



# East Valley Parent Partnership

## Student and Parent Handbook

### 2022-2023

East Valley Parent Partnership  
3830 N. Sullivan Rd. Bldg. 1  
Spokane Valley, WA 99216  
(509) 241-5001 fax (509)921-5687

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## ***Mission Statements***

*The East Valley School district will inspire all students to achieve academic excellence and to become responsible citizens.*

*East Valley Parent Partnership builds strong partnerships with parents to inspire students to achieve academic excellence and become responsible citizens.*

### **Welcome to the East Valley Parent Partnership!**

EVPP is a program within the East Valley School District that works directly with parents to provide an alternative setting to the regular classroom, **a setting that empowers parents to serve as the primary teachers for their children**. EV Parent Partnership operates under the Washington State Alternative School (ALE) requirements (WAC 392-121-182). The graduation requirements for a high school diploma are consistent with East Valley School District Board Policy number 2410. EVPP recognizes and allows for different paths to accomplish those same educational requirements.

### **What do we Value?**

We value **partnership** between parents, students and EVPP staff to enhance student achievement. We value **communication** between parents, students and EVPP staff surrounding student learning and current ALE laws.

We value three-way **accountability**: **EVPP staff members** are held accountable to be supportive, knowledgeable and helpful to our families. **Families** are responsible for teaching their children, to support EVPP, and help the program comply with ALE laws. **Students** are responsible for their learning. We value **integrity**: following legal expectations and ethical standards.

We value **variety in the education** of students. EVPP staff members support families in making educational decisions for their students within the flexibility of the ALE laws. We value **student individuality**. We acknowledge that parents know and care about their children as individuals and recognize that parents are the best ones to construct their children's educational pathways.

### **Glossary for all the forthcoming acronyms:**

**EVPP**-East Valley Parent Partnership

**EVHS**-East Valley High School

**WAC**-Washington Administrative Code

**EVSD**-East Valley School District

**EVMS**-East Valley Middle School

**RCW**-Revised Code of Washington

**ALE**-Alternative Learning Environment (EVPP is an ALE)

**CERT**-The Certificated Teacher assigned to every ALE student

**WSLP**- Written Student Learning Plan- Required for every ALE student

**ALEx**-Our ALE data management system. <https://evpp.evsd.org/> (then click ALEX)

### ***EVPP Families***

Students in EVPP and their families share many important characteristics. Since parents are their children's primary teachers it's critical that families have the time and ability to teach and learn each week. It usually takes at least 30 hours over the week to accomplish the teaching and learning that is necessary for success. Our families work closely with each other and want to learn together. Additionally, EVPP families work closely with their Cert teacher consultant and stay in close communication; thus the name *Parent Partnership*. EVPP parents function as the primary educators for their children.

### ***Special Enrollment for Choice or Alternative Programs***

East Valley Parent Partnership is a program which parents and students may choose as an option for their education. Students between the ages of five and twenty-one are eligible to attend EVPP. Criteria for enrollment is district resident status or a release from the student's district of residence; preferably some prior home school experience; other siblings currently in EVPP; the student's ability to work independently; parent's ability to commit to and support the home education experience; and student's special needs. Prior attendance and discipline are considered if transferring from other school programs. Enrollment represents a signed learning contract between parents/students and a certificated teacher from the East Valley School District.

Students in current violation of attendance requirements in a public or private school will not be eligible until they have returned to their current school and achieved 90% attendance for at least 30 school days. Enrollment in EVPP requires a minimum commitment of one semester before the student will be eligible for transfer to another in-district program unless insufficient progress requires a transfer.

Students with disabilities or currently receiving special education services may receive services for an Individual Education Plan (IEP) at EVPP with the approval of the District Special Education Coordinator and EVPP Principal. Students with these needs may have the choice of receiving services at a traditional school or participating in a blended program of study as outlined in the student's WSLP.

### ***Enrollment Process***

Required steps in the enrollment process are:

1. Student and Parent meet with one of our teachers for orientation.
2. Student and parents complete an EVPP enrollment form and application materials.
3. Once the enrollment is approved, EVPP will assign a certificated teacher to work with the student and parents in the development of the student's individual learning plan.

4. Teachers work with parents and student to implement and carry out the student's individual learning plan. (WSLP)

When the District Superintendent designates EVPP at capacity, students and parents interested in participating in the EVPP will be placed on a waiting list until space can be made to serve interested student.

### ***Written Student Learning Plan***

Every student enrolled at EVPP must have a Written Student Learning Plan (WSLP). The WSLP is a requirement of state laws directing Alternative Learning Programs and is the guide to the student's education. This plan is developed by the certificated teacher/advisor in collaboration with the parent, using our online data management system, which we refer to as **ALEx**. The WSLP must include:

- Course Descriptions
- Materials
- Learning Goals
- Learning Activities
- Progress Criteria/Methods of Evaluation
- Weekly Hours
- Beginning and ending date
- Methods of contact

Once the WSLP is entered into ALEx, a certificated teacher/advisor will approve the plan. The WSLP must be in place and approved before curriculum funds can be accessed. The certificated teacher/advisor will maintain the WSLP throughout the school year which includes development, supervision, monitoring, and evaluation of student progress (WAC 392-121-182 (4)). The learning plan is a working document that can be changed to meet student needs and must be completed before a student is considered enrolled at EVPP. Given the time and resources to develop a Written Student Learning Plan, a parent is encouraged to actively participate in the design and implementation of the WSLP.

### ***Instruction***

Families work with their Certificated Teacher/Advisor to create and maintain a Written Student Learning Plan (WSLP) for each student, and the WSLP defines the instruction which will be provided. As the primary teacher, parents must take responsibility for providing instruction according to the WSLP and WA State Law. Hourly requirements for all students in grades K-12 include weekly instruction of 30 hours. Hourly requirements can include at-home and EVPP on-site instruction.

As required by state law, religious materials and/or religious instruction may not be included or used to support the weekly hours since these hours are considered "public

school hours”.

Monthly Reviews must be submitted in the ALEx program for all students at the end of each month so that the teachers are able to follow our guidelines to determine whether progress is adequate. Failure to complete the monthly progress review may result in students not being allowed to attend classes on-site until the review is completed. In the event that reviews are consistently not completed on time, a student may be withdrawn from EVPP for a minimum of 30 days and a maximum of the rest of the school year. An exception to this may be given by the Principal, in the case of working toward high school credits.

**What does your student/s need to know at each grade level?** EVPP students strive to master the Washington State Standards and, when applicable, the Essential Academic Learning Requirements (EALRS). These standards are embedded in our WSLP templates but can also be found by right-clicking [here](#).

Parents and students must be aware of and meet homework expectations from EVPP on-site classes. Students must be taught state required subjects, including HIV/AIDS. PE is a required class at the elementary level. Full time students must have PE on their WSLP.

### ***Curriculum/Materials Available***

EVPP will purchase educational supplies, services and materials that CLEARLY support the goals and expectations of a student’s WSLP for the current school year. Curriculum choices must be made from a list of EVSD approved materials. Teachers will assist in presenting the most appropriate curricula for grades and subjects and will determine appropriate curriculum purchases, based upon what is typically spent for materials per student within the district.

1. All curriculum purchases must be made through an EVPP purchase order beginning after the WSLP is created. All curriculum purchases must be made before April 1.
2. Curricula expenditures may only purchase materials specifically identified in the Written Student Learning Plan.
3. The EVPP Principal has final authority on curricula expenditures.
4. Curricula expenditures are pro-rated based on student’s (FTE) status and months of EVPP enrollment. Part time students can expect to purchase proportionally less curricula than full time students. Expenditures are often also reduced when students enroll after the beginning of the year.
1. Purchased Items remain the property of East Valley School District. Items must be checked back into library inventory at end of semester or year. Consumable items (i.e. workbooks) that are used during the year do not need to be returned.
2. Items must have good potential to be used by other EVPP families in the future.

3. Items purchased with curriculum funds will be entered in library inventory and checked out to parents.
4. Proposed materials must be items which can reasonably be stored at EVPP. Storage space is limited.

**Some of the items that may **NOT** be purchased with the Curriculum funds include:**

Items NOT listed on the WSLP	Faith-based materials
Rented items or materials, like music instruments	Personal lessons, such as swimming or karate
Team Registration Fees, like soccer, baseball, etc.	Personal use items, such as uniforms, cleats, etc.
Memberships in swim clubs, gyms, YMCA, etc.	Family board games
General supplies such as paper, pencils, and pens	Computers, tablets, printers, printer ink, etc.
Driver training courses or private tutors	Specialty courses not provided in typical schools

***Weekly Contact***

Students enrolled at EVPP are required to make contact with their certificated teacher/advisor every week. According to WAC 392-121-182, Sec 4(b), students will have direct personal contact *“for the purposes of instruction, review of assignments, testing, evaluation of student progress, or other learning activities or requirements identified in the Written Student Learning Plan, and must at minimum include a two-way exchange of information between a certificated teacher and the student”*. The most common way that we can meet this requirement at EVPP is through student attendance of at least one class on our campus and talking with their Cert that day. It’s also important for students to have direct conversations with their teacher regarding their studies and weekly accomplishments.

Student-directed conversations with the certificated teacher have not only proven to be the most meaningful form of weekly contact, but they also build student confidence, develop student organizational skills and give students an opportunity to recognize and take pride in their accomplishments. A variety of contact options shall be considered, including phone calls, Skype, FaceTime, Zoom, Google Chat, and email. In order for weekly contacts to be most effective, students need to organize and prepare a description of the activities completed during the week for each class. For example, on Skype they can share artwork, show science experiments, play an instrument, do a dance, share a math page, or read a story. Most of these descriptions can also be accomplished over the phone. Emails should describe the activities with the same detail to form a picture in the teacher’s mind. Remember that the contact must be two-way; so just sending a text or e-mail is not sufficient without a response. Contact that occurs between the parent and the certificated teacher does not meet the requirement for weekly contact. The contact must be between the student and teacher but may be

supported by parents. Weekly contact is our school's equivalent to attendance. Failure to make contact requires us to initiate truancy procedures. Each week of missed weekly contact counts as five unexcused absences!

### ***Academic Progress***

Students in ALE programs are expected to show one year's growth every year. In ALE we can be asked to prove that our kids have learned. The instructor of record for each course in the Written Student Learning Plan (WSLP) whether on- or off-site, is required to evaluate student progress in that class each month of attendance. The information required for the Monthly Progress Reviews must be entered in ALEx (<https://evpp.evsd.org/>) and is due 48 hours before your Monthly Progress Meeting, September – May. June progress is reviewed in June during the last week of school.

Each month Certificated Teachers evaluate the overall progress of all EVPP students. (If 40% or more of a student's WSLP course hours are evaluated as "N" or unsatisfactory on monthly reviews, the overall progress will be unsatisfactory and the advisor will meet with the parent and student.) They will complete and submit an intervention plan (no later than the 10th of the month.) The second time it happens during the same school year, the same process will be repeated. The third time that progress is insufficient during the school year, the student will be removed from EVPP. ALE programs MUST document that students are making progress at a rate comparable to "typical" schools. After three cycles of insufficient progress we'll offer places in the regular school program or return to the student to his or her district of residence. Monthly evaluations of student progress will be completed by teachers on or before the 4th of each month, October through June. June reviews will be completed by the last school day in June. **Certification of Hours-** Parents will need to complete the certification of hours every month. Students in grades K-12 require 30 hours of instruction every week. See your certificated teacher if you have questions.

### ***Academic Interventions***

As a program operating under alternative school laws, students must demonstrate adequate progress equal to a year's progress in a traditional school. If a student fails to make satisfactory progress, the coordinating teacher must design an intervention plan in order to improve student progress. Parents will assist in the development of this intervention plan. (See WAC 392-121-182) Failure to demonstrate progress may result in the student losing enrollment eligibility and be required to transfer to another school or program. A student would not become eligible for re-application until after at least one complete semester following disenrollment. These days may span over two academic school years in the instance a student is declared ineligible in the second semester of a school year.



## ***State Testing***

Students in grades 3-8 and 10 are assessed using current WA state assessments.

The most important reason for assessments is to confirm where your student has grown and what learning targets need further attention. We're required by law to administer the state assessments annually to all full-time students. Part time students are not required to participate in the state assessments yet they are still required to be assessed annually. It's more effective for us if everyone takes the same tests. At the school level we look at individual scores and share those with parents. Individual assessment results are used only by the teacher, parents, and in some cases by students. On a program level EVPP assessment results are compared to every other public school in the state. For information, see our report card by right-clicking [here](#).

Whether you agree with the assessment requirement or not, it is what is used to give credibility to EVPP and other ALE programs like ours. If a parent of a full-time student refuses to allow his or her student to be assessed, EVPP receives a "0" on our report for that student. That "0" is averaged into our overall score, thus bringing down our average. When a school has a low score people assume that the work is not being done or is of poor quality. We are proud of what we do for students at EVPP. We want our kids to show what they can do and show what we still need to work on.

All EVPP students will be scheduled to participate in the SBA for English/Language Arts and for Math. Our 5<sup>th</sup> and 8<sup>th</sup> grade students also take the Washington Comprehensive Assessment of Science. (WCAS) It should be noted that all students who want a high school diploma will be required to demonstrate their skills in ELA, Math, and Science. There are several ways that students can accomplish this, but taking and passing the Smarter Balanced Assessments is the easiest and most efficient way to demonstrate those skills.

## ***Local Testing***

We give screening and progress monitoring tests throughout the year to measure progress towards expected performance standards so that our teachers and parents see what learning to work on. These scores are tools to help parents provide instruction that their students need. Our math screener and *I-Ready Reading Inventory* don't take an excessive amount of time and they provide teachers and parents with an important snapshot of student performance. We also give Interim practice tests that help our kids prepare for the SBA and give feedback to our teachers and parents about ways they can help kids be more successful. Most of these tests occur during academic weeks, so impact on the on-site classes is minimal. We look at the scores in the fall, winter, and spring. Multiple scores let us see what growth has occurred. It is a best practice for teachers (including parents who are teaching!) to monitor student progress over time.

## **On-site Classes**

The Parent Partnership offers a wide variety of classes for all ages and grades K through 12. There are two categories of classes – supplemental and academic.

### ***Supplemental Classes***

These classes meet for 1 hour per week. They provide opportunities for students to learn new skills and be with other students in a classroom setting. Most of our class sizes are small (less than ten students per class) with the exception of the PE, drama, and dance classes. Some of the classes provide social opportunities that are difficult for a parent to provide while teaching at home.

Most classes require no time outside of class for preparation or homework. Exceptions are the language and music classes, which will require practice time at home. Fees for music books are counted in curriculum expenditures. Please check the course description to see what is required in a class before registering.

### ***Tutoring and other support***

EVPP offers on-site academic support supplemental classes for reading, writing, science, and math, as well as class times in study hall settings or library to work on any school assignments. Our supplemental classes are taught by people who are specialists in their fields and bring a passion for those subjects, though not all of our specialists hold Washington Teaching Certificates.

### ***Academic Track Classes***

Academic Classes for core high school subjects are offered for credit and taught by Washington State Certificated Teachers. Academic classes meet approximately 2 hours each week with 3 hours of course work completed remotely, which totals at least 5 hours of weekly learning time and assigned course work. These academic classes are comprised of textbook or on-line reading, classroom discussions and projects, individual homework assignments, collaborative off-site and remote work with other students, and tests. Grades are given and regular attendance is required.

### ***Class Registration***

Families register for Enrichment Classes online depending on enrollment seniority. To register online: go to the ALEX link on our web site at <https://evpp.evsd.org/> (then click ALEX) Log in, go to “classes”, then “enroll in classes”. Class registration is done according to seniority in EVPP. Groups are assigned specific days and are listed on the EVPP home page. Full time students are limited to 10 classes per semester and part time students have access to classes depending upon their enrollment status. For instance; a student who is .6 FTE has access to 6 classes total. Students are limited to register for half of their allotted classes during the first day of registration. (Please keep in mind the time commitment when considering enrolling in on-site classes. It can be difficult to get 30

hours of work done at home when 10 hours are spent in on-site classes.) After all families have had a chance to register for half of their classes registration is reopened and students may register for their remaining classes depending upon their full time/ part time status. Families are notified of registration dates for each semester. Students must be enrolled in a class at all times that they are on the EVPP campus. If unable to register for a suitable class and space is available, students will be signed up for study hall or library in order to remain on campus. Please note that study hall capacity is very limited.

### ***Adding or Dropping Classes***

Parents may add or drop a class during the first two weeks of the semester. To change on-site classes, parents must get permission from their Cert Teacher. The Cert Teacher may also add or remove classes on student schedules as part of an intervention for insufficient progress.

### ***On-Site Class Attendance and Tardies***

Attendance is a very important factor in a child's learning process. Parental promptness helps teach children to be on time and parents getting students to class on time (and holding regular class sessions at home!) teaches students of the importance of their education. Students who arrive to school late disturb the classroom, so it's important that the adults driving get kids here on time. If unable to attend classes due to sickness, weather or family travel, please notify our Secretary at (509) 241-5001, so that the absence will be excused. We reserve the right to drop a student from a class after three unexcused absences, since class space is often at a premium.

\*Attendance is required in academic track classes and absences can affect a student's final grade. Students needing to leave during the school day must:

1. Have their parents sign them out at the office.
2. Report to the office upon returning to school and sign in.

Truancy - The following are considered trancies:

1. Being absent from school without the knowledge or permission of the parent.
2. Leaving school grounds during the day without permission.
3. Staying out of class without permission.

### ***Exiting the Program***

Families are asked to schedule an exit meeting with the Principal when leaving the program. All technology and non-consumable materials must be returned at this time and any outstanding paperwork completed. If the items are not returned we're required to issue a bill that will need to be paid before transcripts and records will be sent to a new school. Students will not be given their diplomas if they have unreturned technology, books or outstanding fines and paperwork. Once you have exited the program you lose program seniority.

# **General Information**

## **Arrival/Dismissal**

Our office is open from 8:00 AM until 4:00 PM Monday through Friday. Student classes are held on Tuesday, Wednesday, and Thursday. Classes begin at 9:00 and end at 2:30. Students should not arrive before school before 8:50 and should be picked up promptly after their last class. There are no school personnel assigned to supervise students before 8:50 and after 2:45.

## **Arrival and Dismissal**

Students arriving in cars should exit at the front curb and proceed directly into the building. Please do not park in front of the entrance ramp. If you need to come inside, please park legally and come up the ramp to the public entrance. At dismissal it's more crowded so we ask that you wait at the curb in front, unless that line is blocking the entrance to B Street. If you need to park, please park in a legal space and especially not at the bottom of our entrance ramp. That's where parents and kids wait and meet up.

## **Other forms of Transportation**

There is a transit bus stop directly in front of our building on Sullivan. **We strongly recommend** that bikes, skateboards, or scooters **not** be used to get to and from school. To get here you must travel on North Sullivan Rd. which is congested and not safe for those modes of transportation or really even for students walking on the sidewalks.

## **Class Behavior Expectations**

EVPP has sensible and simple behavioral expectations for our students attending classes. We require that students:

<b>Be on time</b>	<b>Be prepared for class</b>	<b>Be respectful</b>
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We do consider it to be respectful for students to not disrupt classes or make others feel bad. Our on-site classes are **not required for your student to be in our program.** If students are repeatedly not meeting the class behavior expectations then they won't be allowed to attend classes on site.

## **Closed Campus**

We don't let the students leave campus during the day. Students attending EVPP enrichment classes or a scheduled one-on-one time cannot leave campus during the day. Once classes are complete students in grades K-8 may leave campus with a parent or

other designated adult. For safety reasons, we strongly discourage any students from walking from our campus. High School students do not need an adult to leave, but they cannot leave between classes. In the event that a friend of the family or a relative will be picking up your student, please call or send a note granting this permission.

### ***Communication for Parents***

You'll get information about EVPP from several sources:

Your assigned Certificated Teacher will provide regular and important communication.

You'll get an almost weekly E-mail message highlighting important information.

Logging in to ALEx (<https://evpp.evsd.org/>) (then click *ALEX*) will get you access to pages that let you document your students' work and dates, information, and links. Looking at our EVSD Web Page (<https://www.evsd.org/>) will let you see program and district-wide information. Each month you'll get an e-mail message with a link to our monthly newsletter. You can see the need to keep us supplied with current phone numbers and an e-mail address that you check regularly.

Still have questions? Need more information? Call **(509) 241-5001**

### ***Dress Code***

Student attire includes clothing, hats, jewelry, headwear, body decorations, and make-up or other cosmetics.

**Student attire must protect health and safety of students**

**Student attire must not interfere with the educational processes at school**

**Student attire may not advocate the use of drugs, alcohol, tobacco, or promote unhealthy behaviors.**

**Student attire may not be profane or offensive**

Some examples of attire that can interfere with educational processes are: revealing clothing such as half-shirts, see through garments, bare back or spaghetti-strap shirts, clothing that reveals undergarments, skirts or shorts that are shorter than the fingertips, (when standing) or clothing that reveals midriff area or cleavage. Clothing that might be normal at a typical high school may not be appropriate for the six-year olds we also have on campus. Please remember that on-site classes are not a requirement for your student to be in our program. If the dress code is too restrictive for your student, then do not sign up for classes.

### ***Electronic Devices***

We discourage students from bringing their personal tablets and other electronic devices to school because we can't be responsible if those devices are lost, stolen, or broken. In

most cases EVSD provides technology necessary for work described on your WSLPs. In a few cases our high school students are working on their own technology and that works better for them. We recognize that many of our students have phones and families depend on the phones to maintain contacts with their students but we do have expectations for their use or non-use.

-We expect that students will have their phones turned off during classes unless a teacher specifically asks students to use their phones.

-Students may not use their phones to take pictures or video of other students or class activities unless asked to do so by a teacher.

-Students may not post or text information that could be hurtful to others.

Be aware that if a student electronically posts information that is disruptive at school the student is subject to school discipline, even if the student posted the information outside of school hours and while off-campus.

### ***Emergency Drills***

Our teachers will instruct students about the procedures for fire or other emergencies. Drills will be conducted periodically (fire, lock-in, evacuation and earthquake).

### ***Extra-Curricular and After School Activities***

EVPP students who are residents of EVSD are allowed to participate in extra-curricular activities at their respective grade levels at East Valley Middle School or East Valley High School. (Out-of-district EVPP students are required by law to participate in their district of residence.) In order to participate EVPP students must meet all conditions expected of any EVSD students, as determined by the Washington Interscholastic Activities Association. (WIAA) These include:

**Academic Progress-** Athletes must be passing at least five classes to practice or play in games

**Attendance-** students may not practice or play in contests if they have missed more than 2 periods of school on that day.

**Behavior-** If a student is suspended from school he or she is ineligible to practice or participate in contests during the days of suspension. Weekends are included in the suspension period.

### ***Injury or Illness at school***

If a student is injured at school first aid will be administered. Parents will be contacted in every instance of head or eye injury. For minor scrapes and bumps we don't contact parents directly. If a student becomes ill while they're here we will contact you.

### ***When to keep your child home from classes...***

It is important for the health of all everyone that your child not be at school when he or she is sick. Keep your child home from school when he or she has:

- Any Covid symptoms

- A fever 100° or higher within the previous 24 hours
- A consistent, goopy, runny nose
- White or yellow drainage from the eye, crusty eyes, or redness of the eyelid or skin surrounding the eye
- A bad cough
- A sore throat, especially with fever or swollen glands in the neck
- Shortness of breath or other problems with normal breathing
- A child that seems ill – unusually tired, pale, difficult to wake, headache, body ache, confused or irritable, or lack of normal appetite
- A rash that is associated with a fever or severe itching
- Vomiting or diarrhea within the previous 24 hours, or bloody diarrhea
- Started a course of antibiotics within the previous 24 hours
- Any infectious or contagious disease that can infect other children
- As directed by your child's health care provider

Please call us at **241-5001** to let us know when your child is ill and won't be in class.

### ***Library/Media Center***

Our Library is a spot for parents and students to study, conduct research, and work on projects. There are curricula examples for parents to examine and checkout. The student section also has books and media available for checkout.

### ***Lost and Found***

We collect items that students leave behind and keep them for a while in the lobby for kids or parents to reclaim. It's really helpful if items brought to school get labeled. A coat with a name written in it is much easier to return to the owner. Please be aware that we periodically donate unclaimed items to local charities.

### ***Lunch/Ordering Lunches***

EVPP students eat lunch every Tuesday, Wednesday, and Thursday at 11:00 AM. This year the federal government is again funding free lunches for all students. Our food is prepared off-site and brought to our school each day. We hope to have all students eat in our gym. (Last year social distancing required students to eat in their classrooms.) If you want your child to eat a school lunch you need to let us know when you enroll. Students often get a few minutes at the end of lunch, so we try to get them outside for a short recess in the fresh air.

### ***Medication at School***

There are times when students must have medication administered while they are at school. State law defines conditions for this to occur.

An East Valley School District medication request form must be filled out for ALL

medications; must be signed by a physician and a parent or guardian; and must be kept on file in the school office.

The medications must be brought to school by the parent or guardian in the original container in an amount not to exceed a four-week supply.

The container must be labeled with the student's name, physician's name, drug name and dosage.

Medication is defined as all drugs, whether prescription or over the counter. In situations where the parent or guardian, physician, and school nurse believe it is in the best interest of the student that he/she carry an asthma inhaler, the "Authorization for Self-administration of Medication" form must be on file in the school office.

### ***School Closures***

Occasionally East Valley Schools are forced to close during regular hours; usually due to extreme weather. If East Valley Schools or EVPP experiences a late start or closure you'll receive an automated phone call to the primary phone number listed in our records. If you don't get a call that's a strong indicator that we don't have your current number! Additionally, the websites for East Valley School District, all local news stations, and Northeast Washington Educational Service District 101 will also have our school late start or closure information listed.

### ***Daily at-home School Schedule***

Working on the majority of classes at home allows lots of flexibility. Some kids start well at 8:00, and some not until noon. Some work on Saturday and some don't. Your student will have to work 30 hours each week- and you'll track and certify those hours. On-site Enrichment and Academic classes are held Tuesdays, Wednesdays, and Thursdays, starting at 9:00 and ending at 2:30. On-site classes are 55 minutes long. Full-time EVPP students can take ten classes each week, usually five classes each day for two days.

#### Tuesday, Wednesday, and Thursday

- 9:00 AM- First period begins
- 10:00 AM- Second period begins
- 11:00 AM- Lunch
- 11:30 AM- Third period begins
- 12:30 PM- Fourth period begins
- 1:30 PM- Fifth period begins
- 2:30 PM- School is dismissed

### ***Technology Use and One-to-One Agreements***

Students and parents must complete and sign the technology use agreements as part of enrollment. Agreements such as these are a requirement for us to allow student access



to technology and information from the internet. High school students are required to complete class work using technology. We provide laptop computers to high school students to complete these requirements. The One-to-One agreements are explicit and specify that the student is responsible for his or her computer.

### ***Toys***

Please don't send your child to school with toys. They are often distracting or disruptive, and everyone is sad when they get lost or broken!

### ***Truancy and Attendance***

This is different from the *Class Attendance* section. State law defines how ALE programs track attendance and report truancy. The legal citation is in the Washington Administrative Code: *Attendance* WAC 392-121-182

Attendance is determined by academic progress, keeping a weekly calendar of hours spent on school work by subject, as well as making weekly contact. Academic progress will be evaluated on courses completed every semester as detailed in the WSLP. Students are encouraged to keep regular hours at home and work six hours a day. Full-time students **must make weekly contact** with EVPP staff as per WAC 392-121-182, Section 8 (d). Acceptable forms of contact include phone, e-mail, regular mail, other *synchronous electronic communication*, or a personal contact through workshops or scheduled one-on-one time. Many students make contact by attending class on-site. If your student is ill and misses their weekly classes your student must contact his or her consulting teacher that week. Students are then obliged to work at home or at EVPP to meet academic requirements as explained in the WSLP.

Beginning in 2020 the State of Washington adjusted attendance and truancy procedures for ALE programs. The short summary is as follows. The major change will be how we keep track of Weekly Contact. The changes include:

One week without weekly contact: Parents and Guardians notified directly.

Two consecutive or three **cumulative** weeks without weekly contact: conference with teacher, student, and parent or guardian to discuss barriers to making weekly contact and to develop a plan to improve consistency of weekly contact.

Five consecutive or six **cumulative** weeks without weekly contact: Initiate current truancy process, including referral to Community Truancy Board. This means that we must file a truancy petition with the Spokane County Juvenile Court, and you will be required to attend the Community Attendance Review Board, and will be required to follow the steps in the plan developed there. Failure to follow that plan can result in a required court date.

All parents are expected to keep track of their student's academic progress at home. EVPP staff will keep track of online and workshop course hours. A weekly/monthly contact log is part of the WSLP and will be used to track academic progress during the course of the school year. Parents must provide work samples, either hard copies or electronic versions submitted to the certificated teacher.

Students may access EVPP facilities and resources during scheduled class hours, scheduled one-on-one times, and by appointment.

The staff at EVPP is dedicated to ensuring student learning plans are met. If extra help is needed on a given course, parents and students are encouraged to contact EVPP and schedule a time when they can meet one-on-one with a teacher. EVPP staff will work with parents to accommodate student needs. Due to the busy nature of our workshop schedule, one-on-one times with your teacher are by appointment only. Weekly contacts may be accomplished through small group learning opportunities where attendance is kept by the certificated teacher.

### ***Visitors and Guests***

We welcome potential students and families to our program. As a part of the enrollment process students and parents are given a tour of our facilities, sometimes while classes are in session. Parents are always welcome visitors; just make certain you sign in at the front desk. Occasionally students will want to bring a friend or extended family member to school as a guest. Just like a typical school, we cannot assume responsibility for a student not enrolled in our school. Students not enrolled in EVPP are not allowed to visit during school hours.

### ***Required Annual Notices***

There is a link to the notices we're required to provide each year in the same folder as this Handbook. You can also get to the notices by right-clicking [here](#).