

STUDENT HANDBOOK

Welcome!

OUTLOOK ELEMENTARY SCHOOL

SUNNYSIDE SCHOOL DISTRICT

LEARNING TODAY FOR A BRIGHTER TOMORROW



3800 Van Belle Road, Outlook, WA 98938 • telephone: 509.837.3352 • fax: 837-7855

Welcome To Outlook Elementary

Parents and Students,

Welcome to the 2022-2023 school year! Our staff has been hard at work preparing for what we expect to be another successful school year. We continue to be committed to maintaining a safe, positive environment that provides quality education and inspires students to reach their full potential as lifelong learners and as caring, responsible citizens.

This handbook represents a collection of information to help keep our families and students informed on policies, procedures, and general topics at Outlook Elementary School. Please review this document with your child to help them learn about their school building.

This academic year we are placing an emphasis on being our best selves. For students, this means that every day will provide an opportunity to learn, grow, and improve. For staff, being our best selves includes providing a safe and equitable learning environment where all students can grow and be their best selves.

We look forward to continuing our partnership and collaboration with families. The families of our students are important partners in our work. Thank you in advance for your communication, care, and support. Please feel free to contact us if there is anything we can do better or if there are any questions.

In the first few days of school, we will be providing a form to certify that you have reviewed the Parent / Student / Teacher Compact and Internet Use Agreement.. Please return the forms to the school with your child. Again, we invite you to call or visit us with any questions or concerns. We look forward to meeting and working with you.

Sincerely,

Maria Hernandez, Principal

Robert McCracken, Assistant Principal

OPERATING HOURS

In order to assure adequate supervision, we ask that all students, except those using the bus, arrive at school after 8:20 a.m.

- Breakfast 8:20 A.M.
- Classes Begin 9:00 A.M.
- Classes End 3:30 P.M.

CURRICULUM

The curriculum for first through fifth grade includes reading, math, writing, social studies, language arts, art, health and fitness, science, music, library, and other supportive programs. All academic topics are tailored and designed to The Common Core Grade Level Expectations.

PROGRESS MONITORING

Reporting a child’s progress is always on an individual basis. Aside from the phone calls, notes, and materials being sent home, written progress reports are sent home at the conclusion of each of the four quarters. Formal parent conferences are held at the end of the first and third quarters.

It is important that you realize that part of our function at Outlook Elementary School is to help explain to parents what our instructional programs are all about. If you have any questions pertaining to your child’s progress, or the curriculum program that he/she is involved in, please do not hesitate in contacting the school and requesting a conference.

VOLUNTEER PROGRAM

The volunteer program consists of parents and community members who volunteer their time and talents to support and enrich the lives of the children at Outlook School. Volunteers serve in a variety of ways, such as: individual and/or group tutoring, clerical tasks for the classroom or office.

If you would like to volunteer, please talk to the teacher you would like to volunteer with or talk to the building principal. Applications are available in the office.

SCHOOL DISMISSAL AND TRANSPORTATION

At dismissal school staff escort students to either their school bus on record or to the pick up area. If there are any adjustments to documented transportation arrangements please contact the office prior to 3:00 P.M so that we can make sure the child is routed to the proper location.

PARENT TRANSPORTATION

When students are delivered to or picked up from school by private car, drivers are requested to use the student drop and pick up designated area. Students must be signed in at the front desk by a parent or appointed adult if they arrive after 9:00 A.M.

BICYCLES

Bicycle riding to Outlook Elementary is **not** permitted because of the unsafe riding conditions along our rural roads.

WALKING

All students should ride a bus or be driven to Outlook School. Always use sidewalks and crosswalks whenever possible. Parents are encouraged to instruct their children in proper walking procedures.

VISITING SCHOOL

Adults are welcome to visit the school. Please contact your student's teacher to arrange an appropriate time. **All parents and visitors must check in at the office.** Visitations to classrooms must be arranged in advance. As a courtesy, we urge that visits are for no longer than sixty minutes so as not to disrupt instruction.

TELEPHONE

Students may use the telephone for emergencies only. A note from the teacher is necessary. Students should make plans for after-school activities, after school parties, and visiting other people's home **before coming to school**. Notes from home are required for permission to ride a bus other than their own.

The growing number of students bringing cellphones to school has created a distraction. Students are expected to put cellphones inside their backpacks before entering all school buildings. They are to remain in backpacks for the duration of the school day. Phones found outside the backpack will be confiscated and sent to the front office. Students, along with their parents/guardian must claim these devices directly from the assistant principal. All family communication during school hours will happen through the front office. In addition, the use of cell phones or other communication devices is discouraged on our school buses. The expectation for appropriate use of devices and social media will be maintained on all school property-including school buses.

ELECTRONIC DEVICES

Personal electronic devices, mp3 players, and gaming devices are not to be brought to school. We will not be responsible for lost or stolen items.

LOST AND FOUND

Articles of clothing or other items found on the school grounds are brought to a designated area. Any article that is marked with a child's name is immediately returned to him/her. **All** lunch containers, hats, coats, boots, etc., should be plainly marked with a permanent marker.

SCHOOL PROCEDURES FOR CHECK IN AND CHECK OUT

For the safety, well being, and protection of our students, cooperation in the following areas is essential:

1. Any adult picking up a student must come into the main office and sign the student out.
2. Adults picking up a student should be listed as a contact on the student's registration form
3. If the adult is not listed, notification from the parent is required 4.
The person checking out the student must be 18 years or older.

ATTENDANCE POLICY

Regular attendance is essential for the on-going social and academic growth of a student. Excessive absences often leave a student feeling behind and overwhelmed, but it may also mean that he/she has missed the introduction or development of important skills. Another important consideration is that state law requires students between the ages of six and 18 to attend school every school day ([RCW 28A.225.010](#)).

Sometimes there are extenuating circumstances that cause a student to miss school. An illness or health condition, a family emergency, a religious observance when requested by the parent(s), a pre-arranged medical appointment, a pre-arranged principal/parent approved absence, or other absences deemed appropriate by the administration are considered excused. When such an absence occurs, the student must bring a note from home explaining the absence. The note must be brought to the attendance secretary no later than three (3) days after the absence. It should be dated and signed by the parent and should state the number of days absent and the cause of the absence. A parent/guardian may choose to call the secretary within three days instead of sending a note.

TRUANCY/THE BECCA BILL

State law dictates that when a student accumulates two (2) unexcused absences, a conference with the parent/guardian will be requested (RCW 28A.020). When a student accumulates five (5) unexcused absences in a month or ten (10) unexcused absences in a year, a petition will be filed with the Yakima County Juvenile Court (RCW 28A.030). Both student and parent may be held to the petition order. We ask the help and support of parents/guardians in seeing that our students learn the importance of regular attendance so that the consequences of a court petition may be avoided.

WITHDRAWING A STUDENT FROM SCHOOL

During the school year, a parent/guardian may need to withdraw his/her student to attend school in another school district. When a student is withdrawn from school, the student must check in all books and district property.

DRESS CODE

The Sunnyside School District Board of Directors expects student dress and grooming to reflect high standards of personal conduct so that each student's appearance promotes a positive, safe, and healthy atmosphere within the school. Student dress

may not present a health or safety hazard, violate municipal or state law, or present a potential for disruption to the instructional program. Students and parents/guardians have the responsibility to be aware of this dress code and to conform to these requirements. The uniforms of nationally recognized youth organizations and clothing worn in observance of a student's religion are not subject to this policy.

The responsibility to interpret and enforce the Sunnyside School District's Policy and Procedures rests with each principal's professional judgment for his/her school. The decision to allow for temporary exemption from certain guidelines shall be left to the discretion of the administration in situations such as Halloween, spirit week, or other school-related dress-up days, dances, sports events, etc.

The following guidelines apply to both male and female students. Clothing which may be considered gang-related, violent, or which displays inappropriate language, sexual innuendo, or advertisements for drugs/alcohol/tobacco is prohibited. Clothing shall not be excessively tight, revealing, or distracting. Undergarments shall not be visible. This includes, but is not limited to, see-through clothing, any part of a bra (including the straps), boxer shorts or the elastic waistband of underwear.

Tops shall completely cover the torso (the stomach and lower back) at all times. No cleavage shall be visible at any time. Unacceptable tops include, but are not limited to, halter tops, off-the-shoulder tops, low-cut tops, bare-midriff tops, and fishnet tops. Sleeveless tops and tank tops shall not have extremely large armholes, which will unnecessarily expose undergarments or bare skin.

Sagging or the wearing of pants/shorts below the waist and/or in a manner that allows underwear or bare skin to show; or the wearing of excessively baggy pants/shorts with low hanging crotches is prohibited.

Shorts, skirts, and skorts shall be no shorter than mid-thigh (standing and sitting). If shorts, skirts, or skorts have a slit, the top of the slit shall not go above mid-thigh (standing and sitting). The guidelines for tops and skirts shall also apply to dresses.

As a health and safety precaution, students must wear shoes. During recess and/or sports activities, students should wear closed-toe shoes to protect their feet. All appropriate street shoes are allowed, including tennis shoes, sandals, and other hard-soled shoes. Slippers are prohibited except for medical reasons or for specific short-term, foot-related injuries.

As a matter of common courtesy and respect, gloves and all head coverings, including hats, caps, bandanas, and scarves, must be removed upon entering the school building and may not be worn at any time while inside the building except for when there are specific instructional, safety, religious, or medical reasons. Spiked jewelry, chains, and belts with more than two inches of excess length are prohibited.

SSD Policy 3224P, Dress Code, may be requested from our office.

DISCIPLINE

The staff, students, and families of the Sunnyside School District have worked together to create an updated district-wide behavior management plan focused on foundations of the Time To Teach protocols.

The plan is based on the development of self-managing students and providing quick/fair responses to all discipline issues. We have established behavioral expectations (PRIDE matrix), a reporting system, and a rewards/consequence matrix that will support our behavioral expectations. Other activities that we will utilize to increase positive student behavior include assemblies, staff trainings, and the use of mascots.

Throughout the year, we will continue to review our behavior management plan in order to best respond to the needs of our staff, students, and families. Lastly, we believe that students will best be able to reach their potential when the school and families work in partnership.

EXCEPTIONAL MISCONDUCT PROCEDURE

The following behaviors constitute a substantial disruption of the educational process and also pose a serious safety threat to both the students and staff of the Sunnyside School District. Therefore, they constitute exceptional misconduct under WAC 180-40-260 (2)(B) and WAC 180-40-295. Participation in any of these acts may result in immediate long-term suspension, emergency expulsion, or expulsion. Individual extraordinary circumstances will be considered before a final decision is made.

1. Fighting (hitting, slapping, pushing, shoving, and/or kicking)
2. Possession or control of a gun, knife, or other dangerous weapons/explosives. ([RCW9.41.010](#), [RCW9.41.280](#), [RCW28A.600.420](#)) Look-alike weapons, INCLUDING toys will be included in this section.
3. Sale or distribution of alcohol, drugs, or substances purported (passed off) to be drugs.
4. Possession or use of, consumption of, or under the influences of alcohol or drugs or possession of drug paraphernalia, will result in immediate emergency expulsion.
5. Assaults (physical or verbal) on students and/or school personnel.
6. Continual gang activity.
7. Criminal acts against the school, students, and/or personnel.
8. Continual defiance of authority, substantial disruption to the educational process, tampering with school documents or computers and/or willful disobedience as an individual or part of a group.
9. Sexual Harassment ([RCW28A.640.020](#), [RCW10.14.02](#)) (See Sunnyside School Board Policy 659Op)
10. Making threats of harm or violence to self and others.
11. Hazing (to humiliate either physically or verbally; to punish, harass or bully by forcing unnecessary acts, duties, tasks, or activities on a student.)
12. Initiation (the ceremonies by which one is admitted to a group, club, team that attempts to humiliate or inflict, intimidate, coerce, or the actual infliction or bodily harm to any student – such as piling on).
13. Pulling of a false fire alarm will result in a three-day suspension.
14. Harassment, Intimidation and Bullying ([RCW28A.300.285](#)) (See School Board Policy 3207)
15. Other areas as determined by the Citizens Ad Hoc Committee WAC 392-400-260

The superintendent, independent counsel, or the building principal or designee in

accordance with WAC 180.40.240 will handle appeals.

TOBACCO PRODUCTS

Smoking on school property is prohibited regardless of age. Individuals under the age of 18 are prohibited by law from using tobacco products regardless of the type or location. Students 16 - 18 years of age found using tobacco products may be sent to Municipal Court and fined a minimum of \$95.00. Students under 16 years of age may be sent to Juvenile Court. (RCW70.155.080)

ALCOHOL/OTHER DRUGS

There are times when it may appear that a student is under the influence of drugs/alcohol. For the safety of the student and those around him/her, school officials reserve the right to refer to a checklist of symptoms for drug/alcohol use. If a student meets three or more of the criteria on the drug/alcohol checklist, we reserve the right to request that parents/guardians have a drug/alcohol test performed on the student.

The sale, possession, use, or being under the influence of alcoholic beverages, illegal drugs, or possession of drug paraphernalia in or on school property, including vehicles, is prohibited. The sale or distribution of such substances or paraphernalia will result in expulsion. Any student found to be under the influence of drugs and/or alcohol while in attendance at school or at a school sponsored function, activity, or trip will be subject to emergency expulsion with progressive disciplinary choices or expulsion. Expulsion is usually, but not always, the result of multiple offenses against the policy.

FOOD SERVICE PROGRAM

Breakfast and lunch will be free of charge for all students in the Sunnyside School District.

IMPORTANT NOTE: State law requires students to have certain food items on their tray when they eat a school-provided meal. Students are not required to eat the food, but they are required to have it on their tray.

PARTIES / CELEBRATIONS

Sunnyside School District policy states that due to students with food allergies, only commercially prepared foods (with label identification), individually packaged will be distributed during school hours in the classroom for parties, celebrations, and seasonal events. Items must be brought to the school by 10 am and will be served during students' lunchtime.

MEDICATION

It is the policy of the Sunnyside School District and Washington State Law not to give medicine to students at school except at the request of both the physician and the parent. If a student needs medicine three times a day, this can usually be given before school, after school, and at bedtime.

When it is necessary for a student to take medicine during the school day, these procedures are to be followed:

- A. The parent obtains the medication form from the school, completes and signs the form.
- B. The parent will send or take the form to the physician for orders and a signature.
- C. The parent will bring the completed form and the medicine in its original container to school only the number of doses needed should be sent.

ACCIDENTS AND ILLNESS

If a student is injured at school, he/she will be administered first aid when necessary by the school nurse, office personnel or the principal. The parents will be contacted in those cases that are serious enough to warrant communication. If the parent is unable to be reached, the emergency numbers, which have been provided by the parent, will be called to find someone to pick up the student. Please assist us by providing up-to-date emergency numbers as well as the doctor's name in case we cannot reach the primary contact. If necessary, paramedics from the Sunnyside Fire Department will be called.

If a student shows signs of illness, he/she should not be sent to school. It is seldom that a child improves on the way to school, and a day at home can often be preventative medicine. Reminder: a note must be sent with him/her upon returning to school.

REGULATED EVACUATION

An orderly evacuation from the facility for such things as drills or bomb scares will be carried out under a rapid but calm procedure. An alarm or an announcement over the intercom will state that we need to evacuate the building. Students are not to stop at restrooms, drinking fountains, or anywhere else. Teachers will take their students, class roster, evacuation folders, keys, and cell phones (if they have one) to their designated evacuation areas. Further instruction from administrative personnel or the local authorities will follow.

CRISIS RESPONSE INSTRUCTIONS

Our staff and students receive training on evacuation processes each year. Each of our staff members has an emergency handbook with instructions and an emergency folder with evacuation routes clearly illustrated. Listed below are explanations of some of the more commonly practiced crisis responses:

EMERGENCY LOCKDOWN PROCEDURE

An announcement will be made over the intercom, by a telephone call to the teacher, or by messenger to each room that we are in an emergency lockdown mode. This will require each teacher to get every student in sight out of harm's way. The door to each classroom must be locked and all windows covered. Students will need to get below window level, and stay out of sight, and be quiet until an administrator or police officer gives the "all clear."

INTERNET USAGE

The Sunnyside School District recognizes that internet use is a part of today's education system. students are expected to adhere to [District Board Policy 2022. I](#)

understand that if I commit a violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

LATEX BALLOONS:

According to School Board policy # 3420, there are no **latex** balloons allowed on the school campus (birthday, holiday, and water balloons). **Mylar** balloons are ok.

AFFIRMATIVE ACTION POLICY STATEMENT

Sunnyside School District #201 complies with all federal rules and regulations and commits itself to a policy of nondiscrimination in all operations of the district. No person shall be discriminated against because of age, race, creed, color, religion, sex, marital status, 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. No qualified individual with a disability covered by the Americans With Disability Act shall be discriminated against. A person is qualified if he/she can perform the essential functions of the job with or without reasonable accommodations. Inquiries regarding compliance procedures may be directed to the district's Title IX Officer and/or Section 504 Coordinator.

BEHAVIOR EXPECTATIONS

SSD Board Policy and WAC 392-145 set forth behavior expectations for students riding school buses. The school bus ride is considered an extension of the school day and students are expected to behave in a way that is consistent with school/classroom expectations. School Bus Drivers are responsible for the supervision of students from the time the bus arrives at the bus stop in the morning, until the time the students are safely unloaded at the school in; and from loading at the school in the afternoon until students are safely unloaded and across the street (if applicable). Below is a complete listing of "Rules of conduct for Students Riding School buses". Violation of the rules of conduct on buses will be dealt with in a progressive way. Lower level violations will be reported directly to parents by drivers and discipline applied on the bus (i.e. assigned seats, etc.).

More serious or exceptional misconduct will be reported to school principals and discipline applied by the principal. Discipline for major misconduct and repeated minor violations may include suspension and or revocation of the student's bus riding privilege, as well as in-school discipline.

Rules of Conduct for Students Riding School Buses:

- Students must obey the driver or any other staff member assigned to the bus.
- Students are not allowed to depart the bus at any stop other than their assigned stop.
- Students must remain in the seat assigned by the driver.
- Students shall observe classroom conduct on the bus. Noise shall be kept to a minimum and no obscene gestures.
- No smoking or ignition source of any kind on the bus.
- No eating or drinking on the bus unless specifically allowed by the driver.

- Students shall not open windows without driver's permission.
- Students must keep all body parts inside the bus at all times.
- Items prohibited from the bus include: sticks; breakable containers; weapons; skateboards; firearms; straps or pins protruding from clothing; large bulky items which cannot be held on to or placed on the floor between legs.
 - Books and other personal belongings must be kept out the aisle and emergency doorways.
 - No animals allowed except those providing assistance to disabled students.
 - Students shall not sit in the driver's seat.
 - Refrain from talking to the driver unless necessary.
 - Students shall go directly to a seat upon loading the bus and remain properly seated at all times while on the bus (seated facing forward).
 - Students must load and unload the bus in an orderly manner, no pushing or shoving.
 - Students shall not cross the street behind the bus unless using a crosswalk or traffic signal.
 - Students shall stand away from the roadway curb when any bus is approaching or leaving a stop.
 - Students going to and from their bus stop where there are no sidewalks should walk on the left side of the road facing traffic.
 - Students shall go directly to their home after leaving the bus.
 - Students shall use seat belts on buses if equipped.
 - Students shall follow emergency exit drill procedures as instructed by drivers.
 - Students shall not tamper with emergency doors or equipment.
 - Student misconduct shall constitute sufficient reason for suspending transportation privileges.
 - Parents of students identified causing damage to buses shall be charged with the cost of incurred damage.
 - Laser pointers are not allowed on the bus.

Annually Required Notifications to Families

Your Right to Know

Sunnyside School District receives funds for Title I programs that are part of the No Child Left Behind Act of 2001. Throughout the school year we will continue to provide you with important information about this law and your child's education.

You have the right to request information regarding the professional qualifications of your child's classroom teacher(s). If you request this information, the district or school will provide you with the following as soon as possible:

1. If the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;
2. If the teacher is teaching under an emergency status for which state licensing requirements have been waived;
3. The type of college degree major of the teacher and the field of discipline for any graduate degree or certificate;
4. If your child is receiving Title I services from paraprofessionals and, if so, his/her qualifications.

If you would like this information please contact your child's school. **Your FERPA Rights**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write to the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-5901

If you wish for the school district to not release directory information about your student, you may fill out a non-release form at the district office (1110 S. 6th St.).

Nondiscrimination Statement

Sunnyside 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. Inquiries regarding compliance and/or grievance procedures may be directed to the district's Title IX Officer Kris Diddens, and/or Section 504/ADA Coordinator Cody Gardiner, Sunnyside School District, 1110 S. 6th Street, Sunnyside, WA 98944. Telephone: (509) 837-5851.

Discrimination Complaint Procedure

Discrimination is the unfair or unequal treatment of a person or a group because they are part of a defined group, known as a protected class. Discrimination can occur when a person is treated differently, or denied access to programs, services or activities because they are part of a protected class. Discrimination can also occur when a school or school district fails to accommodate a student or employee's disability. Harassment (based on protected class) and sexual harassment can be forms of discrimination when it creates a hostile environment.

What is a Protected Class?

A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal and state laws. Protected classes defined by Washington State Law include:

- Sex
- Race/Color
- Creed/Religion
- National origin
- Disability or the use of a trained dog guide or service animal
- Sexual orientation
- Gender expression or identity
- Honorably discharged veteran or military status
- What should I do if I believe my child is being discriminated against?

You should report your concerns to your child's teacher or principal immediately! This will allow the school to respond to the situation as soon as possible.

If you cannot meet with the teacher or principal, you can always contact your school district's main office. Each school district will have someone who is responsible for responding to complaints about discrimination. Sometimes this person is called the Title IX Coordinator or for issues related to disability, the Section 504 Coordinator.

What if I can't resolve the problem with the school?

If you cannot resolve your concern, you may wish to file a complaint with the school district. Anyone can file a complaint with the school district. You can file a formal

complaint by writing a letter to your Superintendent that describes what happened and why you think it is discrimination. It is helpful to include what you want the district to do. Your letter must be signed.

The employee designated by the district to receive complaints will investigate your allegations and provide the superintendent with a written report of the complaint, and the results of the investigation. You and the district may also agree to resolve your complaint in lieu of an investigation.

The superintendent will send you a written letter within 30 calendar days which will either deny your allegations or describe the reasonable actions the district will take. The letter will include how to file an appeal with your school board if you do not agree with the Superintendent's decision.

Corrective measures must occur no later than 30 calendar days of the superintendent's letter.

What if I don't agree with the superintendent's decision or no one responds to my letter?

Your next step is to appeal to the school board. You can file an appeal by writing a letter to your school board. The letter must include the part of the superintendent's written decision that you would like to appeal and what you want the district to do. Your letter must be filed with the Secretary of your School Board by the 10th calendar day after you received the superintendent's response letter.

The school board will schedule a hearing within 20 calendar days after they receive your appeal letter. You may also all agree on a different date.

What will happen at the hearing?

You will explain why you disagree with the superintendent's decision. You may bring witnesses or other information that is related to your appeal.

The board will send you a copy of their decision within 10 calendar days after the hearing. The decision will include how to appeal to the Office of Superintendent of Public Instruction if you disagree.

What if I don't agree with the School Board's decision?

You may appeal the school Board's decision to the Office of Superintendent of Public Instruction (OSPI).

You can file an appeal by writing a letter to the Superintendent of Public Instruction. The letter must include the part of the school board's decision that you would like to appeal and what you want the district to do.

Your signed letter must be received by OSPI by the 20th calendar day of receiving the school board's decision. It can be hand-delivered or mailed to:

OSPI

Administrative Resource Services

P.O. Box 47200

Olympia, WA 98504-7200

Phone (360) 725-6133

OSPI will schedule a hearing with an Administrative Law Judge through the Office of Administrative Hearings (OAH). During this process you will be provided information about the hearing.

At the hearing you will explain why you disagree with the school board's decision. You may bring witnesses or other information that is related to your appeal. After the hearing, you will receive a copy of the judge's decision.

Homeless Assistance - McKinney/Vento Homeless Assistance Act

Sunnyside School District welcomes all of our families. Assistance is available to students who qualify under the Federal McKinney/Vento Homeless Assistance Act. If you are homeless, living in temporary or transitional housing, or are an unaccompanied youth, please let our staff know so we can help you through the enrollment process. If you are affiliated with an agency or case worker, please feel free to have them contact us on your behalf. You may contact us at: Sunnyside School District, 1110 S. 6th Street, Sunnyside, WA 98944. Telephone: (509) 837-5851.

Gun Free Zone

The Sunnyside School District has a gun-free schools policy (Policy 4219) that includes one-year mandatory expulsion for firearms, mandatory notification of student violations to parents/guardians and law enforcement, and allows the expulsion to be modified by the chief school district officer or designee on a case-by-case basis. Sec 4141(b)(1) and Sec 4141(h)(1).

Sexual Harassment

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

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

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

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature

- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

How do I report sexual harassment?

You can report sexual harassment to any school staff member or to the district's Title IX Officer: Kris Diddens, 1110 S. 6th St., Sunnyside, WA 98944 or 509-837-5851.

For a copy of your district's Sexual Harassment policy and procedure, contact your school or district office. Sunnyside School District, 1110 S. 6th St., Sunnyside, WA 98944 or 509-837-5851.

Citizen Complaints Concerning Staff or Programs

Most complaints can be resolved by informal discussions between the citizen and the staff member. Should the matter not be resolved, the principal shall attempt to resolve the issue through a conference with the citizen and the staff member.

The following procedures apply to the processing of a complaint that cannot be resolved in the manner described above:

- A. If the problem is not satisfactorily resolved at the building level, the citizen should file a written complaint with the superintendent that describes the problem, and a suggested solution. The superintendent should send copies to the principal and staff member. Complaint forms can be obtained at the Superintendent's Office (1110 S. 6th St., Sunnyside, WA).
- B. The principal and staff member shall respond to the superintendent in writing or in person.
- C. The superintendent may conduct a hearing on the matter.

The superintendent will consider the legal merit, board policy, the results of a hearing if conducted, and administrative procedure before rendering a final decision

Parent and Family Engagement

The Sunnyside School District recognizes that family and parental engagement has a positive effect on student achievement. Therefore, it is our goal that 100 percent of families and parents are engaged. The basis for assessing the degree of family and/or parental engagement will be all six standards of the National Standards for Family-School Partnerships. Policy 4129 can be accessed on the SSD website's policy section (www.sunnysideschools.org) or the Superintendent's Office (1110 S. 6th St., Sunnyside, WA).

**Outlook Elementary School
Teacher/Parent/Student Compact
2022 - 2023**

The staff will...

- a. Attend school and be prepared for instruction.
- b. Create an environment that is safe and conducive to learning.
- c. Maintain open lines of communication with students, parents and administrators.
- d. Provide quality instruction and encouragement.
- e. Follow guidelines in the student handbook.
- f. Provide parent opportunities to volunteer & participate.
- g. Involve parents in the planning, review and improvement of parental involvement policy.

The parents will...

- a. Have their child attend school everyday, on time and ready to learn.
- b. Organize an area, and time, at home where the student can complete homework.
- c. Communicate with classroom teachers to monitor student progress.
- d. Be involved at Outlook Elementary School by attending parent conferences, meetings and school functions.
- e. Read through and understand the contents of the student handbook.
- f. Will attend as many building Parent Advisory Committee meetings as possible.

The student will...

- a. Attend school everyday, on time and ready to learn.
- b. Complete all assignments to the best of his/her ability
- c. Allow other students to learn by obeying classroom rules and maintaining self-control.
- d. Show respect and cooperation with all adults and fellow students.
- e. Read through and understand the contents of the student handbook.

Student Signature

(Date)

Parent Signature

(Date)

Staff Signature

(Date)