

Waterville Schools Parent/Student Handbook

2024-2025



**Waterville School District #209
Douglas County
PO BOX 490
200 East Birch Street
Waterville, WA 98858
509 745-8585
FAX 509-745-9073
www.watervilleschool.org**



Cultivating Leaders Who T.H.R.I.V.E.
"Trust, Honor, Respect, Integrity, Valor, Evolving Excellence"

WATERVILLE PROMISE

Mission:

Cultivating Leaders who THRIVE

Motto:

Leave a Legacy

We believe:

All children have genius, and everyone is a leader.

Providing a strong basic education to all students is a moral imperative.

Diversity enhances a strong and healthy community.

Change starts with me, and growth is the key to learning.

The whole child is important.

All students deserve a safe, equitable, accessible and inclusive learning environment.

All means all.

Outcomes:

We develop students and graduates who...

Trust

Work to build relationships with one another, staff and community built upon mutual trust.

Are team players who use leadership and communication skills to both lead and follow.

Are well-rounded members of our community – trusted to keep our community strong.

Honor

Are dependable and reliable citizens.

Honor the legacy and history of our community while working to improve it for future generations.

Work to leave a legacy of positive impact upon their school, community, family, and world.

Respect

Are respectful and compassionate human beings.

Are able to both speak and listen effectively to others.

Respect and value differences in one another and in our community.

(Practice) *Integrity*

Are honest and ethical students who act with integrity.

Do the right thing even when no one is watching.

(Demonstrate) *Valor*

Are confident enough to stand up for what is right and for one another.

Show bravery in challenging themselves to grow as students, athletes, artists, leaders, learners and citizens.

Evolve in Excellence by...

Demonstrating growth and achievement in

Personal Leadership

Reading and writing

Math and science

Arts, technology, and skilled trades

History and Civic Involvement

Multiple languages and cultures

Critical Thinking and problem solving

Physical fitness and athletics

College and Career Ready skills

Mission Statement

Waterville School is Cultivating Leaders Who T.H.R.I.V.E.

Trust

Honesty

Respect

Integrity

Valor

Evolving Excellence

Waterville School Motto: “Leave A Legacy”

Belief Statements

- 1) We believe that every student is unique and can learn in an environment that encourages creativity, trust, honesty, and high expectations for all learners.
- 2) We believe that improved learning for every student begins with the strengthening of research-based instructional practices in a personalized learning environment.
- 3) We believe that student success is ensured when everyone is working toward a clear and common goal to improve teaching and learning, built on the foundation of the Washington State Learning Requirements.
- 4) We believe that the Waterville learning community supports improved learning through a collaborative effort between students, staff, families, and community based on mutual respect.

Be it understood that the Waterville School District No. 209 provides equal educational opportunity to all students regardless of age, sex, race, creed, occupation, color, national origin, or political preference.

SCHOOL FACTS

School Colors: Crimson and Gray

School Mascot: Junior High Kernel (Red and Gold);

High School Shocker (Crimson and Gray)

Student Enrollment: Approximately 250 TK-12 Students

Participant in NCW "1B" League

Waterville School District is engaged in exciting work that focuses on active inquiry, in-depth learning, and performance assessments. This includes:

- Common focus – development of a few important goals and a consistent research-based instructional approach based on shared beliefs about teaching and learning.
- High expectations – students are engaged in an ambitious and rigorous course of study at all levels and in all content areas.
- Personalized – promotion of sustained student relationships with adults where every student has an adult advocate and a personal plan for progress.
- Respect and Responsibility – responsible behavior is taught, modeled, and expected, and the environment is safe, ethical, and studious.
- Time to collaborate – staff has time to collaborate and develop skills and plan to meet the needs of all students; continuous professional growth is an expectation for all teachers and support staff.
- Performance based – competency is an expected outcome for all students, and students receive additional time and assistance when needed to achieve this competency.
- Technology as a tool – engaging and imaginative curriculum is linked to learning standards; students and teachers have access to best practices and learning opportunities.
- Curriculum and instructional strategies built on the WA state Common Core standards.
- U of W 5 Dimensions instructional model drives our teaching and learning.

Waterville School is a "Leader In Me" school, using the "7 Habits of Highly Effective People" as the foundation for our Leadership model.

- Students are taught the elements of the 7 Habits. (K-8)
- Habits are modeled and integrated into all aspects of the curriculum and culture. (K-12)
- Student Leadership is encouraged and the system is designed to support all students as leaders.
- We regularly celebrate student leadership contributions.

7 Habits of Happy Kids and Highly Effective People

Habit 1: Be Proactive

Habit 2: Begin with the End in Mind

Habit 3: Put First Things First

Habit 4: Think Win/Win

Habit 5: Seek First to Understand, Then to Be Understood

Habit 6: Synergize

Habit 7: Sharpen the Saw

GENERAL INFORMATION

School Hours (Monday-Thursday)

K-5	7:45 AM - 3:00 PM Regular School Hours 3:00 PM - 3:30 PM Genius Time/Intervention
6-12	7:45 AM - 3:30 PM

School Board Policy and Procedure

Waterville School has Board adopted policy and procedure. This policy and procedure supersedes the student handbook as it is revised throughout the year based on administrative code, law and state regulations. Please see a complete list of Board Policies on our school website. Administrative staff will work to communicate changes in policy that impact students and families throughout the school year as board policy may be adopted.

School Breakfast and Lunch Services

Waterville School offers both a nutritious school breakfast and a hot lunch program. Providing wholesome and nutritious meals is one way of ensuring students are ready to learn and can achieve success in school.

Our requirements are that school meals are paid for prior to being eaten. Parents may pay as far in advance as they would like. Our intent is not to let any child go hungry for failure to pay, yet our auditor insists that we are not to charge lunches. Information regarding the availability of **free or reduced meals** is distributed at the beginning of each school year. Parents or guardians are encouraged to fill out these forms and return them to the school office. Schools receive additional grant funding based on our numbers of free and reduced meals, so be sure to apply for this benefit.

Please contact our food service clerk at 745-8583 for questions about food service. Parents are able to check their child's account through Parent Access (check with the office about log-in information if you do not have this). School meals may be purchased online at www.watervilleschool.org or by paying directly at each school office before school each day.

Meals are free for all students this year

Registration

Registration paperwork is available in the offices and online at www.watervilleschool.org. The TK-12 offices are open one week after the last day of school of the prior school year and at least one week before the start of the current school year. Early registration helps us plan for our students.

Beginning Entrance Age

A child entering Waterville Wonders (TK) must be four years of age on or before August 31.

A child entering Kindergarten must be five years of age on or before August 31.

For TK (Wonders) and Kinder students proof of immunization must be provided before a child can be registered. A child entering first grade must be six on or before August 31.

Student Transfers- Non resident district "Choice"

When a student wishes to transfer into Waterville School District and is a resident of another district, board policy requires that the parent or guardian fill out a choice form annually which requires administration approval from both the accepting and releasing school districts. Choice forms are available in the office and on our website at www.waterville.wednet.edu.

When a student wishes to transfer out of Waterville School District but still resides within the district boundaries, board policy requires that the parent or guardian fill out a choice form annually, obtain approval from the administration of both accepting and releasing school districts, and provide self-transportation to the new school district.

Volunteers

Waterville School encourages the participation of volunteers in support of the school programs. Student safety is our number one priority so proper screening of volunteers is mandatory. In the past, volunteers have helped in a variety of ways, including reading to students, listening to students read, working with students on math or spelling, supervising play periods, grading papers. There are many ways to help, and we welcome volunteers. If you would like to volunteer, please visit our website and complete the online background check found there. **All volunteers** including field trip chaperones must complete an online background check prior to volunteering. This is a state law put in place to protect students and volunteers.

Visitors to the School

Parent/guardians are welcome to visit the school any time. In our continuing effort to provide the safest conditions for our students, **we require that upon entering the school all visitors; including parents, report directly to the elementary office to sign in.** There, visitors and parents will sign in and receive a visitor's badge. The badge will be worn while the visitor or parent is in the school or attending a field trip and returned to the office prior to leaving. At that time, we will ask that the visitor sign out in the office.

If a parent wishes to observe the classroom, 24 hour prior notification to the child's teacher is a courtesy we require. Upon arrival, visitors should first report to the school office and receive their visitor's badge before going to the classroom.

Student visitors who would like to visit during instructional time, must obtain prior approval at least 5 days in advance from administration in the office.

ASB Cards

Elementary students in grades Kindergarten through 5th grade can purchase an ASB card for \$25.00 in the Office before or after school. A portion of the price of the elementary ASB card (\$3.00) goes to the Elementary ASB account, and will directly benefit elementary projects and events.

Middle School/Senior High students (grades 6-12) can purchase an ASB card for \$40 in the office before or after school. Proceeds from ASB cards finance athletic programs, student activities and our ASB. Discounts may be available for students who qualify for free and reduced lunch program.

ASB cards allow students to attend all Waterville home athletic events for no additional cost. ASB cards are required for participation in athletics and extracurricular activities.

MEDICAL/HEALTH INFORMATION

Oral Medication Policy

According to district policy, Waterville School is authorized to administer oral medication to students during school hours ONLY when a parent/guardian and the physician or dentist have signed medication authorization forms which are available at the school office. "Medication" is defined to mean all drugs, whether prescription or over the counter. This includes medications that may be used infrequently, or not on a daily basis, such as Ibuprofen or Tylenol.

If a health professional and a student's parent request that a student be permitted to carry his/or her own medication and/or be permitted to self-administer the medication, the principal may grant permission after consulting with the school nurse. The process for requesting and providing instructions will be the same as established for oral medications. The principal and nurse will take into account the age, maturity and capability of the student, the nature of the medication, the circumstances under which the student will or may have to self-administer the medication and other issues relevant in the specific case before authorizing the student to carry and/or self-administer medication at school. Except in the case of multi-dose devices (like asthma inhalers), student will only carry one day's supply of medication at a time. (Board Policy and Procedure 3416)

Medical Emergencies

In case of serious emergency, such as accident or serious sickness, the school will attempt to contact the parent/guardian of the child. If deemed necessary, the emergency medical system will be contacted simultaneously. If the parent/guardian cannot be reached, the school will take the necessary steps to assure the child receives appropriate and proper medical care.

Immunizations

Washington State law requires that any child entering school must present a medical verified immunization on or before the first day of school. Please check with your child's health care provider for information about needed immunizations. For more information regarding vaccination requirements and exemptions, contact our school nurse.

Accidents

Students and adults must report every accident to the staff member in charge immediately.

Student Accident Insurance

Waterville School is not able to provide medical insurance to cover your student in the event of injury. Instead, Waterville School has been able to select an insurance carrier to provide affordable coverage options.

Information about Medical/Dental coverage is available at the beginning of each year. For more information about this and possible free or reduced fee insurance programs, parents may contact the office.

Contact Information

Elementary Office phone number:	509-745-8585
Jr/Sr High Office phone number:	509-745-8583
Fax number:	509-745-9073
Mailing Address:	PO Box 490 Waterville, WA 98858
Physical Address:	200 E. Birch Waterville, WA 98858
Website	www.watervilleschool.org
Facebook	Waterville Shockers

HOURS OF OPERATION

School Hours: 7:45 AM – 3:30 PM
Main Office Hours: 7:00 AM – 4:00 PM

ADMINISTRATION

Mr. Mike Parker , Superintendent	(mparker@waterville.wednet.edu)
Mr. Jonathan Gasbar , TK-12 Principal	(jgasbar@waterville.wednet.edu)
Mr. Kieth Finkbeiner , Athletic Director	(kfinkbeiner@waterville.wednet.edu)

GUIDANCE COUNSELOR/STUDENT HEALTH

Jill Moomaw	(jmoomaw@waterville.wednet.edu)
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OFFICE STAFF

Secretary	Mrs. Sheridan	(tsheridan@waterville.wednet.edu)
Bilingual Secretary	Mrs. Saldana	(msaldana@waterville.wednet.edu)
Director of Finance	Mrs. Deshazer	(kdeshazer@waterville.wednet.edu)
Human Resources/Payroll	Mrs. Mullendore	(gmullendore@waterville.wednet.edu)

Monitoring Your Student's Progress

Student grades, attendance and lunch account information are available on-line via the **Skyward Access link found at www.watervilleschool.org on the Waterville School Homepage.** If you do not have your password to access this program or have forgotten your password, please call 745-8585 OR 745-8583. Waterville teachers also use Planbook.com and Classroom Dojo which allows parents access to teacher daily plans. This will allow you to help your child stay on track with daily work.

Student Report Cards

Teachers will issue progress reports every nine weeks, or four times during the school year. Student led conferences are scheduled in the fall and spring and as needed throughout the year. Parents are encouraged to communicate with teachers at any time regarding individual student progress. Individual conferences will be scheduled by staff to support student learning and can also be requested by families and students at any time during the school year. Please refer to the school calendar for quarter end dates. Report cards will be mailed about 1 week after the end of each

grading period. For assistance in scheduling an appointment, call the school office at 745-8585 OR 745-8583.

Teacher Qualifications

Waterville School District receives Title I funding. Parents have the right to request the qualifications of their child's teacher and/or classroom para-professional by notifying the office or by using the form at the back of the Student Handbook. [Section 1111(6)(A) ESEA Guidance C-6.]

Parent-Staff Communication

Waterville School Staff strive to resolve conflicts at the lowest possible level. Communication between staff and families is critical to resolve issues and conflicts. Students of an appropriate age will be encouraged to resolve issues as a first step by communicating with the staff member involved in the dispute or issue. Should this communication fail to resolve the issue, the follow steps will be taken.

Teacher/Classroom/Student/Discipline concerns:

1. Parent/guardian request a meeting with the teacher
2. Parents will request a meeting with the building Principal only after completion of the Principal Complaint Form and after a meeting has been held with the staff member involved in the complaint. The complaint form can be found in Board Policy and Procedure 4220
 - Grades TK-12 Jonathan Gasbar 745-8583
3. Parents may request a meeting with the District Superintendent, Mike Parker: 745-8583
4. Parents may request, in writing, a hearing with the School Board

Facilities/Safety questions or concerns:

- Contact Mike Parker, Superintendent: 745-8583

Transportation questions or concerns:

- Initial contact: Jessica Shiflett, Transportation Supervisor: 745-8116
- Secondary contact: Jon Gasbar, TK-12 Principal: 745-8585

Food Service questions or concerns:

- Initial contact: Mandy Kopta, 745-8583
- Secondary contact: Kaionni Deshazer, Nutrition Services: 745-8585

Health Services questions or concerns:

- Initial contact: Jackie Finkbeiner, School Nurse – 745-8583 (jfinkbeiner@waterville.wednet.edu)
- Secondary contact: Building Principal – 745-8583

If you still have concerns or questions after following the above protocols, you have the option to contact our District Superintendent. If concerns continue, you have the option to contact the Waterville School Board.

Further staff e-mails can be located on the school website www.watervilleschool.org under the 'My WSD' link by clicking staff.

Adverse Weather/School Closure

Occasionally weather conditions may necessitate delayed opening or emergency closure of school. If this happens, our primary means of communication will be our School Messenger system which alerts parents about school information via email, text and/or phone call. We will also inform local radio stations and television stations and we will post it on our website **www.watervilleschool.org** and on the Waterville School District face book page.

Any decision regarding a delayed opening or morning closure will be conveyed to the radio or TV stations by 6:00 AM if at all possible. Please keep in mind that often school closures or delays are made based on road conditions for our bus routes. On occasion conditions are good in town and not so for outlying areas.

GENERAL EXPECTATIONS

Punctuality

Breakfast is served from 7:25-8:00 am. Students should arrive no earlier than 7:25 a.m. Students who are not in their classrooms when school begins at 7:45 A.M. are considered tardy. Elementary teachers will contact parents if they are requesting a student to remain after school. Junior and senior high students will be responsible for contacting parents if they plan to stay after school for any reason. If elementary students are involved in after-school activities, please notify the elementary office. Students in grade TK-5 will enroll in our genius time or intervention courses on a monthly basis and will be responsible for staying at school from 3:00-3:30 daily during that month.

Attendance

Regular daily attendance by all students is required. Parents are encouraged to call the office at 745-8585 before 7:15 a.m. to inform the school about a child's absence. The school will attempt to contact the parents if no message has been received by 9 a.m. When a student is absent due to illness, a health condition, or a family emergency the parents/guardians should call the school secretary or send a note to school the following day explaining the reason for the absence. Timely communication between parent and the school is absolutely critical when dealing with absences.

Students are allowed to make up all work or tests that take place during excused absences within time limits established by the appropriate staff. If a student misses a participation type class, they can request an alternative assignment that aligns with the learning goals of the activity missed. Students are not allowed to make up work or tests that take place during an unexcused absence. The following absences will be considered excused at Waterville School:

- Absences due to religious or cultural purposes
- Absences due to illness, health conditions, medical appointments, or family emergencies;
- Absences excused by the Superintendent upon prior approval;
- Absences due to court, judicial proceeding or jury duty;
- Absences due to post-secondary, technical school or apprenticeship program visitation or scholarship interview;
- Absences directly related to the student's homeless or foster care/dependency status;
- Absences related to deployment activities of a parent or guardian consistent with RCW 28A.705.010;
- Absences due to discipline or suspensions;
- Absences due to student safety concerns;
- Absences due to a student's migrant status;
- Absences for mental health (Physical health or mental health symptoms, illness, health condition or medical appointment for the student or person for whom the student is legally responsible. Examples may include but are not limited to: medical, counseling, mental health wellness, behavioral health treatment)
- An approved activity that is consistent with the district policy and is mutually agreed upon by the principal or designee and a parent, guardian or emancipated youth.

We require that parents notify us about excused absences the day of the absence or within 24 hours by one of the following methods:

- Note or doctor/dental office slip

- Phone call or voice mail to (509) 745 8583
- Email to shockerattendance@gmail.com
- Fax to (509) 745-9073

Absences which do not meet these requirements are considered unexcused.

All children in Washington State have a constitutionally guaranteed right to an education. They are also legally required to attend school. A state law, call the “Becca Bill”, requires children to attend public school regularly. The Becca Bill also requires schools and parents to make sure children attend school. State law requires districts to intervene with students who reach high numbers of excused absences and/or students who have unexcused absences.

Chronic Absenteeism has a negative impact upon student learning and success. A parent/student conference with the building principal will be required as student absences near chronic absence levels. Students will be allowed 2 days to make up the work for every day they have an excused absence.

Refer to district policy 3122 for further information about Excused and Unexcused Absences.

Leaving Class or School Early

If a student needs to leave campus early, the parent or guardian must give written or verbal permission to the office before the student may be excused to leave. Students must **always** check out through the building office. Please contact the office rather than contacting your child in order to sign your child out.

Dress Code

Student dress should be appropriate during school hours and at all school functions and not cause disruption of the learning process or school program. Students and staff at Waterville Schools will dress as appropriate for a learning community. Our goal is to prepare students for work and career, which includes modeling and expecting appropriate dress during the school day. Board Policy 3224 Dress code guidelines are:

- Shoes must be worn at all times. Slippers do not qualify as shoes.
- Skirts and shorts should reach at least the fingertips in length.
- Tops should be long enough to be able to tuck into pants or skirts with no midriff showing and should demonstrate an appropriate neckline (no cleavage)
- Undergarments should not show, with the exception of bra straps if wearing a tank top
- Hats, head coverings and hoods are generally allowed although individual teachers may not allow at their discretion.
- Clothing with inappropriate language or pictures (including the advertising or promoting of substance use) is not appropriate
- Sheer clothing is not acceptable unless worn over an otherwise acceptable garment
- Halter tops, swimwear, or pajamas are not appropriate
- Clothing that is offensive to others based on community norms is not allowed
- No gang attire or gang related clothing will be allowed

*If in doubt, do not wear it!

Students who are in violation of dress code will be asked by staff to change into appropriate clothing and issued a warning. Parents may be contacted to bring a change of clothes to their child. Repeated offenses will result in office discipline referral.

Electronic Devices

We encourage students to leave cell phones and other electronic devices at home. Students will be issued a school Chromebook for use for school activities. Personal laptops and cell will not be allowed to be used during class time. Students bringing telecommunications devices (cell phones, i-pods, etc.) to school shall observe the following conditions:

- A. Students will only be allowed to use their cell phones for instructional use at the direction of the classroom teacher. The instructional use must be tied to an assignment that enhances the learning in the classroom. If cell phones are not being used for instructional use they need to be in a locker, or checked in with the classroom teacher. If the policy is not followed progressive discipline will be enforced which may include checking in cell phone daily, detention, and/or ISS.
- B. Devices shall not be used in a manner that disrupts the educational process, or violates confidentiality or privacy rights of another individual.
- C. These devices may only be turned on and operated before and after class and during passing times. Elementary students will not be allowed to use cell phones, I-pads, or I-pods during elementary recess.
- D. Students who violate this policy will be subject to disciplinary action, including detention and losing the privilege of bringing the device onto school property. In addition, a school district employee will confiscate the device, which shall only be returned to the student at the end of the day or to student's parent/guardian. Patterns of violation to this rule will be treated as insubordination.
- E. Students are responsible for devices they bring to school. The District is not responsible for loss, theft or destruction of devices brought onto school property.

Prohibition of Harassment, Intimidation and Bullying

Waterville School takes Harassment, Bullying and Intimidation seriously and will follow policy and procedure to ensure all students are free to learn in a safe and positive environment. The board is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and community members 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:

- A. Physically harms a student or damages the student's property;
- B. Has the effect of substantially interfering with a student's education;
- C. Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment;
or
- D. Has the effect of substantially disrupting the orderly operation of the school. Please refer to board policy 3207 for more information about our school's Harassment, Intimidation and Bullying Policy and Procedure.

**Waterville
Elementary
School
Grades TK-5**

2024-2025 Student Behavior and Discipline Program

The staff of the Waterville School District wants the students at Waterville Elementary School to be able to learn and develop to the best of their capabilities in a positive and productive learning environment. Appropriate behavior will be emphasized and taught at all times. Students are expected to show respect for themselves and others by being courteous, considerate, and cooperative. We especially emphasize kindness and respect in all of our students.

Students are treated fairly and with due respect for their rights. District policies outline the appeal and hearing processes that are designed to protect a student's rights. If a student chooses not to accept his or her responsibilities or infringes upon the rights of others, the school will intervene by incorporating appropriate disciplinary measures. Refer to Board Policy 3241.

Waterville Elementary Discipline

Our staff and school are committed to handling misbehavior and teaching appropriate behavior in the classroom, on the recess field and in the lunchroom. Behavior will most often be handled by classroom teachers or other staff supervisors, unless the behavior impacts the learning of others.

Our goal at Waterville Elementary School is to keep kids in school so that they can continue to learn. There may be times however, when someone will cross the line of what is a safe and secure environment for our students to continue to learn. When this happens we want not only the student but also our community to know just exactly what the consequences will be.

The principal will utilize the following discipline matrix if a student receives an office discipline referral.

CLASSROOM MANAGEMENT, CORRECTIVE ACTIONS, OR CONSEQUENCES - STUDENT HANDBOOK EDITION

Schools are obligated to provide a safe environment for students and employees. Students who are unsafe or disruptive shall be progressively disciplined consistent with State laws. Discipline will vary depending on the student's age, prior offenses, and any contributing disabilities. Parents always will have a right to appeal discipline consistent per District policy and State law. Consequences for misconduct may include the following administrative actions.

W = Warning EE = Emergency Expulsion for 10 days during investigation
 D = General discipline/in-school consequence E = Expulsion from all public schools for one year
 ST = Short-term Suspension for 1 -10 days LE = Law Enforcement referral
 LT = Long-term Suspension for 11 -90 days

	Common Range of Consequences	
	K – 4 th Grades	5 th – 12 th Grades
Alcohol & Drugs (Use or Possession)	W, ST, LE	D,LT, E, LE
Cheating on Schoolwork	W, D, ST	W, D, ST, LT
Criminal Activity	W, D, ST, LT, E, LE	W, D, ST, LT, E, LE
Dishonesty	W, D, ST	W, D, ST, LT
Dress Code Violations	W, D ST	W, D, ST
Gang Activities	W, D, ST, E, LE	W, ST, E, LE
Harassment, Intimidation, & Bullying (Threats)	W, ST, E, LE	W, ST, LT, E, LE
Lewd/Lascivious/Indecent Activities	W, ST, E, LE	W, ST, LT, E, LE
Non-compliance/Insubordination	W, D, ST, LE	W, D, ST, LT, E, LE
Physical Aggression & Fighting (Threats)	W, ST, E, LE	W, D, ST, LT, E, LE
Rude & Offensive Language	W, D, ST	W, D, ST
Tardiness and Truancy	W, D	W, D
Theft	W, D, ST, LE	W, D, ST, LT, E, LE
Vandalism & Property Damage	W, ST, E, LE	W, ST, LT, E, LE
Weapon (Use or Possession)	ST, E, LE	ST, LT, E, LE

Discipline actions are not included on a student's final graduation transcript. However, violent and dangerous misconduct is included with a student's transfer records from grade to grade prior to graduation.
 A parent/guardian may appeal assigned discipline consistent with State due process laws.

Detailed information on misconduct, consequences, and appeal process are included in the District's Procedure 3241P. Please see your building administrator if you have additional questions.

Every attempt will be made to notify the parent prior to law enforcement involvement; however, in the event that the safety of the students, staff, community or facility is compromised, law enforcement will take action.

GLOSSARY OF DISCIPLINE TERMS

D – General discipline/in school consequence

Options may include detention, community service, school beautification, restorative justice including options like apology letters, research/book study projects, conflict resolution, , loss of open campus privileges, Friday work or detention, repair of damaged property, adult mentoring, referral to counselor or outside resource, behavior contract and monitoring, assignment of research and presentations to other students, loss of technology privileges, school child study team referral.

Short-term Suspension:

This is an in or out of school suspension for up to 10 school days. During ISS - . Students will report to the ISS room (high school office) and spend school hours in the ISS room doing required school work. Supervision is by the high school principal and high school secretary. Cell phones will be checked at the office and given back to the student at the completion of their ISS time. Students have the right to appeal to the principal and then, if not satisfied, to the superintendent. Students must continue the suspension during the appeal process. Students are not allowed on school grounds to participate in or attend school activities during the time of suspension

Long-term Suspension:

This is an out of school suspension for more than 10 days, but not more than one semester. Appeals must be filed to the Superintendent's office in writing within three school days. Students are not allowed on school grounds to participate in or attend school activities during the time of suspension

Emergency Expulsion:

This is imposed when a student's presence poses an immediate and continuing danger to himself/herself or others, or is an immediate or continuing threat of substantial disruption of the educational process. Appeals must be filed, in writing, to the Superintendent's office within 10 school days. Emergency expulsions can be converted into short-term suspensions, long-term suspensions, or expulsions. Students are not allowed on school grounds to participate in or attend school activities during the time of expulsion.

Classroom grading procedures and daily schedule will be communicated to parents by the child's teacher.

Waterville

Junior/Senior

High School

Grades 6-12

2024-2025 Daily Schedule

Waterville School is on a 4 day student week which means that students attend school Monday-Thursday. School will begin each day at 7:45 am and end at 3:00 for grades 6-8 unless students enroll in genius time until 3:30. School will begin each day at 7:45 and end at 3:30 for grades 9-12. Students in grades 9-12 will have an open campus lunch allow them to leave campus for lunch. Students in grades 6-8 will have a closed campus lunch period.

GRADUATION REQUIREMENTS

Students are required to earn a minimum number of credits based on their graduation year to graduate from Waterville High School. Board Policy #2410 outlines graduation requirements. **Students are not allowed to participate in graduation ceremonies unless they meet all graduation requirements.**

Course	Credits needed at WHS	Additional Information
English	4	
Mathematics	3	Algebra 1 or Integrated Math 1 Geometry or Integrated Math 2 A 3rd credit of math*
Science	3	At least two lab A 3rd credit of science*
Health/Physical Education	2	.5 credits of Health 1.5 credits of Fitness
Contemporary World Problems/Civics	1	
US History	1	
World History	1	
Occupational Education (CTE)	1	
Fine, visual or performing arts	2	Performing or visual arts 1 credit may be a Personalized Pathway Requirements**
World Language	2	Both credits may be a Personalized Pathway Requirements**
Electives	4	

*The 3rd credit of science and the 3rd credit of math are chosen by the student based on the student's interest and High School and Beyond Plan, and approved by the parent or guardian, or if the parent or guardian is unavailable or does not indicate a preference, the school counselor or principal ([WAC 180-51-068](#)).

**Personalized Pathway Requirement are related courses that lead to a specific post high school career or educational outcome chosen by the student based on the student's interests and High School and Beyond Plan, that may include Career and Technical Education, and are intended to provide a focus for the student's learning.

Community Service:

5 hours of community service per year totaling 20 hours is required. Class of 2024: 5 hours; 2024: 10 hours; 2025: 15 hours; class of 2026: 20 hours.

GRADING POLICIES/PROCEDURES

Syllabus

Teachers will identify the criteria used for determining grades in their individual syllabi. Please contact your child's teacher if you have any questions.

Grading Procedure

Each teacher at Waterville High School (WHS) sets his/her own course grading standards.

Four Point Grade System

The grade point system at WHS is as follows: Grades are determined by class work, written work, tests, quizzes, projects, performance and other activities assigned by the teacher. Other grades given at WHS are: P - Pass NC - No Credit W - Withdrawn F - Fail

A	93 - 100%	4.0
A-	90 - 92%	3.7
B+	87 - 89%	3.3
B	83 - 86%	3.0
B-	80 - 82%	2.7
C+	77 - 79%	2.3
C	73 - 76%	2.0
C-	70 - 72%	1.7
D+	67 - 69%	1.3
D	60 - 66%	1.0
F	0 - 65%	0.0

Pass/Fail Grading

A pass/fail grade shall only be used if a teacher believes that the student is working to his/her potential but falls short of the expected standard. Pass/fail grading may also be used in classes where specific instruction does not take place, i.e. for Advisory, Teacher's Aide (TA), Study Hall, Intervention. Otherwise, all classes shall be taken for letter grades. Students shall not have the option of taking graded classes pass/fail.

Honor/Merit Roll

For a student to be named to the Principal's List for any semester, he/she must be enrolled in no less than three courses in which letter grades are given and must maintain a 3.500 to 4.000 GPA. For the Honor Roll, a student must be enrolled in no less than three courses in which letter grades are given and must maintain a 3.000 to 3.499 GPA.

Class Rank Procedure

At Waterville High School our goal in choosing a valedictorian/salutatorian is to honor the Waterville High School student who meets stringent criteria and is truly the top academic student in his/her class. Prior to senior year, class rank will be determined based solely on cumulative GPA. In choosing class rank for seniors, we strive to rank students according to academic strength and reward those students who have challenged themselves by engaging in rigorous academic coursework and proven themselves in the classroom and beyond through performance in national tests.

Senior Class Rank Procedure

1. Running Start Courses as well as transfer grades and online course grades will be accepted as required courses and included in GPA calculation.
3. Grade point averages will be taken to the thousandths place.
4. Grades F, NC, and U will be calculated in cumulative GPA
5. Candidates for valedictorian and salutatorian will need to meet additional requirements as listed below. Students who do not meet those requirements will not be eligible for valedictorian and/or salutatorian honors.
6. Determination of final class rank will be made at the conclusion of the first semester of Senior Year.

Valedictorian/Salutatorian Selection Procedure

In addition to the above outlined procedure, to earn the honor of class valedictorian/salutatorian, students must:

1. Meet the college bound course recommendations for a four year college in Washington as outlined by the Higher Education Committee Board and in Board Policy Number 2410 and the high school handbook.
2. Be a full time student of the Waterville School for at least 4 semesters.
3. Earn at least 3 credits from College Preparation classes including Advanced Placement classes and/or other high level, elective math/science courses including physics, chemistry, trigonometry, statistics, calculus, and precalculus. Other classes that meet this criteria must be preapproved in writing by the principal in order to qualify.

If there is a tie for the valedictorian, co-valedictorians will be identified and honored. The student with the next highest index score will be the salutatorian if criteria is met.

All valedictorians and salutatorians will present a speech at graduation. All speeches must be submitted to the high school principal for final approval at least one week prior to graduation ceremonies. A copy of the speech will be kept on file for reference for future honorees.

Selection of Honor Cord Recipients

Recipients of honor cords are those graduating with a GPA of 3.500 or higher. Final determination will be made at the end first semester of a student's senior year.

Guidance Services/College and Career Planning

- **School Counselor** provides assistance to students with such concerns as suitable course selections, vocational choices, schedule changes, personal issues, college information, scholarship applications and other issues which might be more suitably solved through discussion with a concerned adult. Please sign up if you would like to make an appointment to see Mrs. Moomaw.
- **Communities in Schools Liason** will assist students in various capacities. Our CIS liason is skilled in navigating college admission, medical needs, social programs, and more Please see our school counselor for additional information.

- **Wenatchee Valley College Counselors** will help students who choose to enroll in Running Start to meet graduation requirements. Please contact the college for further questions about Running Start. Running Start students **must** coordinate with Ms. Moomaw and college counselors to graduate from Waterville High School and be successful at Running Start.
- **Advisory Teachers** are assigned to each student. Advisory teachers help students monitor academic progress and prepare for the world beyond Waterville High School. High school and junior high advisories will meet on Monday mornings at 7:45am.

EXTRA-CURRICULAR ACTIVITIES

Students are encouraged to become involved in extra-curricular offerings. Research shows that students involved in programs outside the school day perform better in school. To participate in extra-curricular activities students must meet the following criteria:

- **Activity and Club members must abide by the Athletic/Activity Code. For details, see Activity Policy in the Appendix of this handbook.**
- **Purchase a current ASB Card.** The ASB card provides the following:
 1. The right to participate in sports/cheerleading/ and activities.
 2. Admission to home athletic contests.
 3. Reduced student rates on admission at away games.
- **Meet requirements for the individual sport or club including possible dues, physicals, completion of forms.**

ASB (Associated Student Body)

Waterville student government is an active group designated to plan cultural, athletic, recreational and social events. This group manages budgets and oversees student events.

High School ASB Board Elections are held in the spring and class representative elections are held each fall.

Clubs and Groups

Various Clubs are available and will be shared with students and families in the fall of each year. Activities and sports vary year by year depending on budget capacity, staffing and student interest.

Waterville School is a part of an athletic combine with Mansfield School District. High school sports practices and games are held in Waterville. Junior high sports practices and games are held in Mansfield.

GENERAL SCHOOL POLICIES/PROCEDURES

Lockers

Upon enrollment, each student will be issued a locker. Students are expected to keep belongings in their own lockers, and report locker problems to the office. The lockers are the property of the school district. School authorities have the right and obligation to check lockers for the safety, welfare, and protection of students on school property. Lockers should be kept neat and clean. Students will be required to check out of their assigned locker at the end of the year.

We discourage students from bringing valuables to school. Students are responsible for their personal property and any valuables that are brought to school should be kept in the students' LOCKED locker. If your locker isn't able to be locked – please contact the high school office immediately!

The lockers are Waterville School District property and school officials retain the authority to inspect student lockers (RCW 28A.600.220.) Lockers may be searched when there is reasonable suspicion of inappropriate contents.

Telephone Usage

If you need to contact your student during the school day, we ask that you use the school numbers (745-8585 or 745-8583) or call them on their cell phone before or after school. . Students are not allowed to use their cell phones during class/instructional time, either in classrooms or in hallways. In the case of an emergency please call the school office.

Parking Lot/Student Drivers

A search of a motor vehicle may be made based on reasonable suspicion when related to possible school rules violation. Students will follow district procedures in order to park in the school parking lot and to ensure student safety. Driving during lunch is also a special privilege for our students and will be immediately revoked for the remainder of the school year if students are abusing this privilege. Students must have a completed driving permit form on file in the office in order to park on school grounds during school hours. Please see the office at the beginning of the school year or within one week of obtaining your license to complete this paperwork.

Personal Electronic Devices

Students will only be allowed to use their cell phones for instructional use at the direction of the classroom teacher. The instructional use must be tied to an assignment that enhances the learning in the classroom. If cell phones are not being used for instructional use they need to be in a backpack, locker, or checked in with the classroom teacher. If the policy is not followed progressive discipline will be enforced which may include checking in cell phone daily, detention, and/or ISS.

Students bringing personal electronic and/or telecommunication devices to school will be subject to Board Policy 3245 including the school's right to search that device based on reasonable suspicion. Also according to Policy 3245 students will be responsible for devices they bring to school.

Personal electronic devices are never to be in the locker rooms or in classrooms during testing situations. Electronic recording devices should be stored and turned off in all locker room areas and while testing/quizzing in ANY CLASSROOM. Violations of this provision of the electronic policy will result in discipline referral.

Surveillance Cameras

Waterville School grounds and facilities are monitored by surveillance systems 24 hours daily, 365 days per year. Surveillance includes all hallways, gym, weight room, outdoor grounds, lunchroom, commons and more. Surveillance is not present in locker rooms or restrooms. Surveillance will be used in order to conduct investigations, monitor conditions as needed, and ensure student safety.

ATTENDANCE POLICY/PROCEDURES

Attendance Policy

We strongly encourage parents to ensure their students are attending school and participating fully.

Teachers have individual attendance policies that are outlined in their course syllabi. Class participation, class discussions, explanations, lectures, and other classroom activities are sometimes difficult or impossible to make up; therefore, students who miss these assignments or class activities due to an absence may be assigned an alternate assignment. It is the student's responsibility to contact teachers about make-up work and complete all work within the established policy of one (1) day for each day of class missed, when the absence is excused and not pre-planned – unless other arrangements are made with the teacher. The school also retains the right to question excused absences if they become a detriment to a student's success. Students who show a pattern of poor attendance will be placed on an attendance contract in an attempt to improve the student's success and attendance. In the event that this attendance contract does not improve attendance and student academic success is being interfered with, Waterville School District could file a truancy petition with the court, including in the event of excused absences.

Absences must be cleared within 24 hours of a student's return to school. If notification of absence is not received within one school day, the absence will be recorded as unexcused and the student will serve 1 hour of detention even after the absence has been excused. Unexcused absences result in class work that will be scored a zero by the teacher.

Truancy - may be defined as any of the following:

- Leaving school/campus without signing out of the office
- Being absent from school without permission
- Being absent from class without permission
- Obtaining a pass to go to a certain place and not going there
- Become ill and going home or staying in the restroom instead of reporting to the office or class
- Going home for lunch and staying there without having prior parent/guardian approval
- Coming to school but not attending classes
- Failing to attend a school assembly or event

Excessive tardies - will also result in an attendance contract and possible truancy filing. A tardy is considered to be arriving in a class less than 15 minutes late. After 15 minutes, the student is considered absent and will be assigned 1 hour of detention per class period missed and assigned an unexcused absence from the class:

- Students will be assigned 30 minutes of detention or community service per tardy, after their first tardy – which will result in a warning. The detention will be served after school. If the pattern of tardies continues, this detention or community service time could be increased after 3 tardies per quarter, including the assignment of community/school service per tardy after 5 tardies per quarter.
- Parents will be notified at each tardy and detention received. Notification will come via our school attendance alert calling system and will also be found on parent access to Skyward.

Please help us by contacting the school immediately when your student is missing school for any reason.

Pre-arranged Absences

Parental-approved activities which involve absences from school and extracurricular school activities (other than athletic contests) that involve students missing school hours should be prearranged. The process for students includes:

- Pick up a “Pre-excused Absence” form from the high school office.
- Take the form to each teacher. Teachers will list the work that the student will miss due to his/her absence.
- In the event that the absence is due to an extracurricular activity, teachers will sign if they approve of the absence.
- Students will use the signed form as evidence of teacher approval and student preplanning for the trip. This form must be turned in to the high school office prior to the absence. Students will keep a copy of the form in order to complete all missed work.
- In the event of a school trip, the form will then be shown, signed, to the school chaperone prior to the student being allowed to attend the field trip.

Work will be due based on individual teacher policy in events of pre-excused absences. Work not completed by due dates will be subject to possible late work penalties, covered in individual teacher syllabuses. One day late assignment penalty is 10% of the assignment. After one day the late penalty can be up to but not exceeding 30% of the assignment. Students have 2 weeks to complete missing assignments or the assignment will be marked 0. If 2 weeks has passed since the assignment was due students may request a meeting with the principal and teacher to develop a plan or explain extenuating circumstances. Requests may or may not be granted based on circumstances.

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- Student athletes should follow the requirements as set forth in the school athletic/activity code when absent from a class due to a game.

Excused Absences for Mental Health

Physical health or mental health symptoms, illness, health condition or medical appointment for the student or person for whom the student is legally responsible. Examples of symptoms, illness, health conditions, or medical appointments include, but are not limited to, medical, counseling, mental health wellness, dental, optometry, pregnancy, and behavioral health treatment (which can include in-patient or out-patient treatment for chemical dependency or mental health).

Activities/Sports Attendance Requirements

Students must be in school the full day (not including tardies), have a pre-arranged absence arranged at least one day prior to the absence, or return with a doctor’s or other medical professional’s note, if they are to participate in either practice or contests or activities that day. *Principal and/or athletic director can override this rule based on emergency, extenuating circumstances.*

Lunch/Open and Closed Campus

During all times other than lunch Waterville School is a closed campus. **WHS students can earn open campus privileges during lunch. The privilege of open campus can be revoked by WHS**

administration at any time when considering a student's safety, grades, behavior and attendance. This means students are not allowed to leave the campus and are also not permitted to visit the parking lot or their vehicles there without office permission. Students must receive permission from both parents and office staff in order to leave campus at any time during the day. Each week grades will be checked on Tuesday. If a student currently has a D or an F in any of their courses they will have closed campus for the entire week. Staff will be available to assist the student with homework to bring their grade up. If the policy is not followed progressive discipline will be enforced.

Students in grades 7 and 8 are required to remain on campus during lunchtime and at all times during class hours, including during dismissal prior to athletic departures.

WATERVILLE MIDDLE/HIGH SCHOOL HONOR CODE

It is imperative that a safe and orderly environment exists to promote learning and respect at Waterville Jr/Sr High School. The expectations included in this handbook are intended to guide not just everyday classroom behavior but also to guide student behavior when students are representing our school in a school sanctioned event, whether that be a field trip, a summer camp, or a contest. Teachers at Waterville School will handle most discipline issues, however when the level of misbehavior disrupts the classroom learning environment, becomes continual or is serious enough to warrant office involvement, the student behavior will be referred to the office.

Waterville uses a model that incorporates:

- clear expectations with staff outlining student expectations,
- respectful prompting of students when they do not meet the expectations,
- removing students from the classroom or situation when inappropriate behaviors continue
- principal referrals when appropriate

CLASSROOM MANAGEMENT, CORRECTIVE ACTIONS, OR CONSEQUENCES - STUDENT HANDBOOK EDITION

Schools are obligated to provide a safe environment for students and employees. Students who are unsafe or disruptive shall be progressively disciplined consistent with State laws. Discipline will vary depending on the student's age, prior offenses, and any contributing disabilities. Parents always will have a right to appeal discipline consistent per District policy and State law. Consequences for misconduct may include the following administrative actions.

W = Warning EE = Emergency Expulsion for 10 days during investigation
 D = General discipline/in-school consequence E = Expulsion from all public schools for one year
 ST = Short-term Suspension for 1 -10 days LE = Law Enforcement referral
 LT = Long-term Suspension for 11 -90 days

	Common Range of Consequences	
	K – 4 th Grades	5 th – 12 th Grades
Alcohol & Drugs (Use or Possession)	W, ST, LE	D,LT, E, LE
Cheating on Schoolwork	W, D, ST	W, D, ST, LT
Criminal Activity	W, D, ST, LT, E, LE	W, D, ST, LT, E, LE
Dishonesty	W, D, ST	W, D, ST, LT
Dress Code Violations	W, D ST	W, D, ST
Gang Activities	W, D, ST, E, LE	W, ST, E, LE
Harassment, Intimidation, & Bullying (Threats)	W, ST, E, LE	W, ST, LT, E, LE
Lewd/Lascivious/Indecent Activities	W, ST, E, LE	W, ST, LT, E, LE
Non-compliance/Insubordination	W, D, ST, LE	W, D, ST, LT, E, LE
Physical Aggression & Fighting (Threats)	W, ST, E, LE	W, D, ST, LT, E, LE
Rude & Offensive Language	W, D, ST	W, D, ST
Tardiness and Truancy	W, D	W, D
Theft	W, D, ST, LE	W, D, ST, LT, E, LE
Vandalism & Property Damage	W, ST, E, LE	W, ST, LT, E, LE
Weapon (Use or Possession)	ST, E, LE	ST, LT, E, LE

Discipline actions are not included on a student's final graduation transcript. However, violent and dangerous misconduct is included with a student's transfer records from grade to grade prior to graduation.

A parent/guardian may appeal assigned discipline consistent with State due process laws.

Detailed information on misconduct, consequences, and appeal process are included in the District's Procedure 3241P. Please see your building administrator if you have additional questions.

Every attempt will be made to notify the parent prior to law enforcement involvement; however, in the event that the safety of the students, staff, community or facility is compromised, law enforcement will take action.

GLOSSARY OF DISCIPLINE TERMS

D - General discipline/in school consequence

Options may include detention, community service, school beautification, restorative justice including options like apology letters, research/book study projects, conflict resolution, , loss of open campus privileges, Friday work or detention, repair of damaged property, adult mentoring, referral to counselor or outside resource, behavior contract and monitoring, assignment of research and presentations to other students, loss of technology privileges, school child study team referral.

Short-term Suspension:

This is an in or out of school suspension for up to 10 school days. During ISS - . Students will report to the ISS room (high school office) and spend school hours in the ISS room doing required school work. Supervision is by the high school principal and high school secretary. Cell phones will be checked at the office and given back to the student at the completion of their ISS time. Students have the right to appeal to the principal and then, if not satisfied, to the superintendent. Students must continue the suspension during the appeal process. Students are not allowed on school grounds to participate in or attend school activities during the time of suspension

Long-term Suspension:

This is an out of school suspension for more than 10 days, but not more than one semester. Appeals must be filed to the Superintendent's office in writing within three school days. Students are not allowed on school grounds to participate in or attend school activities during the time of suspension

Emergency Expulsion:

This is imposed when a student's presence poses an immediate and continuing danger to himself/herself or others, or is an immediate or continuing threat of substantial disruption of the educational process. Appeals must be filed, in writing, to the Superintendent's office within 10 school days. Emergency expulsions can be converted into short-term suspensions, long-term suspensions, or expulsions. Students are not allowed on school grounds to participate in or attend school activities during the time of expulsion.

Waterville

Athletics

Mansfield/Waterville School Districts

STUDENT ATHLETIC/ACTIVITY POLICY 2024-2025

The opportunity to participate in athletics and/or any other extracurricular program offered by Mansfield or Waterville Jr/Sr High Schools (MHS or WHS) is a privilege granted to all MHS or WHS registered students. Participants in these voluntary programs will conform to specific conduct and GPA's established by the MHS/WHS student athletic/activity code. Those who participate in MHS/WHS activities are not only a member of a team, club, or class, but also are representatives of their student body, family and community. Therefore, it is necessary and desirable that high standards be maintained in academics, citizenship, sportsmanship, loyalty, student conduct, both in and outside the school's activities. Lowering standards by an individual, team, club, or class, defeats the purpose and value of any MHS/WHS activity. Students involved in activities shall abide by all rules and regulations established by the coaches, advisors, school administration, MHS/WHS activity code, and the W.I.A.A. (Washington Interscholastic Activities Association). Provision is made for a MHS OR WHS student who has allegedly violated one or more of the MHS/WHS student activity code standards to appeal the disciplinary action against him or her. School sponsored events shall include those that are monitored by Mansfield or Waterville School District Staff in the capacity of coach or advisor, include a team or group representing Mansfield or Waterville School, involve district approved or provided transportation and/or are financed through school district ASB funds. Students are not permitted to participate in any activity without supervision. Violations of the code shall be cumulative. Junior High violations will not carry over into high school; however, students will be considered high school students immediately following 8th grade promotion ceremonies. ***Students are required to comply with this policy seven days a week, 24 hours a day, 365 days a year when enrolled at Mansfield or Waterville School District or participating in Mansfield/Waterville athletics or activities.***

SECTION I: RULES & CONSEQUENCES

Extra-curricular activities are defined as those which require absences from school and/or transportation provided by the school. Curriculum based activities tied to specific class are not considered extracurricular activities.

1. I will meet the criteria necessary to meet the eligibility requirements of the Mansfield or Waterville School District as well as the regulations of the WIAA as outlined in the WIAA handbook (www.wiaa.com).
 - Participants in violation will not participate in Mansfield/Waterville HS or MS Athletics and Activities.
2. I will comply with all school rules, team rules and conduct myself in an appropriate, orderly manner, both on and off the school grounds, so as to bring credit to my team, school, community, family, and myself. These items include, but are not limited to use of appropriate, acceptable speech (no profanity); modeling only the kind of behavior that is consistent with unquestionable good sportsmanship - including in my use of social media.
 - An administrator and/or coach and/or advisor will administer appropriate discipline including athletic/extracurricular discipline, athletic/extracurricular suspension, and or expulsion from the team or group based on severity and number of offenses.
3. I am responsible for proper care of equipment and facilities.
 - If equipment or facilities are damaged, I will be held responsible to pay for the damage or replacement of the equipment and/or repair of the facilities.
4. I agree to report all injuries promptly to the coach and/or advisor.
5. Students must be in school the full day (not including tardies), have a pre-arranged absence (arranged at least one day prior), or return with a doctor's or other medical professional's note, if they are to participate in either practice or contests or activities.
 - Student absences from school that do not meet the above criteria will result in suspension from participation the day of the absence or upon knowledge of the absence.

Principal and/or athletic director can override this rule based on emergencies and/or extenuating circumstances. The Principal reserves the right to make the final decisions regarding the eligibility of the students. Along with the rules of Mansfield or Waterville High School, the rules as established by the Washington Interscholastic Activities Association are in effect.

6. Suspended athletes will not be allowed to stay overnight with their team in a possible scenario.
7. The athlete must have passed all credited subjects of work in the semester immediately preceding the one in which the sport is held.
- The suspension period will begin the last Monday of August in the fall and the first Monday of the second semester in the winter. The suspension will last three weeks. At that time weekly grade checks will begin.
 - Students that failed a class in the second semester will be encouraged and given an opportunity for summer credit retrieval.
 - Any athlete with an Incomplete grade from a previous semester is suspended from competition until completion is satisfied. *Principal and/or athletic director can override this rule based on emergencies and/or extenuating circumstances.*

8. Students may not be failing any classes during each week of the season to remain eligible for competition. Any student ineligible for a total of 4 weeks within any given season may be dismissed from the team. At the start of a new semester, all students that meet Mansfield/Waterville School District standards will be determined eligible for the first three (3) weeks regardless of grades. Athletic eligibility will be computed using student's accumulative semester grade posted each Tuesday by their teachers. I recognize and am willing to accept it as my responsibility to actively cooperate with teachers whose classes I miss because of activities so as to prepare and complete my assignments in advance or as required by the teachers.

- The period of ineligibility begins on Tuesday morning and ends the following Tuesday morning.
- Athlete participation in practice during probation/ineligibility will be determined by the coach and/or parent.

Principal and/or athletic director can override this rule based on emergencies and/or extenuating circumstances. The Principal reserves the right to make the final decisions regarding the eligibility of the students. Along with the rules of Mansfield or Waterville High School, the rules as established by the Washington Interscholastic Activities Association are in effect.

* Academic eligibility for the students with special needs will be evaluated by an Academic Review Board on a case by case basis. The review board may include the Principals, Athletic Directors, Teachers, Coach, and the student's case manager. The Parent(s) of the student will be invited to attend the meeting, but attendance is not mandatory.

9. Student-athletes can only participate in one WIAA sport or activity per season. Seasons are defined as fall, winter, and spring. Participation in high school cheer and a simultaneous sport will not be allowed.

10. I understand that playing time, squad designation, and strategy is at the discretion of the coach. These items will not be up for discussion or be a cause for a meeting. Athletes are encouraged to ask their coach for guidance on how they can improve.

11. I agree not to use, consume, possess, transmit, and/or sell tobacco, a vaping device, alcohol and/or marijuana; AND I agree not to post on social media concerning the same. I agree not to use any vaping device. I will not commit any criminal infractions.

The following are the only reasons why an investigation of a violation will be started:

- a. A confession by an athlete.
- b. A citation by the police.
- c. A signed letter by an adult in the community.
- d. A signed letter by a Mansfield/Waterville faculty member.
- e. A signed letter by other Mansfield/Waterville students.
- f. Physical evidence.
- g. Reasonable suspicion by a trained or experienced adult.

Violation of the athletic code for use of or association with the above substances will result in the following consequences:

- 1st violation: The student athlete will be required to receive district-approved counseling. Counseling recommendations will be forwarded to the athlete's parent/guardian. In addition, the athlete will be suspended from 30% of the sports competition schedule if the athlete confesses at the time he/she is confronted by administrative staff or 50% of the schedule if a full-scale investigation must be started. If the suspension cannot be fully carried out during the season the infraction occurred, the suspension will

be carried over into the next sport season. If he/she does not seek counseling within the period of the suspension, he/she will become ineligible for 100% of the sports season. Carry over will occur.

- 2nd violation: The student athlete will be suspended for 70% of the sports competition schedule if the athlete confesses at the time he/she is confronted or 100% of the schedule if a full-scale investigation must be started. Carry over will occur.
- Thereafter, any violation will be a suspension for 3 consecutive seasons.

I understand that a student is in violation if they are present (whether participating or not) where said drugs are being consumed or kept illegally. If students choose not to cooperate with any investigation, a determination will be made without the student's input.

12. I will not use, consume, possess, transmit, or sell legend drugs (drugs obtained through prescription-RCW69.41.020-050) and/or controlled substances (RCW 69.50).

The above listed reasons will be used to initiate investigation of a violation.

- 1st violation: The student athlete will be required to receive district-approved counseling. Counseling recommendations will be forwarded to the athlete's parent/guardian. In addition, the athlete will be suspended for the greater length of either the remainder of the season OR 50% of the competition schedule. The suspension may be carried over into the next sport season.
- 2nd violation: a student athlete who again violates any provision of RCW69.41.020 through 69.41.050 or of RCW 69.50 shall be ineligible for interscholastic competition for a period of one (1) calendar year from the date of the second violation
- 3rd violation: a student athlete who violates for a third time RCW69.41.020 through 69.41.050 or of RCW 69.50 shall be permanently ineligible for interscholastic competition.

I understand that a student is in violation if they are present (whether participating or not) where said drugs are being consumed or kept illegally. If students choose not to cooperate with any investigation, a determination will be made without the student's input.

SECTION II: PROCEDURE & APPEALS

PROCEDURE:

1. If the athletic director imposes athletic suspension or expulsion, the student athlete will be orally notified of the action taken. Promptly thereafter, written notice will be sent by mail to the student athlete's parent/guardian containing the following information:
 - The action taken (suspension, expulsion, etc.)
 - The reason for the disciplinary action.
 - The right to a hearing with the athletic director.A copy of the suspension/expulsion notice will be sent to both building principals.
2. The exclusion from competition or activity will be enforced during the appeal process. Students must attend and participate in hearings in order for the appeal to be considered.
3. Procedural errors shall not in and of themselves constitute a reason to suspend athletic discipline.

APPEALS:

- Step 1 A request by the student for a hearing shall be made in writing (with extenuating circumstances explained) to both Athletic Directors (ADs); Principals in the absence of an AD within three (3) school/business days of the notification of an infraction. Within five (5) school/business days a hearing will be held and a decision will be communicated in writing to the student and parent/guardian.
- Step 2 If the student and/or parent/guardian is not satisfied with the AD's decision, a written request for hearing shall be made within three (3) school/business days to the principals/deans of students. (If the administrator has been involved in student interviews and helped make the decision to impose athletic discipline, this step may be skipped.) All written appeal requests must include the basis of the appeal in order to move forward. Within five (5) school/business days of the receipt of the written request, a hearing will be held and a decision will be communicated in writing to the student and parent/guardian.
- Step 3 If the student and/or parent/guardian is not satisfied by the decision from step 2, a written request for an Eligibility Board hearing shall be made within three (3) school/business days to the superintendents. The student and/or parent/guardian is then entitled to have the right to present this appeal to the Eligibility Board. The hearing will be held within ten (10) school/business days of receipt of request. The board will notify the parent and student of its response to the grievance/appeal within ten (10) school/business days after the date when the grievance/appeal was presented.
- The Eligibility Board will consist of:*
- Waterville Superintendent
 - Mansfield Superintendent
 - Waterville School Board Member
 - Mansfield School Board Member
 - Waterville Certified Staff Member
 - Mansfield Certified Staff Member

2024-2025 Concussion Awareness

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

<ul style="list-style-type: none"> • Headaches • “Pressure in head” • Nausea or vomiting • Neck pain • Balance problems or dizziness • Blurred, double, or fuzzy vision • Sensitivity to light or noise • Feeling sluggish or slowed down • Feeling foggy or groggy • Drowsiness • Change in sleep patterns 	<ul style="list-style-type: none"> • Amnesia • “Don’t feel right” • Fatigue or low energy • Sadness • Nervousness or anxiety • Irritability • More emotional • Confusion • Concentration or memory problems (forgetting game plays) • Repeating the same question/comment
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Signs observed by teammates, parents and coaches include:
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<ul style="list-style-type: none"> • Appears dazed • Vacant facial expression • Confused about assignment • Forgets plays • Is unsure of game, score, or opponent • Moves clumsily or displays incoordination • Answers questions slowly • Slurred speech • Shows behavior or personality changes • Can’t recall events prior to hit • Can’t recall events after hit • Seizures or convulsions • Any change in typical behavior or personality • Loses consciousness
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Adapted from the CDC and the 3rd International Conference on Concussion in Sport

What can happen if my child keeps on playing with a concussion or returns to soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athlete will often under report symptoms of injuries. And concussions are no different. As a result, education of administrators, coaches, parents and students is the key for student-athlete's safety.

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. The new "Zackery Lystedt Law" in Washington now requires the consistent and uniform implementation of long and well-established return to play concussion guidelines that have been recommended for several years:

"a youth athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time"

And...

"...may not return to play until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and received written clearance to return to play from that health care provider".

You should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to:

<http://www.cdc.gov/ConcussionInYouthSports/>

Policies for the management of concussion and head injury in sports.

AN ACT Relating to requiring the adoption of policies for the management of concussion and head injury in youth sports; amending RCW 4.24.660 and adding a new section to chapter 28A.600 RCW.

Each school district's board of directors shall work in concert with the Washington Interscholastic Activities Association (WIAA) to develop guidelines and other pertinent information and forms to inform and educate coaches, youth athletes, and their parent(s)/guardian(s) of the nature and risk of concussion and head injury including continuing to play after concussion or head injury. On a yearly basis, a concussion and head injury information sheet shall be signed and returned by the youth athlete and the athlete's parent and/or guardian prior to the youth athlete's initiating practice or competition.

A youth athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time.

A youth athlete who has been removed from play may not return to play until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and receives written clearance to return to play from that health care provider.

2024-2025

Miscellaneous

Information,

Policies, and

Forms

Dear Parents of Waterville Junior/Senior High Students:

Your child will be utilizing a district owned Google Chromebook this school year, and needs your permission to do so. Chromebooks should be considered instructional materials and will be utilized as such by teaching staff. This device will also provide the opportunity for your student to receive online interventions and enrichments. We intend to allow students in grades 6-12 to use this device at home and in other classrooms as teachers see fit. The Chromebook will provide a powerful learning tool for your student to:

- Access incredible new applications and content
- Increase skill attainment relevant to workforce and higher education requirements
- Personalize their learning experience and develop independent learning skills
- Collaborate with other students and staff in a new and powerful way

These are significant learning opportunities to prepare your child for the future.

With this educational opportunity also comes responsibility. Like textbooks, team uniforms and other school property issued to your child, there is a responsibility to take appropriate care of these valuable resources. It is important that you and your child read the enclosed informed consent form, school district procedures and other material, and discuss it together. When your child checks out his/her Chromebook it is extremely important that they take care of the device and use it appropriately. Inappropriate use will result in the loss of the privilege to use this educational tool, and other disciplinary action if appropriate. Parents, remember that you are legally responsible for your child's actions.

We have established procedures and rules regulating the materials and content that students may access on this device, and will provide internet safety education to students, but please be aware that there is unacceptable and controversial material and communications on the internet that your child could access. It is not possible for us to always provide direct supervision of all students nor control all inappropriate content they might attempt to access. We cannot filter material posted on network-connected computers all over the world; we encourage you to consider the potential of your child being exposed to inappropriate material in your decision of whether or not to sign this agreement form.

We also reserve the right to review usage of the device. Periodically the district will collect devices to add new content/applications, check for proper usage, and review safety protocols.

If you want your child to have the opportunity to utilize a Chromebook, please return signed informed consent forms to us as soon as possible. Students with returned Chromebook permission forms will be given their Chromebooks in the first week of school.

Sincerely,

Mike Parker, Superintendent
Waterville School District

2024-2025 Student/Parent Informed Consent Form

In consideration for the privilege of using a Waterville School District owned Chromebook I hereby agree to the following:

- To use appropriate precautions to avoid damaging and or having the device stolen
- To pay a replacement fee in the event the Chromebook screen is damaged or broken **
- To pay a charger replacement fee in the event the charger is lost or stops working.**
- To pay a full replacement fee of approximately \$200 in the event the Chromebook is unable to be repaired or is stolen. **
 - Stolen devices will be reported to police and full investigations will be undertaken.
- To return the device to the teacher/school upon request
- To accept restrictions to use based on student behavior and use of the device.

Further, my child and I agree to abide by the District's Policy and Procedures for Electronic Use, which we have reviewed and understand, and we acknowledge that failure to comply with the policy and procedures may result in revocation of Chromebook use privileges. We further understand that repeated loss of or damage to any device may result in adjusted contracts with individual students and/or families.

My child and I acknowledge and agree that Waterville School District has the right to review, edit or remove any materials installed, used, stored or distributed on this device and we hereby waive any right of privacy which my child or I may otherwise have into such material.

Signature of User

Signature of Parent/Guardian
(required if user is under age 18)

Printed Name of User

Printed Name of Parent/Guardian

Address

Address

City/State/Zip

City/State/Zip

Phone

Phone

Date Signed

Date Signed

* Students over eighteen do not need a parent's signature

** All costs are approximate. Students will pay actual cost for repair. District will make every effort to keep costs low.

OFFICIAL USE ONLY/DO NOT WRITE BELOW THIS LINE

Device Number

Approved by:

Date:

Network Internet Usage Policy

Each student will have their own login and password, which should not be shared with anyone else at school. **Improper use of the school's computer network, the internet, or damage to school equipment may result in loss of network privileges for up to one calendar year and/or other disciplinary actions.**

Students and all district users of our technology have the responsibility to use the computers and network properly in accordance with the rules of the district. Direct supervision at all times of all students who use the system is not possible. Therefore, all users must understand that the use of the Waterville School District's computers or network is a privilege which may be revoked or suspended at any time for abusive conduct or violation of the conditions to be established by the technology team and building administrators. Abusive conduct includes, but is not limited to:

- the placing of unlawful information on the network,
- the improper access, misappropriation (for example, plagiarism or copying) or misuse of information/files of other users
- the use of obscene, abusive, or other offensive or objectionable language in either public or private messages.
- Utilizing sites such as YouTube, FaceBook, Instagram and Twitter without teacher's approval and/or posting material that is derogatory, harassing, profane or inappropriate to these sites.

The following are acceptable use guidelines:

1. All use of the system must be in support of education and research and consistent with the mission of the District. The District reserves the right to prioritize use and access to the system. The District is not responsible for damage caused by inappropriate use of the system. The District is not responsible for loss of data. Users are expected to make frequent backups of critical data.
2. Any use of the system must be in conformity to state and federal law, network provider policies and licenses, and district policy. Use of the system for commercial solicitation is prohibited. Use of the system for charitable purposes must be approved in advance by the superintendent or designee.
3. The system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.
4. No use of the system shall serve to disrupt the operation of the system by others; system components including hardware or software shall not be destroyed, modified or abused in any way. Physical damage, as defined by RCW9A.48.070, is a crime and will be treated as such.
5. Malicious use of the system to develop programs that harass other users or gain unauthorized access to any computer or computing system and/or damage the components of a computer or computing system is prohibited.
6. Use of the system to access, store or distribute obscene or pornographic material is prohibited.

7. Use of the system to download music or picture files for personal use is prohibited. Direct copying of copyrighted material for use in research papers or reports must follow all established laws for use of such material. Users will not plagiarize material that they may find on the Internet.
8. Student subscriptions to mailing lists, bulletin boards, chat groups, commercial e-mail services, and commercial on-line services must be pre-approved by the superintendent or designee.
9. System accounts are to be used only by the authorized user of the account for the authorized purpose. Users may not share their account number, login name or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
10. Users shall not seek information on, obtain copies of, or modify files or other data or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system or to parts of the system to which they have not specifically been granted access.
11. Personal information such as addresses and telephone numbers should remain confidential when communicating on the system. Students should never reveal such information without permission from their teacher or other adult. Students should never make appointments to meet people in person that they have contacted on the system without district and parent permission.
12. Students should notify their teacher or other adult whenever they come across information or messages that are dangerous, inappropriate, or make them feel uncomfortable.
13. The unauthorized installation, use, storage, or distribution of copyrighted software or materials on district computers is prohibited.
14. Under prescribed circumstances, non-student or staff use may be permitted, provided such individuals demonstrate that their use furthers the purpose and goals of the District. Permission must be obtained through the District office.
15. For security and administrative purposes, the District reserves the right for authorized personnel to review system use and file content, including e-mail messages if there is reasonable suspicion that unauthorized use has taken place.
16. Unauthorized use of the system for the purchase of products or services by students is prohibited.
17. Students will not be granted email accounts without authorization by the network administrator.
18. Building administrators will provide acceptable use information to all users of the system, including parents.
19. The posting of any material on the District's website and/or social media sites must be approved by the network administrator.
20. The rules concerning plagiarism and copying are to be observed with the network/internet.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C § 1232g, 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons

such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the meeting, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. If you choose to not have "directory" information disclosed, please make your signed request on the last page of this handbook and turn it in to the elementary office no later than 3 days after the start of school.

For additional information, please visit www.ed.gov or you may contact:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

Homeless Students- Enrollment Rights and Services

To the extent practical and as required by law, the district will work with homeless students and their families to provide them with equal access to the same free, appropriate education (including public preschool education) provided to other students. Special attention will be given to ensuring the identification, enrollment and attendance of homeless students not currently attending school, as well as mitigating educational barriers to their academic success. Additionally, the district will take reasonable steps to ensure that homeless students are not stigmatized or segregated in a separate school or in a separate program within a school on the basis of their homeless status. Please see Policy 3115 for further information about Homeless Student Rights and Services.

NOTIFICATION OF PESTICIDES/HERBICIDES USED BY THE WATERVILLE SCHOOL DISTRICT

The Waterville School District uses herbicides and or pesticides to control weed growth on the district grounds which include the front lawn, football field, playground, soccer field and softball field. The track surrounding the football field is also sprayed to control weeds as are fence lines and other areas where weeds grow.

Pre-notification notices are posted on the main doors of the school, and in the high school office 48 hours prior to any application. Post-notification is also placed at the sight of application on the day of the application.

The district uses weed killer such as Round Up to kill weeds and Weed-B-Gone to control weeds in the grass areas. If you have any questions please contact Lou Ann Bromiley at 745-8116.

Waterville School District's Nondiscrimination Statement

Waterville 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 following employees have been designated to handle questions and complaints of alleged discrimination:

El Distrito Escolar de Waterville no discrimina en sus programas o actividades por motivos de sexo, raza, credo, religión, color, origen nacional, edad, condición de veterano de guerra o grado militar, orientación sexual, expresión de género o identidad, discapacidad o uso de perro guía entrenado o animal de servicio, y ofrece igualdad de acceso a los Boy Scouts y a otros grupos de jóvenes especificados. El empleado mencionado a continuación ha sido designado para atender consultas y quejas de supuesta discriminación:

Waterville 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 education programs, contact the district superintendent.

Title IX and Compliance Coordinator for 28A.640 and 28A.642 RCW

Name/Title: Superintendent or Administrative Assistant

Address: PO Box 490, Waterville, WA 98858

Telephone Number: 509-745-8584

Email: pebrown@waterville.wednet.edu or gmullendore@waterville.wednet.edu

Section 504/ADA Coordinator

Name/Title: Jill Moomaw/Counselor

Address: PO Box 490, Waterville, WA 98858

Telephone Number: 509-745-8585

Email: jmoomaw@waterville.wednet.edu

Parent Request Form for Information about Teacher Qualifications

Each school year, any parent who has a child attending any school receiving Title I funds (Waterville Elementary and Jr/Sr High School) may request and receive, in a timely manner, information regarding the professional qualifications of the student's classroom teachers. In addition, the parents may also ask whether the child is provided services by a paraprofessional and, if so, his or her qualifications [Section 1111(6)(A) ESEA.] Guidance C-6

Please check the information that you would like to receive:

- I would like to receive information about my child's teacher's qualifications.
- I would like to receive information about my child's paraprofessional's qualifications.

My child's name is: _____

He/She attends school at: _____

His/Her teacher's name is: _____

My name is: _____

My phone: _____

My email: _____

Today's date is: _____