CENTRO DE APRENDIZAJE TEMPRANO
DISCOVERY
EARLY LEARNING CENTER
DISTRITO ESCOLAR • YAKIMA • SCHOOL DISTRICT

STUDENT & FAMILY MANUAL



2810 Castlevale Road, Yakima, WA 98902
509-573-5400
earlylearning.ysd7.org

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PRINCIPAL'S MESSAGE



Dear Students, Families, and Staff,

Welcome to Discovery Early Learning Center!

It is with great pleasure that I extend this warm welcome to each of you as we embark on another exciting school year. Whether you are returning or joining us for the first time, we are thrilled to have you as part of our Explorer's community.

At Discovery, we are committed to fostering a nurturing and inclusive environment where every student can thrive academically, socially, and personally. Our dedicated faculty and staff are here to support you in your educational journey and ensure that you have access to the resources and opportunities needed for success.

This handbook serves as a valuable guide to our policies, procedures, and the many programs and services available to you. Please take the time to familiarize yourself with its contents, as it will help you make the most of your experience here at Discovery.

As we begin this new school year, let us embrace the spirit of collaboration and unity that defines our school community. Together, we will create a year filled with learning, growth, and memorable experiences.

I look forward to a wonderful year ahead and getting to know each of you better. Please do not hesitate to reach out to me or any member of our team if you have any questions or need assistance.

Here's to a successful school year!

Warm regards,

Lucas Jaeger
Principal
Discovery Early Learning Center
509-573-5401/jaeger.lucas@ysd7.org

NON DISCRIMINATION STATEMENT

Nondiscrimination Statement: Yakima School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal 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:

Civil Rights Compliance Coordinator: Olivia Martinez, Human Resources Labor Relations Program Manager, 104 N. 4th Ave., Yakima, WA 98902, (509) 573-7028, martinez.olivia@ysd7.org;

Title IX Coordinator (Students): Omar Santoy, Executive Director of Student Services, 104 N. 4th Ave., Yakima, WA 98902, (509) 573-7260, santoy.omar@ysd7.org;

- **Deputy Title IX Coordinator (Students):** Erin Thomas, Director of Student Services, 104 N. 4th Ave., Yakima, WA 98902, (509) 573-7261, thomas.erin@ysd7.org;
- **Deputy Title IX Coordinator (Students):** Shawn Orminski, Assistant Director of Student Services, 104 N. 4th Ave., Yakima, WA 98902, (509) 573-7263, orminski.shawn@ysd7.org;

Title IX Coordinator (Non-Students): Olivia Martinez, Human Resources Labor Relations Program Manager, 104 N. 4th Ave., Yakima, WA 98902, (509) 573-7028, martinez.olivia@ysd7.org;

Section 504/ADA Coordinator (Students): Omar Santoy, Executive Director of Student Services, 104 N. 4th Ave., Yakima, WA 98902, (509) 573-7260, santoy.omar@ysd7.org;

ADA Coordinator (Non-Students): Christopher Miller, Director of Human Resources, 104 N. 4th Ave., Yakima, WA 98902, (509) 573-7066, miller.christopher@ysd7.org.

Individuals with disabilities who require assistance or special arrangements to attend a program or activity sponsored by the Yakima School District should contact the appropriate **Americans with Disabilities Act (ADA) Coordinator** 24 hours in advance of the event to inquire about reasonable accommodation. Deaf, deaf-blind, hard of hearing, and/or speech-impaired individuals may access Washington Relay Services by calling 7-1-1 or 1-800-833-6388.

YSD EARLY LEARNING

Yakima School District Early Learning Department
The Early Learning Department provides preschool experiences in a classroom setting for children who reside in the school district boundaries, including children with special needs and children who qualify for ECEAP.

Yakima School District Early Learning is dedicated to meeting the needs of all students. We strive to help students reach their highest academic and social potential with readiness for success in the K-12 program. Early childhood programs are designed for the purpose of fostering the development of children's intellectual, social, emotional and motor skills. All programs will operate in a manner consistent with best practice and research in early childhood education and are consistent with state licensing requirements for both curriculum and facilities.

Early Learning offers programs in the district that are designed to accommodate diversity: that is, they are designed to enable the full inclusion of young children with disabilities – as well as those with limited English proficiency – in the full range of program and curriculum activities.

Early Learning offers Developmental Preschool, Integrated, and ECEAP Preschool. As funding for early childhood is not included as part of the state's basic education allocation to the district, services available for early childhood education in YSD will be targeted, as available, to priority populations.



YSD EARLY LEARNING

Our Vision

Creating an environment that fosters a love of learning for all.

Developmental Preschool	Integrated Preschool	ECEAP Preschool
Preschool for students ages 3-5 who qualify for special education services in a variety of developmental areas and focus on student's individual needs. Transportation available for students with an IEP.	An integrated program for students with special needs and community students in the same classroom. This integrated approach guides children through the normal stages of development while taking into account the specific needs of each child. Transportation available for students with an IEP.	A state-funded program that is offered full day to students 4 days/week. ECEAP focuses on the well-being of the whole child by providing comprehensive nutrition, health, education and family support services to YSD's most at-risk students. Children are eligible for this program based on their age and family income.

SCHOOL MAP



Classroom Teachers

Monica Ramos- Classroom 1
Magaly Mendoza- Classroom 3
Alba Gutierrez- Classroom 4
Crystal Ancel- Classroom 5
Erica Almaguer- Classroom 6
Janet Johnson- Classroom 7
Winona Nagle- Classroom 8
Sara Esqueda- Classroom 11
Lulu Vaca- Classroom 12
Autumn Turcott- Classroom 16
Kim Wallberg- Classroom 17
Kate Rutger- Classroom 18
Rebecca Miller- Classroom 19
Vanesa Chaidez- Classroom 20
Sandra Ramos- Classroom 21

ARRIVAL AND DEPARTURE PROCEDURES

Bus Riding (OP 6600)
Bus riding is a privilege. Students must follow directions, remain quietly seated, be courteous, and observe no touching or fighting, littering, or vandalism. Student discipline may be assigned and recorded in the student's school discipline file. Transportation Services telephone (509) 573-7200.

Busing
All persons picking up children at the bus stop must be on the authorization list and show picture I.D.
Transportation by the Yakima School District is only provided for some programs in Early Learning. Many students will be transported by their parents/guardians. If your child does not arrive home or pick up location from school on time from the bus, please call transportation directly at (509)-573-7200 to see if the bus has been delayed. If there is not an adult at the bus stop to escort your child off the bus, your child will be brought back to school at the end of the route, and will need to be picked up by an approved person. Please know that transportation really tries to stay close to their schedule so that families do not have to wait for long periods of time. If you have any changes in busing, please call the Discovery Early Learning at 509-573-5400. If you need an address change, please allow at least five days in advance for transportation to update/change their route.
Waiting for the bus:

- Arrive at your stop at least 10 minutes before the scheduled stop time.
- Stay on the curb until the bus has stopped and the doors open. Please closely supervise your children and keep them safe at the bus stop.
- Help your child up or down the bus steps and escort them by the hand to their seat or to the driver.
- Always cross in front of the bus, never behind, when the driver signals it is safe.
- Please be home or pick up location during the scheduled time to receive your child from school.

ARRIVAL AND DEPARTURE PROCEDURES

Busing

Important things to teach your child about riding the bus:

- Always listen to the bus driver
- Use your quiet voice at all times when riding on the bus
- Always stay seated and wear your seat belt
- Be kind to your classmates!

Items NOT allowed on the bus:

- Food/drinks/candy/gum
- Toys
- Breakable items
- Animals/pets

ARRIVAL AND DEPARTURE PROCEDURES

Vehicle Drop Off/Pick Up

*** When dropping off/picking up your child, please come from the west direction of Castlevale (closer to Fred Meyers). If you try to come from the east, you would have to cross traffic to enter our parking lot. Due to traffic, you will be asked to go down to either the Yakima Grange or Korean Church to turn around and come into the parking lot with a right turn.

***Please do not park on 28th Ave as this is a private drive, or in private driveways. You are welcome to park at either the Yakima Grange or the Korean Church, and walk down to drop off your student.

*** Our Parking Lot Staff will direct you where to go

Vehicle Drop Off/PIck Up Process

Please pull as far forward as you can.

Please do not exit your vehicle while in the red zone.

Staff will retrieve your student from your vehicle at drop off and will bring your student to your vehicle at pick up.

If you need to talk to a staff member, please park and walk.

ARRIVAL AND DEPARTURE PROCEDURES

Full Day Preschool



Half Day (AM/PM) Preschool



Please make sure your student is wearing their backpack with their classroom tag on it everyday, as well as have the family card posted in your vehicle where staff can see it.

This allows us to ensure students get to the right place and makes our transition into school much easier.



You will be given a copy of our dismissal procedures during Family Engagement

ARRIVAL AND DEPARTURE PROCEDURES

Arrival

With several different programs on campus we have a staggered arrival and dismissal time.

AM Preschool: 8:45

PM PreSchool: 12:30

ECEAP Preschool: 8:45

We start accepting all students at 8:45 am for AM Preschool and ECEAP and 12:30 pm for PM Preschool. We will stay outside until 9:00 am/12:45 pm waiting for students and parents of late arrivals. If you arrive after this time you will be asked to park your vehicle, come into the office and sign your child into school.

Dismissal

We also dismiss in a staggered pattern.

AM PreSchool: 11:15

PM PreSchool: 3:00 (No PM PreSchool on Mondays)

ECEAP Preschool: 2:45 (Dismissal is at 1:45 on Mondays)

Please stay in your vehicle during pickup. In the order of parent vehicle arrival, we will call students from their classrooms to the front gate. Our staff will walk your student to their vehicle and ask if you would like us to buckle your child. We are happy to assist if you request. If it is indicated by the parent that students can buckle their own seatbelt, we will defer to the parent's request. We ask that you please take a right out of the parking lot. There will be no left hand turns from the Discovery Early Learning parking lot during arrival or dismissal times as this blocks lanes of traffic.

Please be respectful and courteous to staff directing traffic. Everyone has the same goal of getting your student to and from school safe and efficiently.

Thank you for helping us be good community partners and neighbors to all around us!

ARRIVAL AND DEPARTURE PROCEDURES

Early Check-Out/Late Pick Up Policy

If you are going to need to check out your child early for any reason, you will need to go to the main office to check them out. **You need to check your child out before the last 30 minutes of their class or we will not be able to release them due to disruption in dismissal.**

Student safety is the highest priority of the Yakima School District. Therefore, we make every effort to ensure that all students are under appropriate supervision until they return to you at the end of their school day.

For that reason, we are concerned about students who are left after dismissal time or who are brought back to school because no one is at the stop to meet the bus. The school is not, and cannot be, staffed to provide supervision for students in these situations. In addition, children feel confused and apprehensive when they are not picked up on time. Please communicate with office staff and teachers if you are going to be late for any reason.

Parking at School

Parents may park in the parking lots all around the school. We ask that you do not park in the bus loading zones or in the handicap- and reserved-parking areas unless you have a permit to do so. We know that drop off and pick up time may become busy; therefore, we ask that you please wait for your child in the designated spot. Please make sure that the person picking up your child has identification on them such as a driver's license.

ARRIVAL AND DEPARTURE PROCEDURES

Tags and Family ID Cards

Student tags: Our students wear tags on their backpacks to help us guide children at arrival and release time. It ensures students are getting on the right bus or going home with an authorized person that has permission to receive the student. Please do not remove tags from backpacks. Students need to bring backpacks every day school is in session.

Family ID card: Families are also given identification cards and are expected to have the card when picking up their child. This card helps us to keep all students safe and ensures that only an authorized person is picking up the child. If you do not have your family ID card, please check into the office so we can verify that you are on the authorized list. Please contact your teacher if you lose your card or if your weatherproof Ziploc baggie needs replacing.

ATTENDANCE

Attendance (OP 3122)

Attendance is the most critical aspect of student success. Excused absences for an illness, religious observance, school activity, or emergency are honored at the principal's discretion. Excused absences should be communicated as soon as reasonably possible. Unexcused absence of seven (7) days in a month or fifteen (15) days in a school year starts a truancy petition.

Prearranged Absences (OP 3122)

Absences may be pre-arranged in cases where parent(s)/guardian(s) have a compelling reason to have students out of school if the absence reason does not fit the approved excuses described above. If approved by the principal, it enables the student to continue school work with excused absences. Contact your school or call (509) 573-7265 for assistance.

Attendance

Each day is an essential part of your child's preschool experience. Maintaining a regular routine for school will provide many benefits to your child such as, peer socialization, pre-academic skills, meal times and health activities. In order for your child to gain the most from these activities, it is important that they arrive to school on time.

Please call the preschool office every day your child will be absent (509) 573-5400 .

ATTENDANCE

Reasons for excused absences include:
Illness

Medical & dental appointments

Pre-arranged absences (arranged with office).

If you are unable to bring your child to school because of transportation or personal issues, contact your child's teacher or the office to see if we can find a solution. As these types of absences are generally unexcused, planning ahead and building a support network for back-up child care and transportation will reduce unnecessary absences.

ECEAP Performance Standards state that children should be in attendance 85% of the scheduled time. If your child's attendance falls below an 85% average for the month, you will be contacted by your Family Support Specialist and/or Administration to see if there is any way that we can help to improve your child's attendance. We strive for this standard for all Early Learning programs.

The Family will:
Notify the office by phone (509-573-5402) or note if the child is ill, has a planned absence, or the family is leaving the program area; and,
Work with the program staff to resolve attendance issues, including specific problems concerning children with disabilities.
Sign In/Out: Parents are required to sign their child in and out of the office each day.

STUDENT HEALTH, SAFETY, AND SUPPORT

Health Services (OP 3410)

Health Services are provided by school-certified registered nurses and classified health services support staff that are trained to work with students who have been exposed to disease, seriously ill, injured or facing emergencies. If there is an emergency, the following occurs in this order: (1) the student is stabilized, (2) emergency care is given, (3) 911 is called, and (4) parent(s)/ guardian(s) are contacted. Medications, equipment, and any necessary supplies are the financial responsibility of parent(s)/ guardian(s). Students with life-threatening conditions must have all medical support and health care plans in place before entry into school. Call (509) 573-5000 for assistance.

Diapers/Toileting

Potty training is an important milestone for children. The child requires reassurance and guidance at every step to make sure they are fully supported during this stage of their development. It is important that we ensure effective partnership and communication with families in order to give the child continuity between home and school. We ask that families let us know as soon as they start to think about potty training their child in order to maintain consistency. Families are asked to provide plenty of changes of clothing. This is important because accidents do happen during training time.

The following procedure will be followed at school when child is ready to begin potty training:
The teacher will ensure that ALL staff on the team are fully aware of the child's stage of potty training.
ALL children at the potty training stage must be accompanied to the bathroom and supervised and supported while in there.
Children will be supported to wash their hands with soap and water and dried thoroughly.
Staff members wear gloves when helping students with potty training and when changing diapers.
Should a child have a toileting accident, they will automatically be changed.

STUDENT HEALTH, SAFETY, AND SUPPORT

Life-Threatening Health Conditions and Medications (OP 3418)
Life-Threatening Health Conditions and Medications are governed by state law; required forms need to be completed and turned in before the first day of school to allow for an individualized care plan to be put into place for the student's health and safety. Students must have appropriate medication and/or treatment orders in place with all medications, supplies and equipment present at school prior to the student starting classes. Parent(s)/guardian(s) must provide these unless the district is required to provide them as a related service under federal law. Failure in these law-required steps will result in exclusion from school until the steps are accomplished. Call (509) 573-5000 for assistance.

Medications at School (OP 3416)
Medications at School including prescribed and over-the-counter, may be dispensed at school under supervised conditions. The district assists students in difficult medical situations; however, the administration of medication is strictly regulated by state law and procedure. Medications at school require completion of form OP 3416.1X. Any changes in medication or treatment needs must be communicated to YSD Health Staff by parent(s)/guardian(s). Contact your school office manager, health services staff, or call (509) 573-5000 for assistance.

Immunizations (OP 3413)
Immunizations must be current for student attendance. A student who is non-compliant on the first day of attendance or when a complete records check has been done shall be excluded from attending class following parent/guardian notification. Contact your school nurse or call (509) 573-5000 for assistance. RCW 28A.210.060-170

STUDENT HEALTH, SAFETY, AND SUPPORT

Common Communicable Diseases:
Please notify the school nurse/office staff if your child contracts any communicable disease (i.e. chicken pox, scabies, lice, ringworm, impetigo, measles, whooping cough, pink eye, etc.). Confidentiality will be respected. Your notification allows school staff to control further spread of the disease in the classroom and our schools. State law requires us to report certain communicable diseases to the local health district. When exposure notes do go home, they are very general. They will be letting other families know that their child has been exposed to a disease, what the symptoms are, and what should be done to correct the problem. At no time will we ever disclose a child or family's name in an exposure letter.

Should any of these symptoms be noted while the child is in school, teachers will contact the parents immediately; and the child will be excluded from school until fully recovered. The child will be placed in a separate area where he/she may be supervised until the parent arrives to take him/her home. Items and facilities used by the ill child including toilets, toys and other classroom items, shall not be used by any other person until those items and facilities have been thoroughly cleaned. Symptoms common to communicable disease in which students should stay home include the following:

- Red or running eyes (that are stuck shut with discharge)
- Discharging nose (yellow or greenish)
- Cough, particularly if persistent or productive (chesty/wet cough that brings up mucus/phlegm)
- Sores and crusts on the scalp, face or body, particularly if red and swollen, or draining
- Any skin eruption (sores) or rash (impetigo, scabies or ringworm)
- Sore throat with fever
- Swelling and tenderness of glands, particularly about the face or neck
- Fever, suggested by flush, hot face without the use of medication (Tylenol/Ibuprofen)
- Nausea and vomiting
- Earache or drainage from the ear
- Diarrhea and persistent abdominal pain

STUDENT HEALTH, SAFETY, AND SUPPORT

Injury or Illness at School

When your child is ill or injured at school, he/she will be sent to see our school nurse. If your child is too sick to stay in school, every attempt will be made to contact you or another adult listed on your child's emergency card. During the school year it is essential that you update the information on your emergency information card with names and telephone numbers of alternates who may be contacted if you cannot be reached. Also, in consideration of your child's comfort and due to the limited space in our office, we request that you make every attempt to pick up or make arrangements to have your child picked up immediately. Children who are sick will not be sent home on the bus if they are vomiting.

Medical/Dental Emergency

In the event a child suffers an injury or illness which requires medical/dental attention beyond basic first aid administered by school personnel, the following procedures will be followed:

- The teacher will remain with the child and the parents will be notified.
- The school principals and nurse will then be notified of the emergency medical/dental situation.
- The school principals, nurse, or teacher will accompany the child to the emergency facility. If the situation requires that a dentist see the child, the parent or guardian will transport the child.

Pesticide Notification- In accordance with the Revised Code of Washington (RCW) 17.21.415 notice is given to all parents and guardians of enrolled children of the occasional use of pesticides to control and suppress unwanted pests on school grounds. This policy statement is available for viewing at each listed facility.

STUDENT HEALTH, SAFETY, AND SUPPORT

WHEN IS SICK TOO SICK FOR SCHOOL?

Send me to school if...	Keep me at home if...	Call the doctor if...
 		
✓ I have a runny nose or just a little cough, but no other symptoms. ✓ I haven't taken any fever-reducing medicine for 24 hours, and I haven't had a fever during that time. ✓ I haven't thrown up or had any diarrhea for 24 hours.	✓ I have a temperature higher than 100 degrees. ✓ I'm throwing up or have diarrhea. ✓ My eyes are pink and crusty.	✓ I have a temperature higher than 100 degrees for more than two days. ✓ I've been throwing up or have diarrhea for more than two days. ✓ I've had the sniffles for more than a week, and they aren't getting better. ✓ I still have asthma symptoms after using my asthma medicine (and call 911 if I'm having trouble breathing after using an inhaler).

¿CUANDO ES ENFERMO DEMASIADO ENFERMO PARA LA ESCUELA?

Envíame a la escuela si...	Dejarme en casa si...	Llamar al doctor si...
 		
✓ Si me fluye la nariz o tengo un poquito de tos pero ningún otro síntoma. ✓ Si no he tomado ninguna medicina para reducir la fiebre por 24 horas y no he tenido fiebre durante este tiempo. ✓ Si no he tenido ni vómito ni diarrea por 24 horas.	✓ Si tengo la temperatura más alta de 100 grados. ✓ Si tengo vómito o diarrea. ✓ Si mis ojos están color de rosa o llenos de lagañas.	✓ Si tengo temperatura más alta de 100 grados por más de dos días. ✓ Si he estado vomitando o con diarrea por más de dos días. ✓ Si me fluye la nariz por más de una semana y no me estoy mejorando. ✓ Si sigo con síntomas de asma aún después de tomar la medicina (y llamar al 911 si me cuesta trabajo respirar después de usar el inhalador).

Child Abuse (OP 3421) and (OP 3447)
Child Abuse is reported to proper authorities if reasonable cause exists as required by state law. All staff are mandated reporters and must report at the first opportunity but in no case longer than 48 hours. Child interview is provided to Child Protective Services (CPS) and law enforcement. Only law enforcement can remove a child from the school. Contact your school for assistance.

Child Custody (OP 3610)
Child Custody is assumed to reside with the residential/ custodial parent(s)/guardian(s). It is the parent/guardian's responsibility to file certified court custody papers with the school. Other family members may not contact the student and interrupt the educational process without written permission of residential/custodial parent(s)/guardian(s). Contact your school for assistance.

Restraining Orders
In the state of Washington, both parents have equal access to their children's school records. Both parents can ask to see their children at school. Only a current, dated restraining order from a court of competent jurisdiction gives the school authority to deny parental access. Please provide the office with a copy of the order if you have one.

Section 504 (OP 2162)
Section 504 provides accommodations for students by modifications made within school programs. The district's Section 504 Coordinator is Omar Santoy, Executive Director of Student Services, 104 N. 4th Ave., Yakima, WA 98902, (509) 573-7260, santoy.omar@ysd7.org. See the school counselor or call (509) 573-7260 for assistance.

Special Education (OP 2161)
Special Education works with Child Find activities and responds to requests for assessment of a student for its services. Parent(s)/guardian(s) of children with disabilities must receive a copy of procedural safeguards one time a year (and upon initial referral or parental request for an evaluation) and upon filing a request for a due process hearing. Call (509) 573-5091 for assistance.

Gender-Inclusive Schools
Gender-Inclusive Schools operational procedure (OP 3211) may be found on the district's website www.ysd7.org or in paper form at each school office. The district Designated Gender-Inclusive Schools Coordinator is Omar Santoy, Executive Director of Student Services, 104 N. 4th Ave., Yakima, WA 98902, (509) 573-7260, santoy.omar@ysd7.org. (OP 3211)

Child Nutritional Programs

Child Nutritional Programs are provided under the Community Eligibility Provision (CEP) which allows all children to receive breakfast and lunch daily at no cost to all enrolled students without collecting household applications. Anything above and beyond the provided meal will need to be paid for at the time of purchase or preloaded on an account. Call (509) 573-7145 for assistance.

Meals

Meals vary for each program.

- ECEAP: Children will receive breakfast, lunch and a snack.
- All other Preschool Programs: receive either breakfast or lunch depending on their class session.

Each child will receive meals, which provide 1/3 of the daily nutritional needs required by the USDA standards. Meals will be served in a “family style” atmosphere, where both the children and adults participate together to set up and distribute the food. Sufficient time is allowed for children to eat. In our programs, children will not be forced to eat, but they are encouraged to try all foods.

Special diets and allergies will be posted in the classroom utilizing confidential procedures. The kitchen staff and Health/Nutrition Coordinators will also have this information on file. Special provisions will be made for children with special dietary needs. We must have documentation from the child’s physician regarding special diets and allergies before we can change the menu to accommodate an individual child’s special diet. We strive to be a nut-free and gum-free program. Please help us by adhering to this policy.

McKinney-Vento Act (OP 3115)
McKinney-Vento Act is a federal law that protects the educational rights of homeless students to eliminate barriers to the enrollment, retention, and success of homeless students; and to ensure they receive equal access to the same free, appropriate public education as is provided to other students. Call (509) 573-7266 for assistance.

School Safety Drills
Schools are required to have at least one drill per month, including summer sessions with students. Due to geographic location, schools have unique safety challenges. It is the responsibility of school principals and administrators to assess the threats and hazards most likely to impact their school. Basic threat and hazard responses: Shelter-in-Place, Lockdown, Evacuation and Earthquake. Call (509) 573-7030 for assistance.

School Closures/Delays/Inclement Weather
When extreme weather conditions exist, check the YSD website, ParentSquare, social media, the mobile app, or your favorite radio or television station to learn about delays or closures. Please do not call the school as phone lines must be kept open for emergencies. Inclement weather during the day may also trigger an early dismissal, and bus drivers may need to use different bus routes. When schools are closed, all activities planned for that day and evening are canceled. For more information visit ysd7.org/winterweather.

Smoke-Air Quality
Decisions for outdoor activity are made by the Superintendent for recess (or outdoor events during the school day) and building athletic directors for after-school outdoor sports/activity practice or contests. Sensitive groups or students experiencing adverse symptoms should see the school nurse during school and their coach/supervisor if after school. The school nurse has masks available for students and staff. Check the current and forecasted air quality status for our area online at Airnow.gov. Or during wildfire smoke, go to wasmoke.blogspot.com for status updates. If you have questions or need further clarification, please get in touch with the Superintendent's office at 509-573-7001.

STUDENT EXPECTATIONS AND DISCIPLINE

The Yakima School District's Student, Family, & Staff Handbook is an annual publication of the district, satisfying WAC 392-400110(3) requirements for the distribution of district discipline operational procedures. Complete copies of district operational procedures regarding student discipline are available on the district website, www.ysd7.org. State discipline law is available under WAC 392.400. The handbook is prepared by the Yakima School District's Discipline Committee and Omar Santoy, Executive Director of Student Services.

Discrimination (OP 3210 and OP 5010)
Our Schools Stand Against Discrimination. Discrimination can happen when someone is treated differently or unfairly because they are part of a protected class, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

To review the district's Nondiscrimination operational procedures (OP 3210) "Discrimination of Students Prohibited" and (OP 5010), "Nondiscrimination and Affirmative Action," visit www.ysd7.org under "Policies & Procedures."

Sexual Harassment (OP 3205 and OP 5011)
Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

To review the district's Sexual Harassment operational procedures (OP 3205) "Sexual Harassment of Students Prohibited" and (OP 5011) "Sexual Harassment of District Staff Prohibited," visit www.ysd7.org under "Policies & Procedures."

What can I do if I'm concerned about discrimination or harassment? Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Sexual Harassment (continued)

CONCERNS ABOUT DISCRIMINATION:

- Civil Rights Coordinator: Olivia Martinez, Human Resources Labor Relations Program Manager, 104 N. 4th Ave., Yakima, WA 98902, (509) 573-7028, martinez.olivia@ysd7.org.

CONCERNS ABOUT SEX DISCRIMINATION, INCLUDING SEXUAL HARASSMENT:

- Title IX Coordinator (Students): Omar Santoy, Executive Director of Student Services, 104 N. 4th Ave., Yakima, WA 98902, (509) 573-7260, santoy.omar@ysd7.org
- Deputy Title IX Coordinator (Students): Erin Thomas, Director of Student Services, 104 N. 4th Ave., Yakima, WA 98902, (509) 573-7261, thomas.erin@ysd7.org
- Deputy Title IX Coordinator (Students): Shawn Orminski, Assistant Director of Student Services, 104 N. 4th Ave., Yakima, WA 98902, (509) 5737263, orminski.shawn@ysd7.org
- Title IX Coordinator (Non-Students): Olivia Martinez, Human Resources Labor Relations Program Manager, 104 N. 4th Ave., Yakima, WA 98902, (509) 573-7028, martinez.olivia@ysd7.org.

CONCERNS ABOUT DISABILITY DISCRIMINATION:

- Section 504/ADA Coordinator (Students): Omar Santoy, Executive Director of Student Services, 104 N. 4th Ave., Yakima, WA 98902, (509) 573-7260, santoy.omar@ysd7.org.
- ADA Coordinator (Non-Students): Christopher Miller, Director of Human Resources, 104 N. 4th Ave., Yakima, WA 98902, (509) 573-7066, miller. christopher@ysd7.org.

CONCERNS ABOUT DISCRIMINATION BASED ON GENDER IDENTITY:

- Gender-Inclusive Schools Coordinator (Students): Omar Santoy, Executive Director of Student Services, 104 N. 4th Ave., Yakima, WA 98902, (509) 573-7260, santoy.omar@ysd7.org.

Harassment, Intimidation, and Bullying (OP 3207)

"Harassment, intimidation, or bullying" means any intentional electronic, written, verbal, or physical act including, but not limited to, one shown to be motivated by sex, race, creed, religion, color, national origin, 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, or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

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

There is no requirement that the affected student actually possess the characteristic that is the basis for the harassment, intimidation, or bullying.

How to report Harassment, Intimidation, or Bullying (HIB)
You can report HIB to any school staff member, School Compliance Officer, or the District Compliance Officer: Omar Santoy, Executive Director of Student Services, (509) 573-7260, hib@ysd7.org. Reports can be filed anonymously. The HIB Incident Reporting Form (OP 3207.1XE) is available on the district website at https://ysd7.org/hib under "Policies & Procedures" or in paper form at each school office.

Student Discipline (OP 3241)
The district's OP 3241 "Student Discipline" is designed to provide students with a safe, healthy, and educationally sound environment. It is the student's responsibility to be aware of and comply with OP 3241, including behavioral expectations that respect the rights, person, and property of others. Students are also expected to pursue the required course of study. The Yakima School District maintains a website with all operational procedures listed at www.ysd7.org. State discipline law is available under WAC 392.400. Call (509) 573-7265 for assistance.

Gang Activity (OP 3204)
A student is prohibited from any gang-related activity with the purpose of violating the law, district operational procedures or school rules or having a criminal intent or nature (RCW 9A.46.120 or RCW 28A.600.455). Call (509) 573-7030 for assistance.

Student Privacy and Searches (OP 3230)
Student Privacy and Searches of students are protected under their constitutional right to be secure in their persons, papers, and effects against unreasonable searches and seizures. However, searches may be conducted when there is reasonable suspicion to believe that the search will yield evidence of a student's violation of the law, district policy, or school rules. Student lockers are district property and subject to search with or without reasonable suspicion. Call (509) 573-7031 for assistance.

Grade-Level Placement (OP 2421)
Grade-Level Placement is governed by procedure. Parent(s)/ guardian(s) are notified by the school if a student risks nonpromotion; an accelerated learning plan (ALP) for promotion activities will be created at specified intervals. Call (509) 573-7011 for assistance.

Communication Devices/Personal Electronic Devices (OP 3208)
Communication Devices/Personal Electronic Devices (including cell phones) are not permitted during school hours for students in grades P-12. If a parent or guardian wishes his/her child to have a cell phone, it must remain out of sight and turned OFF. It may be turned on and operated only before and after the regular school day unless an emergency situation exists that involves imminent physical danger, or a school administrator authorizes the student to use the device. One exception to the procedure for students in grades 9-12 may be during their assigned lunch period (each school will make this determination)Call (509) 573-2901 for assistance.

STUDENT EXPECTATIONS AND DISCIPLINE

Student Dress and Appearance (OP 3224)

A student's dress and appearance must not create a material and substantial disruption of the educational process. Prohibited conduct includes the use of obscene, sexual, alcohol, tobacco and other controlled substance drug-related messages and gang-related apparel. Dress code and grooming operational procedures may not discriminate on the basis of a protected class under RCW 28A.640 or RCW 28A.642, including sex, race, color, religion, creed, national origin, sexual orientation, gender identity, gender expression, and disability. Students will adhere to a school's special dress standard as identified with prior notice and approved by the superintendent. Call (509) 573-7030 for assistance.

Dressing for Preschool

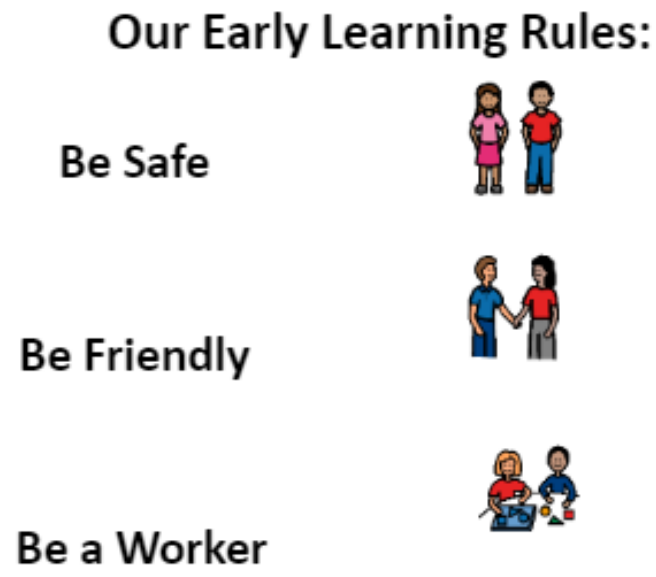
Clothing and footwear should be appropriate for inside and outside play throughout the year. We feel that dirt, water, paint, or a combination of these things is an important part of the learning process. The children leave school with the evidence of a good day! Please send your child(ren) in clothing that is comfortable and practical. Children are required to have an extra set of clothing just in case there is a need to change clothes. Many activities involve climbing, kicking balls, riding bikes and running. Please protect your child's feet with rubber-soled shoes to avoid slipping on the equipment. Athletic shoes are great for this purpose. Sandals with back straps are acceptable during the hot weather. Slip-on shoes, thongs, and jellies are not allowed at the site for safety reasons. Be sure to write your child's name on all of his/her belongings.

Personal Property (OP 6540)

Personal Property comes to school at the student's own risk; the district discourages valuable jewelry, electronics, and other items from being brought and is not responsible for lost, damaged, or stolen property. Contact your school for assistance.

STUDENT EXPECTATIONS AND DISCIPLINE

Positive Behavioral Interventions and Supports (PBIS)
PBIS is an evidence-based framework designed to promote a positive school climate, enhance student behavior, and support academic achievement. At our district, PBIS is implemented through proactive strategies that emphasize teaching and reinforcing positive behaviors, creating a supportive learning environment for all students. By establishing clear expectations, providing consistent feedback, and recognizing students' efforts, PBIS fosters a culture of respect, responsibility, and resilience, ultimately contributing to the success and well-being of our entire school community. Contact your school for assistance.



FAMILY ENGAGEMENT AND VISITING

Visitors (OP 4317)

Visitors to school, such as parent(s)/guardian(s) and community persons, must abide by the entry process set by their school office. Visitors must identify themselves and leave the school at the request of school staff. Contact your school for assistance.

Family Involvement

Research tells us that when schools, families and community groups work together to support learning, children tend to do better in school, stay in school longer, and enjoy school more. We value your participation in your child's education. Your involvement demonstrates the importance of learning and builds the foundation of educational success for your child. We welcome your involvement, as you are their first teacher. Listed below are some ways to participate:

- Work in the classroom: helping with activities and preparing materials.
- Share your family's culture, a hobby or your profession in the classroom.
- Read to your child every day for 20 minutes.
- Play with your child every day. Follow his or her lead.
- Attend parent/teacher conferences.
- Participate in fun school activities held in the evenings.
- Help prepare materials in the comfort of your own home.
- Participate in the Policy Council if your child attends an ECEAP program.

All school volunteers must submit to a no fee Washington State background check. If you plan to volunteer please request that a Washington State background check form be sent home to you. Complete the form and return it to your child's teacher. Processing time is approximately two weeks.

The background check stays current for two years and is valid at all schools within the Yakima School District. We strive to involve each parent/guardian in the program to participate at a level where they are most comfortable, whether it is in the classroom, serving on committees, or in activities they have helped to plan. All program involvement is voluntary and not a condition of the child's enrollment.

Photographs

Each year, arrangements are made with a private photography company to take individual student and group classroom pictures for your personal use and for use in our school. As a service to parents, these pictures may be purchased on an individual basis. It is the responsibility of the parent to notify the school if you prefer your child not be photographed. Volunteers and/or visitors cannot take pictures of students unless it is their own child. Please do not video your child in the classroom, as it is difficult to do so without videoing other children. Please do not take pictures of teachers without prior permission.

Parent Communication Platforms

- **ParentSquare**: Our primary communication platform that streamlines district, school, and classroom communications, helping parents receive messages via email, text, or app notifications and providing features like language preference selection, direct messaging, and conference sign-ups, ensuring all information is easily accessible in one platform.
- **Skyward**: Also known as Family Access, this platform is used to communicate grades, attendance, and other student records.
- **Website**: Our district and school websites contain a wealth of information, including current news, policies, and procedures.
- **Mail**: Formal notices about a student may be mailed to a registered mailing address. Please ensure your school has a current mailing address where you can be reached.

Birthdays/Celebrations/Holidays

Please communicate with the classroom teacher about all celebrations. Year-to-year celebrations may change due to the fact that our community of children varies each year. All food that comes into schools for birthdays/celebrations must be store-bought. Please make sure with the teacher that there are no allergies before purchasing treats.

ECEAP Policy: There will be no instruction in or celebration of religious beliefs during holidays. (Including Halloween, Valentine's, etc.)

1. Appropriate celebrations are part of the educational experience and should include all children.
2. If a parent(s) or child chooses not to participate in a celebration, an alternative activity will be available
3. Food and/or food experiences are not a part of VIP day. No food items (snacks, cookies, cakes, soda, candy, etc. or balloons) will be purchased or brought to the center.

ACADEMIC INFORMATION

Curriculum/Resources (various curricula used throughout our programs)

Creative Curriculum Math/Literacy/Social Studies/Science/ Social-Emotional	Learning Without Tears	Social Skills- Second STEP	STAR Program (Autism)	Eureka Math
Core The Creative Curriculum®	*Supplemental* LEARNING Without Tears	*Supplemental* 	*Supplemental* 	*Supplemental* EUREKA MATH

Student Education Records - Family Educational Rights and Privacy Act (FERPA) (OP 3600)

Student Education Records - Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older certain rights with respect to the student's education records. This act provides rights to review records, request amendment to records, consent to disclosure of personally identifiable information, and file a complaint with the U.S. Department of Education. Release of health records follows protections of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and (FERPA). Telephone (509) 573-7021 for assistance.

Student Directory Information – Family Educational Rights and Privacy Act (FERPA) (OP 3605)

Yakima School District has designated the following information as directory information: student's name, address, telephone listing, photograph, date and place of birth, major field of study, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, and the most recent educational agency or institution attended. For more detailed information on student directory information, opting out, and FERPA please visit www.ysd7.org/FERPA. Telephone (509) 573-7000 for assistance.

Student Original Work (OP 2025)

Student original work and other copyright provisions of the law are protected. Telephone (509) 573-7010 for assistance.

OTHER HELPFUL INFORMATION

Fines and fees (OP 3520)
Fines and fees are the responsibility of the student and parent/guardian. Contact your school or telephone (509) 573-7045 for assistance.

Required Annual Notices
Parents/guardians will receive various required annual notices, including the following:

- Student Housing Questionnaire: The McKinney-Vento Act provides services and supports for children and youth experiencing homelessness. If you own/rent your own home, you do not need to complete this form. Call (509) 573-7266 for assistance.
- Attendance Letter: This letter contains essential attendance information, detailing operational procedures and expectations to support your child's academic success throughout the school year. Contact your school for assistance.
- Release of Information Form: Schools can share certain student information, but parents can request that it be kept private. Schools must obtain written consent from parents to withhold student information. Call (509) 573-7010 for assistance.
- School-Parent Compact 2024-25: A crucial agreement outlining shared responsibilities for student achievement among school, students, and parents. Call (509) 573-7073 for assistance.
- Title I Newsletter: Offers updates and insights about our Title I program. Call (509) 573-7073 for assistance.
- Family Military Status Information: This form gathers information regarding any family members in the military required by RCW 28.A.300.505(2)(b). Call (509) 573-7024 for assistance.

OTHER HELPFUL INFORMATION

Play is Important

We often hear, “What’s so important about Preschool? All they do is play!” Yes, they do play all day and that is one of the most important ways that young children learn. As O. Fred Donaldson said, “Children learn as they play. Most importantly, in play children learn how to learn.” Research also says: Play is an important vehicle for developing self-regulation as well as for promoting language, cognition and social competence.

The power of play is at the foundation of a child’s ability to learn and grow. Research proves that kids who get opportunities for experimental play have better social skills, improved literacy, reduced stress and increased success in life.

Through play, learning is in-depth, concrete and long-term. Play offers young children the opportunity to put into action the ideas and processes being presented so that concepts and ideas make sense and the processes can be mastered...

In Early Learning, we purposefully designed instruction to include multiple opportunities to play. During group time we often play with words, songs, movement and silliness. In centers, children have opportunities for more self-directed play. Our teachers carefully set up centers to provide students opportunities to practice skills in a playful way. Staff encourage children to talk and interact with each other. They build things together, develop play scenarios, and work on fine motor skills, language acquisition, social skills, problem solving, etc. in a natural way.

We encourage families to really play with their children. Get on the floor with them or sit next to them at the table. Ask open-ended questions! Enjoy and encourage the natural curiosity of children. Children can learn so much more from 5-10 minutes of real interaction with a human than they can with a phone or computer. We encourage you to put your phone down and be silly with your child!

OTHER HELPFUL INFORMATION

Problem Solving Procedure

There may be occasions when parents have a problem or concern about a student's progress in school, or a question about some practice within Early Learning. In cases such as this, it is helpful if parents know how to get the problem resolved, concerns shared, or questions answered. The school staff wants to respond to parents in ways that are helpful, show our mutual child interest, and resolve the problem. Generally, it is recommended that parents take the problem to the staff member closest to the topic involved in cases of academic progress – the children's attitudes about school, assignments, class activities, etc. – the teacher is the one to contact. This can be accomplished by a phone call, email or a note sent to school. The teacher will contact the parent and will respond to the parent with information, suggestions, or other appropriate data. Concerns about discipline problems students have with other students, general school policies, playground rules, etc. can be directed to the Early Learning Principal and Assistant Principal. They are also the ones to contact if a parent cannot resolve a concern with the teacher. For concerns about transportation or discipline on the bus, please call transportation at (509)-573-7200.

Recess

Exercise and physical activity is an important part of our school day. Our children go to recess every day (15-20 minutes per day for our part-day programs, and 60 minutes per day for our full-day ECEAP programs). Recess is an opportunity to learn to socialize and problem solve in a less structured environment, as well as develop gross motor skills.



I was provided a copy of the handbook from my child's teacher. The teacher explained and went over the handbook with me and answered my questions if I had any.

_____

(Parent signature)

_____

(Student's name)