

Better Together



PIONEER
ELEMENTARY SCHOOL

“HOME OF THE PUMAS”

Parent/Student Handbook

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Pioneer Daily Schedule

First Grade		Second Grade		Third Grade	
8:55-9:15	Jump Start	8:55-9:15	Jump Start	8:55-9:15	Jump Start
9:15-9:45	Writing	9:15-10:05	Whole Group Reading	9:15-10:20	Core Math
9:50-10:40	Reading Sm. Group	10:05-10:40	Writing	10:20-10:35	Recess
10:45-11:30	Whole Group Reading	10:45-11:25	Reading Sm. Group	10:35-11:05	Writing
11:30-11:50	Recess	11:30-11:50	Recess	11:05-12:10	Whole Group Reading
11:50-12:10	Lunch	11:50-12:10	Lunch	12:10-12:50	Lunch/Recess
12:10-1:10	Core Math	12:10-1:05	Core Math	12:55-1:45	Specialist
1:10-1:25	Recess	1:05-1:25	Math Intervention	1:45-2:25	Book Clubs
1:25-2:10	Science/S. Studies	1:25-1:40	Recess	2:25-2:45	Math Intervention
2:10-2:35	Math Intervention	1:45-2:35	Specialist	2:45-3:25	Science/S. Studies
2:35-3:25	Specialist	2:35-3:25	Science/S. Studies		

Fourth Grade		Fifth Grade	
8:55-9:15	Jump Start	8:55-9:15	Jump Start
9:15-9:40	Math Intervention	9:15-9:45	Math Intervention
9:40-10:40	Core Math	9:50-10:40	Specialist
10:40-11:30	Specialist	10:45-12:00	Core Math
11:30-12:10	Writing	12:00-12:25	Writing
12:10-12:50	Lunch/Recess	12:30-12:50	Lunch in Room
12:50-1:40	Book Clubs	12:50-1:10	Recess
1:45-2:25	Science/S.Studies	1:10-1:45	Whole Group Reading
2:25-2:40	Recess	1:45-2:25	Science/S.Studies
2:40-3:25	Whole Group Reading	2:25-2:40	Recess
		2:45-3:25	Book Clubs

Attendance

School Hours

All students attend school from 8:55 a.m.- 3:25 p.m. Supervision and breakfast begin at 8:15 a.m. The building will remain locked until this time. **No student should arrive at school before 8:15 a.m. Students should be picked up promptly after school. After 3:40 p.m. the SRO will be called.**

Attendance

Regular attendance is essential for successful progress in your child's education. A child should be in school every day that he/she is physically able. To miss a day may mean that the child will miss the introduction or development of necessary skills. State law requires students between the ages of six and eighteen years of age to attend school every day on time (RCW 28A.225.010).

After an absence, a pupil must bring a note from home explaining the absence. The note should be dated and signed by the parent and should state the number of days absent and the cause of the absence. Any student who misses 20 consecutive days will be dropped from Pioneer's enrollment.

When a student needs to leave school early, parents are to come to the school office to pick up their child and sign him/her out (See Early Dismissal #2).

Tardy Policy

Students are expected to be in their class and seated by the time the bell rings (8:55 a.m.) to avoid being tardy. If your child is late to school it is the responsibility of parents to come into the office to sign the student in. The student will then receive a note to give to the teacher otherwise your child will be marked absent for the day.



Truancy/The BECCA Bill

State law requires students ages 8 through 17 to attend school during the school year. If a student does not attend school, state law requires the school district to pursue a truancy (also called a Becca Bill) petition in the Superior Court. The petition is filed when a student has seven unexcused absences in a month or a total of fifteen unexcused absences. The petition may be directed against the parent, or the parent and student, and would require the parent and student to satisfy conditions established by a judge. We encourage parents to support your student's education, and we encourage you to make attendance a high priority. School missed is an opportunity lost.

General School Processes & Procedures

Visiting/Volunteering

We encourage your involvement in your child's education. Please feel free to visit the school at any time per pre-arrangement. When you arrive, check in at the office and pick up a visitor's pass. Office staff will then be able to direct you to the proper area. This enables us to keep track of the visitors at our school. The primary focus of all of our efforts at Pioneer is to provide the best education possible for the students enrolled in our school. Students who are not enrolled at Pioneer will not be allowed to visit classes during school hours.

Auto Call

We will communicate with families primarily through auto caller. Please notify the office of changes to phone numbers in order to ensure that you receive important messages.

Checkout / Pick Up Policy

- Students may only be picked up by **parents or pre authorized individuals on your registration form.**
- Speed limit inside the school parking lot is 5 miles per hour.
- You must patiently wait your turn to the designated area to pick up your child.
- Please do not park your car in the designated area which is for pick up ONLY.
- Students are not allowed to walk by themselves through traffic or the parking lot.
- If you park your car, please come to the designated area to pick up your child (please do not honk or call your child from your car, this causes a safety issue).
- Please use crosswalks at all times.
- Please be on time, school is out at 3:25 p.m.
- The ONLY PICK UP ZONE after school is by the yellow line (sidewalk) as cars approach to this zone, students will be waiting (yellow line) to be picked up.
- Last Minute Changes: Please be sure to call the office 836-2200, send a note with your child / go to the office in person to make any changes (bus, daycare, pick-ups,etc.) **BEFORE 2:45 p.m.**

Drop Off Policy

- Speed limit inside the school parking lot is 5 miles per hour.
- You must patiently wait your turn and let your child out of the car ONLY on the sidewalk or designated drop off area.
- Do not drop your child off in the middle of the parking lot or moving traffic.
- Please do not park your car in the drop off area so you can watch your child walk up to the building. This holds up the drop off procedure.
- If you need to come into the building, please park your vehicle in the designated parking area NEVER IN THE DROP OFF ZONE.
- Please use crosswalks at all times.
- Tardiness: If your child is late to school (after 8:55 a.m.), it is the responsibility of parents to come into the office to sign your child in. A tardy slip will be given so they can go to the room otherwise your child will be marked absent for the day.
- **Two hour Delay:** Buses will start their routes two hours later than their regular scheduled time so students need to be ready (two hours later from their regular time) to be picked up at their regular spot. Breakfast will not be served on a two-hour delay day.
- With a two hour delay the school doors will remain locked until 10:05 a.m.

Early Check-Out

1. Every minute of the school day is valuable. Our teachers have important lessons planned right up until dismissal time. Please allow your child to take full advantage of their learning opportunities and avoid picking them up before dismissal time.
2. **In order to prevent miscommunication and increase student safety, any changes to the way a student is going home MUST be made before 2:45 p.m.**

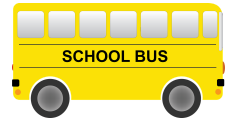
3. If an appointment or emergency makes it necessary to pick up your child early they may only be picked up by adults with appropriate written parental authorization.

Walking/Bussing

All students should arrive after 8:15 a.m. as no supervision is available before that time.

If your child needs to ride a bus, other than their regular bus, it will be necessary for you to send a note to school. The information to be included is:

1. Child's name
2. Complete address of the place they are going
3. Date they are to ride the bus
3. Your signature



This note should be given to the teacher as early in the day as possible to ensure that your child is able to get on the bus with no problems.

BICYCLES

Bicycles may be ridden to and from school with the following guidelines:

1. No student should arrive at school earlier than 8:00 a.m..
2. Bicycles are not to be ridden on school property, students must walk their bikes from the crosswalk to the bike rack.
3. Students should lock their bicycles to prevent theft.
4. Students are encouraged to wear helmets.



Flowers/Balloons

NO LATEX: SSD recognizes allergic reactions to latex have become an increased health risk, sometimes life threatening. Therefore, no latex gloves or latex balloons are permitted in schools.

Mylar balloon/flower deliveries are discouraged, however, students who receive deliveries may pick them up at the end of the day from the office. Please be aware that mylar balloon bouquets & flowers in glass arrangements are not allowed on buses. **Students receiving balloons or flowers at school will need to be picked up when school dismisses.**

Birthday Parties



Guidelines for celebrating birthdays at school:

- * Food treats need to be individually wrapped and prepared commercially. Nothing homemade.
- * No gum
- * Parties are scheduled through the classroom teacher prior to the day of the party.
- * Please do not pass out invitations to private parties at school. Some students might be left out which can be very hurtful to those not receiving invitations.

School Phone

Students may use the office telephone for emergencies only. All after school plans should be made by parents prior to the student coming to school.



BREAKFAST AND LUNCH

Breakfast at Pioneer will be served in the Commons after 8:15 a.m. Breakfast and lunch is free for all students enrolled at Pioneer Elementary. Visitors may purchase breakfast for \$2.25 and lunch for \$3.50.



ASB

We **encourage** all students to support the Pioneer Elementary School Associated Student Body by purchasing an ASB card. Not only does this fund help cover school assemblies that may otherwise be unavailable but the card can also be used as an identification card. The cost is \$5.00.

Lost and Found

Articles of clothing or other items found on the school grounds are brought to the office. Any article which is marked with a child's name is returned to him/her. **All lunch boxes, hats, coats, etc. should be plainly marked.** Every year we have unclaimed articles because of inadequate marking. If your child loses an item, encourage him/her to check our lost and found. Parents are welcome to check the lost and found for missing articles at any time. Each summer (two weeks after school ends) unclaimed articles are given to worthy organizations.



Progress Reporting

The reporting of a child's progress is always done on an individual basis. Aside from the many phone calls, notes, and student work folders being sent home, written progress reports are sent home at the conclusion of each of the Trimesters. In addition, mid-trimester reports are also sent at the approximate mid-point of each trimester. Formal parent conferences are held twice a year..

Encourage your child to bring home his/her schoolwork. One of a parent's first indications as to how their child is doing in school are the grades and/or comments on these papers. An important part of our function at Pioneer Elementary School is to help explain our instructional program. 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.



Toys/Games/Phones

Battery operated toys/games/ tablets **are not allowed at school.** Cell phones must remain off and stored in backpacks. When considering sending an item to school with your child, please consider the risk of it being broken, lost, or stolen. Selling and/or trading at school is not permitted. Laser pointers are not toys and should never be brought to school. **Pioneer will not be responsible for any lost or damaged item such as phones and other electronic devices.**



The Sunnyside School District has made changes to student cell phone and social media use for the 2022-2023 school year. This district-wide approach will increase student learning time, decrease distractions and need for disciplinary measures, and will directly impact the amount of bullying and harassment on social media that takes place during school time. We ask that parents and guardians reinforce these changes as we start the new school year.

1. Social media sites including TikTok, Instagram, and Snapchat have been blocked by District-provided wifi and internet service in school buildings and on school buses.
2. Students will be required to have phones turned off and put away during class time, which includes trips to the bathroom or office.
3. Students will be allowed to have phones on outside of class time.
4. Phones will be accessible to students in emergency situations.
5. Disciplinary measures in line with each school's Student Handbook will be followed should students continue to have their phones on or out during class time.

Thank you for your support on these important changes. We look forward to a successful start to the school year.

Health & Safety

School Injury

If a student is injured at school, he or she should report it to the supervising adult or teacher at once. The student will be administered first aid when necessary by the school nurse, office personnel, or the principal. The parents will be contacted in those cases which 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 child. Please assist us by leaving up-to-date emergency numbers as well as your doctor's name in case we cannot reach you. If necessary, paramedics from the Sunnyside Fire Department will be called.



Medication

It is the policy of Sunnyside School District and Washington State Law not to give medicine to pupils at school except at the request of both the physician and the parent. Even something as minor as cough drops requires a physician's order to be kept at school. If a child needs medicine three times a day, this can usually be given before school, after school, and at bedtime. When it is necessary for your child to take medicine during the school day, these procedures are to be followed:

- a. The parent obtains the medication form from the school.
- b. The parent will take the form to the physician for orders and doctor's signature.
- c. The parent will bring the completed form and medicine in the original container to school.

Please contact the school nurse AND indicate on your child's registration form (available in each school office) if your child has a health problem, and whether or not medication will be needed at school. Students with life-threatening illnesses must have an emergency care plan on file with the school nurse before attending school. Parents of students with a condition that is life-threatening may need to attend field trips with their child.

Insurance

We have school insurance available for those who are interested. It is good coverage for those without personal insurance; however, it is considered supplemental for those individuals who have other plans. You may purchase accident insurance (school time or 24-hour coverage) and dental insurance (24-hour one full year). Students who participate in some after school activities **MUST** have some type of insurance. Private insurance is acceptable in lieu of school insurance. According to the school insurance company, you must seek a doctor's care within 10 days of the injury or the company may reject the claim.

Food Allergies / Sharing Food

At Pioneer, our goal is to provide a safe environment for all students, including students with severe allergies. To help in the efforts to support responsible eating and food handling in the classroom or during lunch, we suggest you tell your child "do not share food". Please contact the teacher in advance when you are planning on bringing a snack or treat for the class. Packaged and labeled foods will help the teacher/parent of the student with allergies to determine the safety of the food for eating.

Weather

If it is too wet, rainy, or cold outside recess may be relocated. If the weather outside is:

Raining- We will have inside recess (light rain is okay, a mist is not rain. Remind your student to always have a coat)

Snowing- We will have recess but **no throwing, kicking, tossing, propelling snow**.

Chilly weather- We will be using an online weather report to determine if we will remain in the building during recess.



Dress Code

The Sunnyside School Board 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.**

Guidelines for 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: 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. In addition spaghetti straps are not allowed at Pioneer. Hoods inside school are prohibited.

PANTS/SHORTS: Sagging, or the wearing of pants/shorts below the waist and/or in a manner that

allows underwear or bare skin to show, and "bagging", or the wearing of excessively baggy pants/shorts with low-hanging crotches are prohibited. Rips that allow underwear or bare skin above mid-thigh to show are not permitted.

SKIRTS/SHORTS/SKORTS: 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).

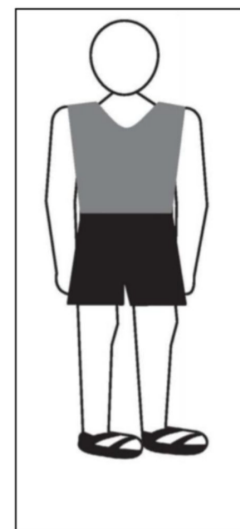
DRESSES: The guidelines for tops and skirts shall also apply to dresses.

SHOES: 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.

In addition, flip-flop sandals are not allowed at Pioneer.

ADULTS / STUDENTS OUTERWEAR:

As a matter of common courtesy and respect, gloves and sunglasses 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 2 inches of excess length are prohibited.



Instructional Materials

All books/technology are loaned to students for their use during the school year. They are to be kept clean and handled carefully. We do charge a fine, based on the principal's or teacher's judgment, for abuse, misuse, or loss of these items.

Student Computer Use

Pioneer school provides the opportunity to each student to utilize computer technologies and to have Internet access as resources to help reach curriculum goals. This utilization and access is conditional, however and requires responsibility on the part of the user. Students are not permitted to use or trespass into the files, folders, log-ins and/or passwords of others. Material that is offensive, inappropriate, harassing, insulting to or attacking others, or sexually explicit is not to be sent, received, accessed, or displayed. Laws, policies and regulations regarding copyrights and plagiarism are to be followed at all times. Students are not to seek or provide unauthorized or illegal access to school computer resources, nor damage, modify, or destroy computer hardware and/or software. Violations of computer usage policies and procedures will result in school disciplinary action, and may have civil, and/or criminal consequences.



Damaging School Property

Students who damage school or other property will be liable for damages to the extent permitted by law. The student/parent guardian will be held liable. Any student found damaging, losing, defacing school property will be subject to discipline and required to pay for the damage or loss.

School Discipline

Pioneer Elementary implements a discipline program called "Time to Teach." We strongly believe in a proactive rather than reactive approach to discipline and classroom behavior.

School-Wide Expectations:

- BE SAFE
- BE RESPECTFUL
- BE RESPONSIBLE

Rationale:

- Rules and routines give students a feeling of security.
- Rules and routines reinforce the skills that every student must have in order to be a successful learner.

Students are responsible for their actions and need to be held accountable for their decisions. They need to know adults care enough for them to ensure that they adhere to school rules. All school personnel have a responsibility to address students if they are acting inappropriately at anytime during the school day and make every attempt to be fair, courteous, and consistent in their dealings with students. Parental support of this plan is important in helping children learn that there are clear and definite limits to responsible behavior. An increase in positive classroom behavior will result in more time learning and practicing new skills.

Inappropriate behaviors will result in "Refocus" time.

- **1st Refocus:** The student will complete a form describing the inappropriate behavior and how they will make better choices.
- **2nd Refocus:** The student will complete a form describing the inappropriate behavior and how they will make better choices. The teacher or child contacts the parent.
- **3rd Refocus in one week:** The student will complete a form describing the inappropriate behavior and how they will make better choices. The office contacts parents and the student will miss recess until they attend **Tuesday Academy** the following week.

Tuesday Academy

- Tuesday Academy is held at Pioneer from 3:25 p.m.-4:25 p.m. and is supervised by adults.
- Parent/Guardian will be notified by phone of the 2nd and 3rd refocus slips and that Tuesday Academy is required.
- A letter will be sent home Friday as a reminder about Tuesday Academy.
- Parent/Guardian will come in at 4:20 p.m. to sign out their child. Transportation is not provided.
- A Parent/Guardian will be able to make arrangements through the office to miss a Tuesday Academy if their child has a scheduled appointment. The student will then be required to miss recess until they have fulfilled the Tuesday Academy requirement.
- In the rare occasion that a student reaches his/her third academy within the school year, a parent will need to spend a day with his/her child in the classroom.

All staff members will make every attempt to be fair, courteous, and consistent in their dealings with students. Parental support of this plan and the school staff is important in helping children learn there are clear and definite limits to responsible behavior. Thank you for supporting our efforts in creating a safe and effective learning environment for ALL students at Pioneer.

Banned Substances

The sale, possession, use or being under the influence of alcoholic beverages, illegal drugs, in or on school property, including busses, is prohibited. Any student found to be under the influence or possession of drugs and/or alcohol while in attendance at school or a school sponsored function, activity, or trip will be required to undergo a drug/alcohol assessment. If the assessment warrants, drug and alcohol abuse counseling will be required. Energy drinks are not permitted at school.

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 section 180-40-260 (2)(B) and WAC 180-40-295. Participation in any of these acts may result in immediate long-term suspension. Repeated, multiple, or severe offenses may result in emergency expulsion or expulsion. Individual extraordinary circumstances will be considered before a final decision is made.

1. Fighting (hitting, slapping, pushing, shoving, and kicking)
2. Possession or control of a gun, knife, or other dangerous weapons/explosives. [RCW 9.41.010, RCW 9.41.280, RCW 28A.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 of, use of, consumption of, or under the influence 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 school, student, 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 [RCW 28A.640.020; RCW10.14.02].
10. Making threats of harm or violence to self or 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. Other areas as determined by the Citizens Ad Hoc Committee CWAC 392-400-260.

Appeals will be handled by the superintendent, independent counsel, or the building principal or his designee in accordance with WAC 180.40.240.

Student, Parent and Staff Expectations

In order to provide all students and staff with a safe, secure, and professional learning environment in which all people may experience success, students and staff will support and follow these expectations:

1. Students, parents and staff will treat each other with respect and will use appropriate language at all times.
2. Students, parents and staff will conduct themselves in a safe manner and will respect the rights and space of others. This includes behavior in and out of the classroom.
3. Students, parents and staff will conduct themselves in a quiet and orderly manner in all school hallways.
4. Staff will not leave students unsupervised at any time.
5. Students, parents and staff will have appropriate supplies necessary for learning.
6. Students, parents and staff will act and dress in such a way as to avoid disturbance and help foster a positive school environment.
7. Only appropriate items will be brought to school. Inappropriate items may include, but not be limited to : weapons, personal electronics, harmful substances, inappropriate reading materials, etc.
8. Students and staff will follow building expectations during specialist times, before and after school and at school sponsored events and activities.

Pioneer Behavior Expectations

AREA	BE SAFE 	BE RESPECTFUL 	BE RESPONSIBLE 
OFFICE	<ul style="list-style-type: none"> Walk in the office Use chairs properly Hands, feet and objects to yourself Check in with office staff 	<ul style="list-style-type: none"> Be patient and quiet Ask for help respectfully Be kind to all staff Use appropriate language Use manners 	<ul style="list-style-type: none"> Be honest Stay in front of the counter Check in when late Wait your turn Have appropriate pass
HALLWAY	<ul style="list-style-type: none"> Use a walking speed Walk on the right side Single file Hands, feet, and objects to yourself No cell phones 	<ul style="list-style-type: none"> Don't disturb other classes Walk Use low voices Look up and acknowledge others Use appropriate language 	<ul style="list-style-type: none"> Keep hands off walls and items on the walls Have appropriate pass Return in a timely manner
RESTROOM	<ul style="list-style-type: none"> This is a no-play area Keep floors clean/dry Hands, feet, and objects to yourself Use bathroom for intended purposes Tech free zone 	<ul style="list-style-type: none"> Flush the toilet Allow others privacy Throw away trash Keep the restroom walls clean and free of writing Use appropriate language 	<ul style="list-style-type: none"> Use restroom properly, and quietly Return in a timely manner Leave the bathroom clean Wash hands Report problem to a staff member
CAFETERIA	<ul style="list-style-type: none"> Be careful where you step Stay seated while eating Look ahead and use a walking speed Hands, feet, and objects to yourself Tech-free zone 	<ul style="list-style-type: none"> Use good manners Inside voices Keep all food in the cafeteria Use Appropriate language Tech-free zone 	<ul style="list-style-type: none"> Food stays on your plate Throw your garbage away Keep tables clean Make sure you have everything you came in with
RECESS	<ul style="list-style-type: none"> Use the playground equipment properly Stay within the playground boundaries Wear safe and comfortable clothing / shoes Report danger to adults No tackling/play fighting 	<ul style="list-style-type: none"> Play fairly Let others join Use manners Use appropriate language Listen and respond to adults Keep activities in the correct areas 	<ul style="list-style-type: none"> Bring in what you take out Take care of nature No open food outside Treat equipment with care Lunchboxes should be stored along the building
CLASSROOM	<ul style="list-style-type: none"> Keep hands, feet, and objects to yourself Walk Use class materials, equipment, and furniture as intended Enter only if there is an adult 	<ul style="list-style-type: none"> Listen to speaker Raise hand to speak Use school appropriate language Follow staff directions Follow classroom procedures Wait for teacher to dismiss 	<ul style="list-style-type: none"> Be on time Bring expected materials to class Complete tasks/assignments Keep cell phone put away Food or drink only with permission Leave area clean
BUS	<ul style="list-style-type: none"> Stay seated Keep hands, feet, and other objects to yourself Face forward Keep aisle clear 	<ul style="list-style-type: none"> Keep the bus clean and vandalism free Get on and off the bus at your regular bus stop unless you have a note. Use manners Use appropriate language 	<ul style="list-style-type: none"> Use inside voices Listen to the bus driver and follow directions Be kind to others

Pioneer Minor vs. Major Behavior Chart

MINOR BEHAVIOR (REFOCUS)	Behavior	Definition	Examples
	Defiance/ Failure to cooperate	Not following expectations after reminders	<ul style="list-style-type: none"> Ignoring instructions or expectations Work refusal Ignoring safety expectations Bothering (physical/verbal) of others after being asked to stop Talking back
	Disruptive Conduct	Actions that disturb the learning environment	<ul style="list-style-type: none"> Blurting Out of assigned area Making distracting noises Inappropriate volume Buying/selling/trading
	Inappropriate Language/ Actions	Language and conversations that are inappropriate in a school setting	<ul style="list-style-type: none"> Put-downs and unkind language Gossip Off-topic conversation Forming groups to exclude others
	Electronic Device Misuse/ Abuse	Failure to use electronic devices at the correct times for their intended purposes	<ul style="list-style-type: none"> Cell phone out during school time Searching and accessing unapproved websites Bringing unapproved devices Headphones/Earbuds without permission
	Unsafe actions	Engaging in activities that can potentially harm self or others	<ul style="list-style-type: none"> Running/sliding in halls or classroom Outdoor/gym activities inside Playing in the restroom Rough play not resulting in injury Shoving/Pushing others out of the way
	Graffiti/ Property Damage	Reversible damage to property that does not belong to offender	<ul style="list-style-type: none"> Marking of school or personal property that can be easily cleaned Taking items without permission that can easily be replaced
	Academic Dishonesty	Claiming others' work as your own (first offense)	<ul style="list-style-type: none"> Copying another student's work Using someone's work without giving them credit Cheating

MAJOR BEHAVIOR (OFFICE DISCIPLINE REFERRAL)	Behavior	Definition	Examples
	Defiance/ Failure to cooperate	Repeatedly not following expectations after conversation	<ul style="list-style-type: none"> Disruptive behavior that causes learning to stop in the classroom Arguing with an adult Refusal to comply with staff instructions
	Disruptive Conduct	Actions that continue to disturb the learning environment	<ul style="list-style-type: none"> Yelling or screaming at staff or students Continued noises/behaviors that stop learning from happening in the classroom
	Inappropriate Language/ Actions	Language and conversations that are inappropriate and may harm others	<ul style="list-style-type: none"> Racial/stereotypical, derogatory language Cursing language Inappropriate noises, gestures, or writing Verbal/physical intimidation, harassment, or bullying
	Electronic Device Misuse/ Abuse	Failure to use electronic devices at the correct times for their intended purposes	<ul style="list-style-type: none"> Phone/devices out repeatedly Use of cell phone during school time Accessing inappropriate content
	Unsafe actions	Actions that put self or others at risk of injury, or actions that cause injury to self or others	<ul style="list-style-type: none"> Rough play resulting in injury Kicking, punching, hitting Inappropriate use of objects out of anger/aggression Fighting Leaving school/grounds without permission Possession of banned items
	Graffiti/ Property Damage	Irreversible damage to property that does not belong to offender	<ul style="list-style-type: none"> Damage to school or personal property Writing/carving on school or personal property that requires an adult to replace or repair Theft of school or personal property
	Academic Dishonesty	Claiming others' work as your own (more than once)	<ul style="list-style-type: none"> Repeated copying of another student's work Logging in as another student

Sunnyside School District #201 Health Guidelines for Parents

Health Information: A Sunnyside School District Registration Form with a health update must be completed each school year on each student. If your child has a health problem please indicate so in writing and contact the school nurse.

Life-Threatening Health Condition: Prior to the attendance of school, each child with a life-threatening health condition shall present a medication or treatment order addressing the condition from their licensed health care provider. A life threatening health condition means a condition that will put the child in danger of death during the school day if a medication or treatment order, providing authority to a R.N, and a nursing plan are not in place. Once this is submitted to the school nurse, she will, develop a nursing care plan. Students who have a life threatening condition and no medication or treatment order presented to the school shall be excluded from school, to the extent that the district can do so consistent with federal requirements. It is the parents' responsibility to contact the school nurse prior to attendance of school to obtain a necessary Health Care Plan. It is also the responsibility of the parent to notify the school nurse of any changes in their child's health status or new diagnosis during the school year. Parents of students with a life threatening condition may be required to attend field trips with their child.

Medications at School: Sunnyside School District has a no drug policy, which includes any over-the-counter medication, herbal medication, and prescription medication. In the event that there exists a valid health reason, which requires the administration of any medication to a student during the school hours, proper notification and authorization must be completed in compliance with RCW 28A.210.260 and the Washington State Nurse Practice Act. For any over-the-counter medications, prescription medications (including asthma inhalers and epipens), and herbal medications, both the parent and licensed health care provider must complete the **Authorization For Medication Form** which is available in each school office from the school nurse. This form must be on file in the nurse's office and be for the current school year, unless a shorter period is specified. Medication must be brought to school by the parent in the pharmacy bottle, or original packaging for over-the-counter meds. No medication brought to school in baggies or envelopes will be accepted.

Food Allergy/Special Diet: We do not have a licensed dietician at school. Students with food allergies or other medical problems needing special dietary accommodations must have a **Dietary Prescription Form** completed by their Licensed Health Care Provider and signed by the parent. This Dietary Prescription Form is available from the school nurse. The cafeteria staff will provide no accommodations or substitutions without this form on file with the school nurse. We strongly recommend that students with severe food allergies eat only carefully examined food brought from home.

Activity Accommodations: Students who need a modification in Physical Education (PE classes) or mobility at school due to a temporary or chronic problem must have their licensed health care provider write a prescription specifying the limitations, and the date of return to normal activity if appropriate. This form must be on file in the school office for the accommodations to be made.

Asthma/Severe Allergies: Students with asthma or severe allergies will be allowed to carry and self-administer their inhaler or epipen on their person with written parent and licensed health care provider, and school nurse permission. If self-carrying, a second dose will need to be ordered through the health care provider. The first dose will be kept in the school office accessible to the student at all times. The licensed health care provider is also required to provide the school with a written treatment plan.

Transportation: Bus Drivers are unable to carry medications for students on their person or on the bus because of temperature fluctuations, frequent route changes etc. Bus drivers are trained in first aid. In the event of an emergency the bus driver will pull over and call 911 for assistance. Parents may want to make arrangements for alternative transportation for students that are unable to self-administer and/or carry their emergency medication.

Diabetes: Students with diabetes are required to have an Individualized Health Care Plan on file, developed by the school nurse, parent, licensed health care provider, and student. This plan will include the level of independence of this student, the emergency care plan, as well as the licensed health care providers orders for medications to be

administered, and diet prescription form. The family is required to provide the school with all needed supplies, including non-perishable snacks.

Disasters: In case of disaster, the school nurses will make every effort to reunite medically fragile students with their family or emergency medical services as soon as possible. Some resources recommend a 3 - day supply of daily medicines to be kept at school. This may not be practical if there are frequent dosage changes or the medicines expire. Please discuss your child's situation with the school nurse.

Field Trips: All students attending field trips out of town require a field trip permission form to be signed by the parent. Any medications sent on field trips (prescription or over-the counter) must have an **Authorization for Medication Form** completed with written parent, health care provider and school nurse permission. Contact the school nurse 2 weeks prior to the trip.

Immunizations: Students may not be enrolled in school unless a completed Certificate of Immunization Status (CIS) form is submitted. The Washington State Immunization Law requires that student's immunizations be current. A copy of the Department of Health Immunization requirements is available in each school office. If the parent objects to immunizations for person or religious reasons they must indicate so in writing on the CIS form for the student to be exempt. Following proper notification, the school shall exclude the student for noncompliance with immunization laws pursuant to the appeal process procedures for student expulsion.

Send to School or Keep Home? (Common infections in Schools)

Because of the importance of school attendance, deciding when a child is too sick to go to school can be a difficult decision to make. When trying to decide, use the guidelines below. Please teach and encourage your child to cover his/her mouth with a tissue when coughing or sneezing or use their upper sleeve, not their bare hands. This practice along with proper hand washing will significantly reduce infections.

Chicken Pox: The child will be excluded from school until all vesicles (blisters) are scabbed and dry and there is no fever. This usually takes about a week from the onset of the rash.

Pediculosis (Head Lice): We have a No-Nit policy. When this condition is present, children are sent home and not readmitted until the lice are treated and progress is made in removing the nits. We find that this means students get faster treatment and reduces the possibility of other student's becoming infested, translating to fewer absences. If a referral is sent, the school nurse will check the child regularly until the nits are gone and the infestation is cleared up. Failure to make progress or the finding of live lice (bugs) will result in the exclusion of the child from school until cleared up.

Conjunctivitis (inflammation)/pink eye: Students will be excluded from school when eyes are inflamed and draining. Prescribed treatment is normally antibiotic ointment or drops. Your health care provider will tell you when it is appropriate for your child to return to school.

Colds: Colds are the most common infections of children and adults. On average, a normal healthy child gets 6 – 8 colds per year. The child with a cold should be kept at home until symptoms such as persistent constant runny nose, persistent harsh cough, and fever have subsided. The child may attend school with mild sniffles, mild runny nose, and mild cough with no fever.

Cold Sores (Herpes Simplex): Vesicles (blisters) in and around the mouth area. This is a recurrent lifelong infection. Cover skin lesions with band aid if possible. Tell student to avoid touching lesions or sharing drinking glasses with others. Student may attend school, unless they are very young and cannot avoid touching the mouth. Exclude students from contact sports until cleared up.

Influenza (flu): Is a highly contagious viral infection of the respiratory tract. The symptoms of the flu may include: fever, chills, headache, muscle aches, dizziness, loss of appetite, tiredness, cough, sore throat, runny nose, nausea or vomiting, weakness, ear infection, or diarrhea. The flu rarely requires specific medical treatment. Encourage your child to drink lots of fluids to prevent dehydration and to get plenty of rest. The child may return to school when vomiting, diarrhea, and fever have not occurred within 24 hours and the other symptoms are subsiding. A health

care provider should be consulted for persistent green nose discharge and/or persistent chronic cough. These conditions may require medical treatment.

Vomiting and Diarrhea: The child should be kept home if he/she has had two or more episodes within a 24-hour period. The child may attend if he/she has had a single episode of diarrhea or vomiting without fever or any other symptoms.

Fever: The child should be kept home if he/she has a temperature of 100 degrees Fahrenheit or higher. The child must be fever free for 24 hours before returning to school.

Ringworm (Tinea): A fungal infection of the skin. Students may stay in school once treatment has begun with an anti-fungal ointment.

(Streptococcal infections Health Department Regulations:)

* **Strep Throat (a positive throat culture)** requires an antibiotic to be prescribed. After 24 hours of antibiotic therapy, the child may return to school if fever has subsided.

* **Scarlet Fever Treatment** is the same as a throat infection, except your family physician will advise you regarding the appropriate time to return to school.

* **Impetigo (Strep or Staphylococcus):** Lesions (sores/rash) appear primarily around the nose and mouth. The crusty lesions are contagious and spread if not treated properly. Your doctor will prescribe an antibiotic. The child may return to school after being on antibiotic treatment for 24 hours.

Annually Required Notifications to Families

Your Right to Know

Sunnyside School District receives funds for Title I programs that are part of the Every Child Succeeds Act 2015. 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:

- A: If the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;
 - B: If the teacher is teaching under an emergency status for which state licensing requirements have been waived;
 - C: The field of discipline of the certification of the teacher;
 - D: 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:

1. 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.
2. 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.

3. 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.

4. 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 as 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).