shall be the focus of remedial efforts and subject to progressive disciplinary actions.

The School is responsible for keeping a record of absences and tardiness, including a call log and/or a record of excuse statements submitted by a parent/guardian; requiring written excuse from a parent or guardian for all cases of students' absences; bringing to the attention of parents a student's attendance pattern that may adversely affect a student's academic growth.

Excused Absences – District Policy 3122

Regular school attendance is necessary for mastery of the educational program provided to students. Students at time may be appropriately absent from class. Absences due to illness or a health condition; a religious observance; school-approved activities; family emergencies; disciplinary action such as short-term suspensions shall be excused. 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.

Pre-Arranged Absences – District Policy 3122

Students whose parents pre-approve their absences for 3 or more days need to fill out a Prearranged Absence Form. If the activity is not of educational value and adversely affects the educational progress of the student, the principal may deny approval of prearranges absences. The following are steps for a prearranged absence:

1. Bring a note from the parent or guardian.
2. Get a Planned Absence Form from the attendance clerk.
3. Turn the signed form into the attendance clerk at least 3 days prior to leave.
4. Students will make up all work and assessments as determined by their teacher.
5. It is a student's responsibility to check with their teacher about work that is to be made up and when the work is to be turned in.

Make-up Work – District Policy 3122

A student will have the right to make up work for an excused absence provided arrangements are made with the teacher to do so within a reasonable length of time. A student may be required to make up work for unexcused absences.

Excused or Unexcused Absences

Parents are asked to call the Attendance Office in the morning if their child will not be attending school that day. Absences for illness or doctor/dentist appointments are excused. If a student missed the bus, overslept, stayed up too late the night before, parents drop off late, etc. these are considered unexcused absences. Parents have a responsibility to make sure their children are in school on time each day as required by RCW 28A.225.010. Students having 5 or more unexcused absences in a month or 10 in a school year may be referred to the Juvenile Justice System (Becca Law).

To be excused, absences must have a note or be called in to the attendance office by the parent or guardian within 24 hours of the child's absence. Excessive absences will lead to parent contact, counseling and referral to administration. Excessive excused absences may still be referred to the BECCA conference.

Late, Absent, and Returning from an Absence

State law requires a parent/guardian must provide written or phone contact to report a student's absence or tardy. **The 24 hour message number is 253-683-8993.** Either contact method requires the following information to be provided:

- Date of note
- Date of absence
- Specific reason for absence
- Time of dismissal (if appropriate)
- Signature of parent/guardian
- Contact number

Students who return from an absence need to report to the attendance clerk to check-in before the school day begins. If a student has frequent absences for illness, the school may require that the parent/guardian provide a note from a doctor excusing the absence.

BECCA Conferences

Unexcused absence/tardies are subject to a BECCA conference. The BECCA Bill supports the state mandate for students to attend school regularly. When a pattern of attendance concerns become evident, parents will be called in for a conference, at which time attendance will be reviewed to initiate an action plan for attendance and making up assignments.

Early Dismissals

To be dismissed early from school for an appointment you must bring a note to the attendance clerk before school signed by your parent or guardian stating the time and reason. Parents must pick up student in the office and sign them out at that time. Parents will be asked to show picture identification. If your student is to leave school with someone other than the parent/guardian, the person must be listed on the emergency contact list.

Early dismissals that occur between 10:46-2:15 will be considered a half day absence, and a dismissal between 2:16-3:45 will be considered an early dismissal. The amount of time missed from school due to early dismissals will be accrued and result in half-day and full day absences.

Tardiness

We expect all Pioneer Valley students to be on time to class on a daily basis. If a student is tardy 3 or more times, a letter will be sent home reviewing the tardy policy and the student may be subject to

disciplinary action.

A tardy occurs when a student arrives to class after the tardy bell at 9:15am. If a student arrives between 10:46-2:15 they are absent for the morning, and if they arrive between 2:16-3:45 they are absent for the day. The amount of time missed from school due to tardies will be accrued and result in half-day and full day absences.

Leaving During School Hours

If you must leave school during the day for a doctor or dental appointment, you must sign out in the office. Bring a written note from your parent or guardian to your teacher on the day you must leave early. If you become ill during the day, you may be excused through the health room after your parent or guardian has been contacted. Before you leave school, get an early dismissal slip from the office. Check with your teacher to see if there are any assignments you may take to work on at home.

When your parents or guardians come to pick you up before the end of the school day, they will be required to show their identification (photo ID) and sign you out from the office. You will then be called from your classroom to meet your parents or guardians in the office area only. Your family should determine a "code" word. This is an option that may be asked for by our office staff if the adult requesting the child is not recognized. The code word will be relayed by the office to the teacher who will ask you to repeat it. If you repeat the correct "code" word, your teacher will release you to the office. **STUDENTS WILL NOT BE RELEASED BY TEACHERS TO PARENTS OR GUARDIANS IN THE HALLWAY.**

Homework

Homework is defined as "work to be done on your own time after school hours" and can be an important part of your learning. We know that students who complete their homework regularly learn more effectively and develop good study habits. All students are assigned homework four days a week, Monday, Tuesday, Wednesday, and Thursday.

Homework assignments may fall into the following categories:

- Unfinished assignments resulting from class work not completed during the school day.
- Specific work assignments due on a particular day.
- Special class projects such as research reports and laboratory projects that are longer term assignments and require more than one day to complete.
- Reviewing previously covered material for a quiz or test.

Students are expected to do the following:

- Record and understand homework assignments.
- Take home all necessary materials to complete the assignment.
- Schedule time for homework that is compatible with family and other activities.
- Complete and return all assignments on time.

Your teacher is expected to do the following:

- Clearly communicate homework expectations to you.
- Assign, monitor, check, acknowledge, and return homework in a timely manner.
- Assist you when necessary.
- Confer with parents or guardians if there are any homework concerns.

Your parents or guardians may help by doing the following:

- Provide you with encouragement, support, and show an interest in your work.
- Provide a study area as free as possible from distractions.
- Make sure you have a scheduled study time for homework.
- Discuss your progress with your teachers when needed.
- Monitor your assignments regularly.

Textbooks

You will be loaned textbooks for some of your studies. As a Pioneer Valley Explorer, you are responsible to keep these books and any other classroom materials in good condition. Damage or loss will result in fines (called "obligations") that you or your parents or guardians are required to pay. To avoid fines for lost or damaged books, remember to:

- Keep your book in a safe place.
- Keep your book a safe distance from water, food, and beverages.
- Keep track of your books and do not lend them to anyone else.



Parent-Teacher Conferences and Grade Reports

The school year is divided into three reporting periods called trimesters. Parent-Teacher Conferences are scheduled during the first and third trimesters to give your parents or guardians an opportunity to speak with you and your teacher together and look at your work. Subject areas taught in each of our classrooms at Pioneer Valley include: reading, language arts, spelling, handwriting, mathematics, science, social studies, computer literacy, physical education, health, art, and music.

At Parent-Teacher Conference time you and your teacher will have a dated collection of your work to share with your parents or guardians. You may examine these samples together and review your academic progress. Your teacher will point out specific strengths or areas of concern by discussing your portfolio samples, and they will share their plans for your continued progress. Report cards will be sent home at the end of each trimester.

Dress and Personal Items

All students must dress according to the Student Uniform Policy. Failure to do so will result in the student being insubordinate and possibly unsafe. For further details on the mandatory student uniform policy see **Student Uniform Policy** in this handbook.

Personal items include toys, hobby items, sports/collection cards, radios, and electronic equipment from home. Valuable possessions are easily lost, damaged, or stolen, and should be left at home. Personal items are not permitted at school without written permission from the teacher. Permission may be granted for academic reasons only. Under no circumstances are those personal item to be taken outside on the playground during recess. Toy guns, knives, or other weapons are grounds for suspension.

Students may use cell phones before and after school when students are not in the supervision of school staff. Cell phones are to remain turned off and must be kept out of view and in the students' backpacks during school hours.

If Students Get In Trouble

Information detailing student rights, regulations, and responsibilities in the Bethel School District will be sent to your home at the beginning of the school year and/or is available upon request. Pioneer Valley Elementary respects your rights and expects all students to live up to their responsibilities.

School staff, using the Raise Responsibility Program, will post rules and consequences, send a copy home, and review them periodically with you. If you get in trouble, teachers will use various ways to help improve your behavior. If your teacher must send you to the office, consequences are assigned based on the type of offense, its effects, and prior incidents. Consequences for some offenses are determined by school district and/or state regulations.

It is very important that there be teamwork between staff members and your parents or guardians when it comes to your behavior. It is equally important that you understand your role at Pioneer Valley Elementary and that you help to keep our school a safe place for all students. Students should be aware that under Washington State law they must obey rules established for school safety and learning.

Definitions of Consequences Imposed For School Rules Violations

Pioneer Valley Elementary has guidelines to ensure consistency in the disciplinary procedures. We want you and your parents or guardians to know that school rules are designed to protect all children, and that when you break the rules you will be treated firmly, fairly, and appropriately. Consequences are imposed by staff members or school administrators for rule violations, and are chosen to match the circumstances and severity of the violation.

At first, your teacher will handle classroom behavior problems with warnings and talks with students. Repeat offenses may lead to time out, loss of privileges, parent contacts, conferences, school service hours, and/or behavior plans. In severe or repeated cases where teacher discipline steps have not resulted in improved student behavior, problems will be referred to the principal, assistant principal, dean of students, or principal designee. In these cases, more severe consequences such as short term suspension or long term suspension will result and become part of the student's school record.

The following behaviors are considered serious and are prohibited at Pioneer Valley Elementary: fighting, throwing rocks and other hard or sharp objects, carrying weapons, using dangerous substances such as tobacco, alcohol, and drugs, or displaying severe disruptive behavior. When your behavior causes a clear and present danger to yourself or to others, an immediate suspension either in or out of school may be necessary.

Possession of weapons or intimidation with a look alike will result in disciplinary action. Please be aware that if a student appears to be a danger to himself/herself or others, or if we are concerned about his or her safety, the administrator may choose an emergency expulsion in order to have time to investigate the situation. This is a temporary measure and is not considered a punishment, but rather a safety measure.

Definitions of Consequences Imposed For School Rules Violations

<u>Consequence</u>	<u>Definition</u>
Restitution	Damaged or stolen property is replaced or repaired. This may be accomplished by cash payment or student labor. In some cases, apologies or other corrective actions may be considered restitution.
Confiscation	<u>Items inappropriate for school will be taken away.</u>
Removal of Privileges	Student activities or other school-related privileges (recess, after-school activities, school assemblies, classroom parties, field trips, etc.) are removed.
School Service	The student assists in campus clean-up duties and school beautification projects.
"Buddy" Room	Student is sent to a "Buddy" Room (another classroom) for time out where he/she may write a behavior plan and/or complete assigned work. Before returning to class, the student confers with the teacher.
In-School Suspension *	The student is permitted to remain in school, but spends the day apart from the rest of the students. The student is not allowed to attend classes, but will work on daily assignments.
Short-Term Suspension	Administered by the building principal, assistant principal, or principal designee, students are removed from school from one to five days. Parents are contacted and formal notification is in writing. The student is responsible for making up all missed work.
Long-Term Suspension **	Administered by the building principal or assistant principal, students are removed from school for a week or longer. Formal notification is made in writing.
Emergency Expulsion	The student is removed from school when he/she is considered a danger to himself / herself or others, or is considered a continuing disruption to the teaching/learning process. Formal notification is made in writing.
Expulsion	The student is removed from school for an indefinite period of time and may be assigned to another school.

Appeal to principal.

Subject to district-level appeal.

General Information about Pioneer Valley

Visitors and Guests

Students may not bring brothers, sisters, or friends to visit during the school day, but parents and guardians are welcome to visit our school, observe our operations, ask questions, and seek answers at any time. We do ask that you enter the building through the front entrance only and check in with the school office staff BEFORE visiting any areas for two very important reasons:

- The presence of an unexpected visitor is almost always disruptive to the teaching / learning process. If your visit is planned, you will not create a disruption and will be heartily welcomed!
- We care about the safety of our children, we cannot allow unauthorized people to be in our school. It takes just a minute to stop by the office and we would like to see you!

Further information on visitor procedures is contained in this handbook under the heading of Pioneer Valley Elementary Visitor Procedures.

Volunteer Program

Pioneer Valley Elementary attributes much of its success to a very active Volunteer Program. Classroom and general school volunteers are needed to assist with ongoing school programs. Training will be offered for classroom instructional assistance, for some office tasks such as running equipment, and for clerical tasks for teachers, office staff, or other activities and events like newsletters, health screening, and library work.

Your parents, guardians, relatives, family friends, and other community members are encouraged to call our school office at 683-8900 or our PTA at 683-8959, if they are interested in giving time to our school. We hope they will think of this as a chance to make Pioneer Valley Elementary a fun, learning, and happy place for our children.

All volunteers must complete a volunteer application form and have it on file with the Bethel School District. Volunteer applications are provided in all enrollment packets and are also available in our school office.

Lost and Found

Our school is not responsible for your lost or stolen items. You should not bring items of value such as radios, cassette players, electric games, cameras, expensive watches, valuable jewelry, or expensive clothing to school. Valuable personal items of any kind are brought at your own risk, and should be brought only with teacher permission and supervision.

Students should turn in "Lost and Found" items to one of two locations:

- All clothing to the "Lost and Found" barrel.
- Books, folders, keys, glasses, and other valuables to the office.

Please put your name on all personal items. This enables us to return lost articles to you if they are found. Be sure to check for lost items regularly since unclaimed items are donated to charitable organizations periodically.

Breakfast and Lunch Program

Our school operates a breakfast and lunch program as part of the educational process. Proper meals are important not only for the obvious nutritional value, but also as a means of helping our students learn acceptable behavior at mealtime. Menus are provided for students each month. A count of lunches ordered is taken first thing each day. If you are going to be late, please order your lunch ahead by telephoning the school office.

Multiple lunches are sold at the start of each school day and we suggest you buy enough lunches that will allow for forgotten lunches and emergencies. Single lunches may be purchased daily at the start of each day. Correct change is very much appreciated. Checks should be made payable to Bethel Public Schools.

It is your responsibility to have a lunch from home, prepaid lunch account, or the appropriate money for lunch. If you do not, we will try to contact your parents or guardians. If they cannot be reached or a lunch cannot be provided, a "school lunch" will be provided for which payment is expected the next day. Only two lunches can be advanced per student without payment. **Staff members are not to loan money for lunch.** We also encourage you to eat all of your own lunch. Trading food items is discouraged and not allowed. Please remember the value of nutritious meals and ask your parents and guardians to plan for and prepare adequate nutritious lunches for you.

Free & Reduced-Price Meals

Under provisions of the National School Lunch Act, free or reduced-price meals are available to children of families who qualify. In certain cases, foster children are eligible for these benefits.

Free meal application forms are available from our office and are sent home at the beginning of each year and in student enrollment packets. Occasionally, a change in family income or size during the school year may qualify students who were not eligible earlier. Please have your parents or guardians contact the office for a free and reduced meal application if this should apply to your family during the regular school year.

We encourage all families who might qualify to submit the application. The district does qualify for extra funds for academic programs according to identified numbers of families qualifying for free or reduced-price meals. For more information call Child Nutrition Services at 683-6912 or 683-6913.

Prepay Meals

Prepay for lunches and breakfasts online or on the phone with a credit card or electronic check from the comfort of your home. Set up an account by going online to www.PayPAMS.com or call 1-888-994-5100.

Telephones

Students may not use school phones for personal calls. The place to make after school arrangements is at home. You will not be allowed to use the telephone after school unless an emergency exists or you are being kept after school and need to inform your parents or guardians. Staff members will handle any emergency calls to your parents or guardians during the school day.

Student Store

The Explorer Student Store is available on during recess on some Fridays. Students may buy school supplies such as pencils, pens, paper, and folders there during the stores open times. Please do not bring more money than is needed during the school day for lunch or milk and to purchase items from the Student Store. All profits from the Student Store help our PTA fund school related projects. The student store is open most Fridays during the recess time.

Fines and Obligations

You must pay all fines for lost or damaged textbooks, library books, and other school items. Those fines become an "obligation" which is be paid before a report card will be issued. You may pay obligations in the office before or after school.

Emergency School Closure

Since the majority of our students are bussed to school, families are reminded to be alert for weather conditions that might alter the transportation routine. You are encouraged to listen to the radio and TV for any announcements concerning school activities during stormy weather or emergency conditions. If school is dismissed during the school day, it is important that you and your parents or guardians have a plan so you know what to do and where to go.

Morning announcements concerning closures or late schedules will begin at 5:30 a.m. and are usually repeated every 15 to 30 minutes. Also check the school district website or hotline at www.bethelsd.org or 253-683-6001.

Schools will be in session and transportation will be following normal times and routes unless otherwise announced. Early dismissal information should be announced by noon. Please DO NOT call the radio stations, the school district office or school, or the transportation department for closure information.

The following radio stations will be broadcasting school emergency information:

KRPM.FM . . 106.1	KMPS, FM . . . 94	KPLZ,FM . . 101.5
KING, AM . . . 1090	KIXI,AM . . . 880	KMPS, AM . . 1300
KLSY, FM . . . 92.5	KRPM,AM . . . 770	KOMO.AM . . 1000
KIRO.AM . . . 710	KUBE.AM . . . 93	KVI, AM . . . 570

Health Information

Health Room/Attendance Office

The Attendance Office is the area used to keep attendance information for the school. If you are going to be absent, your parent or guardian needs to call our health clerk by 9:30 a.m. at 683-8993. A written note signed by the parent/guardian needs to be turned into the attendance office upon a student's return from an absence. E-mail and phone messages are accepted for initial contact but signed notes are the only documentation that is accepted for students' records. Students needing admit slips to class for tardies should go to the office.

Our school has a registered nurse. The nurse visits on a regular schedule. When you are sick and need to see the nurse or health clerk, ask your teacher for a pass to the Health Room. After examining you, our nurse or health clerk may contact your parents or guardians and consult with them about what to do, which may include your parents taking you home.

If you need to take medication at school, you must have a medication form signed by your doctor and your parent or guardian. The health clerk keeps the medication and a permission slip on file in her office. Please consult our school nurse if you have a medical condition that may affect you at school. She will keep all personal medical information confidential.

Screening tests will be given each fall and as needed throughout the year for dental health, hearing, and vision. The health of our children is important to us!

Emergencies and First Aid

State law limits the amount and type of aid we may give to children at school. In concern for your safety and well being your parents may be contacted. With this in mind it is important for our school to have up-to-date information about what parents and guardians would like us to do in case of an emergency. Please be sure we have an emergency telephone number where your parent, guardian, or a designated person, may be reached and be at school within 30 minutes.

Illness

If you are ill to the extent that it will be difficult to participate in the activities of a normal school day, it is best to stay at home. We do not have adequate facilities to care for ill children. Space for students whose parents or guardians wish they be kept in during recess is not available. If you are well enough to attend school, you must also be able to participate fully in the normal class day, including recess and outdoor activities.

It is recommended that a child with a fever be kept home for 24 hours after a normal temperature is reached following an illness.

Medication

We are unable to give any medication at school without a written request from a physician or dentist indicating that it is necessary for the child to receive medication during school hours. This ruling applies to all over-the-counter medications including aspirin, vitamins, cough drops, and throat lozenges, as well as prescription medicine.

Forms for "Physician's Orders for Medication at School and Parent's Permission" are available in our school office.

Head Lice "No Nit" Policy

In the Bethel School District we maintain a "no-nit" policy in an effort to control the spread of head lice among classmates. This means that students will not be admitted to school if there is any visible sign of lice or lice eggs (nits). If evidence of lice is discovered while a student is at school, a parent or guardian will be called and asked to take the child. The child will be removed from the classroom and may not ride the school bus home. Students may return to school when they have been properly treated for the lice problem (information and assistance is available through the health clerk), when "no nits" are visible in the hair, and when they have been checked and released by our health clerk to return to class. When head lice is discovered at school, additional family members will be checked and also the student's classmates.

Student Safety

Student safety is a key concern and gets regular attention at Pioneer Valley. The building and grounds are inspected and monitored consistently for repair needs and safe conditions. *The Pioneer Valley staff does not provide before or after school supervision on our school grounds.* We ask that you gauge your time so that you arrive between 9:05-9:15 a.m. and go "straight home" after school. We do not recommend that your parents allow you to return to play on the school grounds without adult supervision.

Student Routines

Your day will follow a routine. We ask for a written note from your parents or guardians if they request a change in that routine. This change could include riding a different bus, being picked up after school by a family member or another person, or staying for an after school activity. This note should be signed and dated by your parent or guardian. Your note about your routine change needs to be brought to the School Office at the beginning of the school day.

Transportation

Bus transportation is provided for students attending Pioneer Valley Elementary. We are a rural school and there are limited safe walking routes to and from our campus. We recommend to all parents and guardians that children follow safe walking routes and procedures when walking to and from school and the bus-stop.

Your parents or guardians are responsible for your behavior at the bus stop. You should stand and wait at the bus stop in an orderly fashion and refrain from rock throwing, fighting, running across streets, or any other action, which is dangerous to yourself or others.

If you are eating breakfast, you are allowed to enter earlier at 9:00 and go through the breakfast line. Always walk when going to and from the school bus and stay on the sidewalks at all times.

Parents providing transportation are reminded to remember the intense traffic situation, which develops around the school building before and after school. Please do not use the bus lot at the back of the school along 204th to drop off or pick up students. Students should arrive between 9:00-9:15 a.m. and should be picked up promptly at 3:45 p.m.

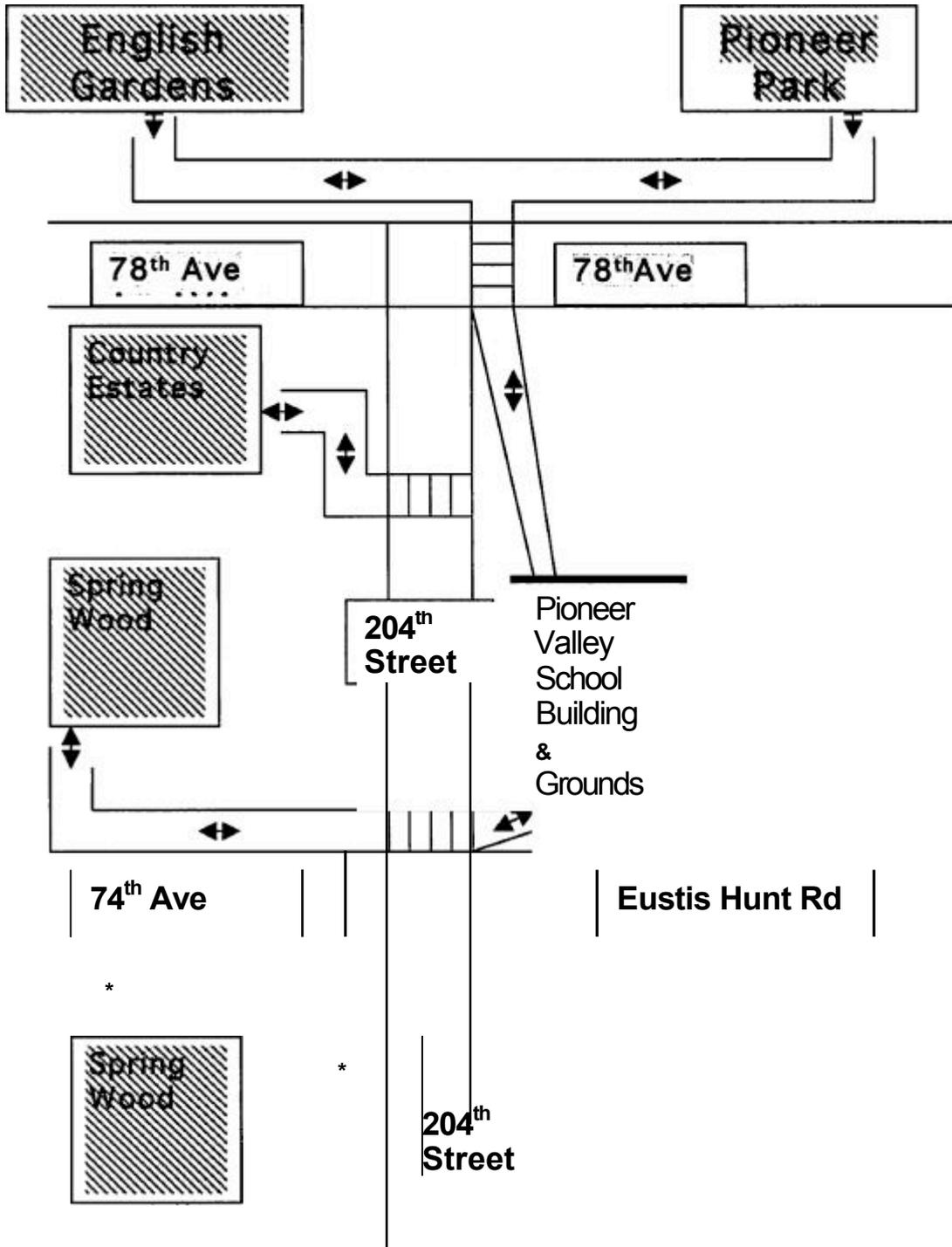
Walking to school is for only those students living within the designated walking areas not served by school busses. Walking for students outside of these areas is not recommended, so parents and guardians who would like to allow you to walk will need to complete a "Walking/Bike Riding Information" form available from our office. If you do not have permission to walk home from school you will be expected to ride home on the school bus.

Bicycle and scooter riding will be permitted only for those students living within the designated walking areas and students with a "Walking/Bike Riding Information" form on file in the school office. Students must be in the 4th, or 5th grades. When riding a bicycle or scooter you must wear a helmet. Lock your bicycle while it is at school. Scooters are folded up and stored safely in the classroom. Cross 204th and 78th at the crosswalks with a crossing guard present, and walk your bicycle at all crosswalks and on all school walkways and play areas.

Skateboards, skates, roller blades, and other similar wheeled devices are not permitted on school district property according to Bethel School District Policy # 3243.4. Students are strongly discouraged from using these devices as a means of transportation to and from school.

Pioneer Valley Elementary

Walk and Bike Routes



Pioneer Valley Elementary Uniform Policy

Tops	Bottoms
<p>Color: Solid Red, Navy Blue, Light Blue, White Style: polo, dress shirt, blouse, sweatshirt, sweater, sweater vest, turtleneck, mockneck, (uniform color piping acceptable on collar and sleeve only) Material: Cotton, cotton blend</p>	<p>Color: Solid Navy Blue, Black, Tan Style: Slacks, shorts, skorts, skirts, jumpers, Capri, cargo Material: Cotton, cotton blend, black or tan jeans</p>
<p>Rules Collared shirt except when wearing sweatshirt or school logo t-shirt. Undershirt/second shirt tucked in * Uniform color if undershirt/second shirt can be seen</p>	<p>Rules Worn at the waist and in traditional/formal manner, hemmed * Shorts/skorts/skirts at least finger tip length * Shoes worn in traditional/formal manner *</p>
<p>Restrictions No logos or writing (except PV logos) No hooded shirts No fluorescent colors No sleeveless * No plunging neckline or midriff showing *</p>	<p>Restrictions No blue jeans/blue denim, dresses, decorative patterns on pants/pockets (ex. Glitter, gemstones, flowers, etc.) No stone-washed/commercially faded, spandex, lycra, leather, satin,/shiny, parachute, leggings, athletic, oversized, baggy, lengths that touch the ground, cut-offs, large holes/tears * No open-toe/heel shoes, heels thicker than VA " *</p>

Jewelry - Watches, bracelets, rings, earrings, and necklaces only. Must be safe at recess and **not** present a distraction. Buttons and pins are not permitted. Single wristbands may be worn on each arm. Wallet chains, keychains, and hanging belts are not permitted. The school name badge is to be worn.

* **The marked items are still required on spirit days, dress down days and picture days. On these days, clothing with writing or pictures must be free of inappropriate content including, but not limited to, messages related to alcohol, tobacco, violence, all forms of discrimination, gangs, horror topics and crude humor.**

Harassment, Bullying, Or Sexual Harassment

HARASSMENT, BULLYING, OR SEXUAL HARASSMENT (Policy 3206 and 3207)

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 intentional written message or image – including those that are electronically transmitted – verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability, or other distinguishing characteristics, when an act:

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

Sexual Harassment—Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus, such as at school-sponsored field trips.

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

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

Sexual harassment as defined below includes conduct and communication of a sexual nature. Sexual harassment is unacceptable and will not be tolerated. It is a violation of district policy for a student to harass any other student, employee, volunteer, or agent of the district. Violations will be subject to discipline. (Policy 3206)

Student to Staff Sexual Harassment—Sexually harassing behaviors may include, but are not limited to, the following actions: remarks to or about a person with a sexual or demeaning implication, spreading sexual rumors, cornering or blocking a person's movement, using the telephone to harass, following, stalking, or any other conduct that creates a hostile environment for staff. Violations will be subject to discipline. (Policy 3206)

Student to Student Sexual Harassment—Student to student sexual harassment is defined as any **unwanted** sexual behavior, such as sexually explicit gestures with hands or through body movements, sexual teasing or jokes, pressure for dates, sexually demeaning comments, deliberate touching or pinching, cornering or blocking a student's movement, pulling at clothing, attempts to fondle or kiss, pressure for sex or any other conduct designed to embarrass or to intimidate whenever such harassment occurs on school property or at a school-sponsored event. Sexual assault and/or rape is also a form of sexual harassment and is a criminal act that will be reported to law enforcement immediately for investigation and possible prosecution. Violations will be subject to discipline. (Policy 3206)

Racial Harassment—Slurs are the most common form of discrimination. A slur is defined as an insulting or disparaging remark or innuendo such as a word, phrase, or joke directed at or to any individual or group(s) which is based on perceived differences within our diverse population. Students should be taught to appreciate individual differences and staff should model appropriate behaviors. It is appropriate for public schools to teach these values not only as part of the curriculum but also by precluding slurs which demean others. Slurs, in the context of a school setting, constitute a disruptive influence and students or staff who make a slur shall be subject to appropriate disciplinary action. (Policy 5013)

How do I report harassment or sexual harassment? You can report harassment or sexual harassment to any school staff member or to the district Title IX Compliance Officer- Bryan Streleski, Director of Athletics & Security at [253-683-6056](tel:253-683-6056) or bstreleski@bethelsd.org

Section 504

SECTION 504 – District Policy 2161 and 2162

Section 504 of the Rehabilitation Act of 1973, commonly called “Section 504,” is a federal law that protects students from discrimination based on disability. Section 504 assures that students with disabilities have educational opportunities and benefits equal to those provided to students without disabilities. To be eligible, a student must have a physical or mental impairment that substantially limits one or more major life activity.

Under Section 504, your child has the right to:

- Receive a free and appropriate public education.
- Participate in and benefit from the district’s educational programs without discrimination.
- Be provided an equal opportunity to participate in the district’s nonacademic and extracurricular activities.
- Be educated with students who do not have disabilities to the maximum extent appropriate.
- Be educated in facilities and receive services that are comparable to those provided to students without disabilities.
- Receive accommodations and/or related aids and services to allow your child an equal opportunity to participate in school activities.
- Receive educational and related aids and services without cost, except for those fees imposed on the parents of children without disabilities.
- Receive special education services if needed.

Under Section 504, parent/guardian has the right to:

- Review your child’s educational records and to receive copies at a reasonable cost. You will not be charged if the cost would keep you from reviewing the records.
- Ask the district to change your child’s education records if you believe that they are wrong, misleading, or are otherwise in violation of your child’s privacy rights. If the district refuses this request, you have the right to challenge the refusal by requesting an impartial hearing.
- A response to your reasonable requests for explanations and interpretations of your child’s education records.

THE SECTION 504 PROCESS

Your child has the right to an evaluation before the school determines if he or she is eligible under Section 504. You have the right to:

- Receive notice before the district takes any action regarding the identification, evaluation, and placement of your child.
- Have evaluation and placement decisions made by a group of persons, often called a “504 team”, including persons who know your child, the meaning of the evaluation information, and the placement options available.
- Have evaluation decisions based on a variety of sources, such as aptitude and achievement tests, teacher recommendations, physical conditions, medical records, and parental observations.
- Refuse consent for the initial evaluation and initial placement of your child.

If your child is eligible under Section 504, your child has a right to periodic re-evaluations, including re-evaluations before any significant change is made in your child’s placement.

IF YOU DISAGREE WITH THE DISTRICT’S DECISION

If you disagree with the district’s decisions regarding your child’s identification, evaluation, educational program, or placement under Section 504, you may request mediation or an impartial due process hearing. You and your child have the right to take part in the hearing and have an attorney represent you. Hearing requests and other concerns can be made to your district’s Section 504 Coordinator:

Lori Haugen
516 – 176th Street East
Spanaway WA, 98856
[\[253-683-6920\]](mailto:lhaugen@bethelsd.org), lhaugen@bethelsd.org

You have the right to file a complaint of discrimination with the U.S. Department of Education’s Office for Civil Rights (OCR), or to file a complaint in federal court. Generally, an OCR complaint may be filed within 180 calendar days of the act that you believe was discriminatory. The regional office is located at 915 Second Ave, Room 3310, Seattle, WA 98174-1099.

Phone: [206-607-1600](tel:206-607-1600)/TDD: [206-607-1647](tel:206-607-1647)

Website: www.ed.gov/OCR.

Non-Discrimination Statement

Bethel School District is an Equal Opportunity Employer and complies with all federal rules and regulations, including Title IX, RCW 28A.640, RCW 28A.642 and Section 504. Bethel 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 disability, or use of a trained 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. Please contact Title IX officer Bryan Streleski, Director of Athletics and Security at [253.683.6055](tel:253.683.6055), Section 504 coordinator Lori Haugen, Executive Director of Special Education at [253.683.6920](tel:253.683.6920) or Civil Rights coordinator Debbie Carlman, Director of Equity and Achievement at [253.683.6035](tel:253.683.6035) with any questions or complaints.

Under the Open Records Act, the public is afforded full access to information concerning the administration and operations of the school district (policy 4040). This information is limited to records not protected by state and federal privacy laws. For more information on access to school district records, call the records custodian Kathryn Kemp at [253.683.6000](tel:253.683.6000).

Student Rights and Responsibilities

Please see our website to view a copy of the Student Rights and Responsibilities document.