



1101 S. 9th Street
Mr. Chambers, *Principal*

Sunnyside, WA 98944
Mrs. Morris, *Assistant Principal*

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Students and Parents,

Welcome to the 2022-2023 school year. We ask for your help in making the beginning of the school year go as smoothly as possible. Please take a few minutes to review the Student Parent Handbook located on our website (<https://wa.sunnysideschools.org>). We also would like you to review the Teacher, Parent, Student Compact. Following this page you will be provided documents to sign off that you have read and understand the:

- Parent/Student Handbook & Network Agreement
- Teacher, Parent, Student Compact
- Attendance Commitment

The rules and procedures we have put in place are for the safety of everyone. We look forward to a fantastic 2022-2023 school year.

Thank you,

Rob Chambers, Principal

Bethany Morris, Asst. Principal

STUDENT PARENT HANDBOOK

Washington Elementary School
Sunnyside School District
2022-2023

Welcome To Washington School

It is the vision of Washington Elementary School to be a welcoming, safe school where students, parents, and staff are held accountable for high academic achievement for all.

Washington Student Mission Statement

Together We Read, Solve Problems and Do Our Best!

Washington School Staff Mission Statement

Together We Read to Grow Professionally, Solve Problems Collaboratively and Do our Best to Provide Best Practices for Students

Sunnyside School District Mission Statement

In order to ensure success for all students, our focus is:

Effective Leadership

Quality Teaching and Learning

Continuous Improvement

Clear and Collaborative Relationships



1101 S 9th St., SUNNYSIDE, WA 98944 • telephone: 509.837.3641 • fax: 509.837.0454

WELCOME

It is with great pleasure that we extend our welcome to you and your child. At Washington Elementary School we believe that children are the most important people in the world. We invite you to visit our school. Please contact us if you have any questions or concerns. We want the best for you and your child.

Rob Chambers, *Principal*
Bethany Morris, *Assistant Principal*

SUCCESS FOR CHILDREN

You play an important role in your child's education. The following is a list of ideas you can use to evaluate your child's progress at home and at school. Use this list to assist your child in his/her development. You can make a difference if you show an interest in your child and in his/her everyday activities.

- Do I know what my child is learning in school?
- Can my child express him/herself clearly?
- Do I help my child learn new words?
- Do I know when my child learns a new skill?
- Do I see my child everyday?
- Does my child speak clearly?
- Do I ask my child questions?
- Do I encourage my child to solve problems?
- Do I encourage my child to play with other children?
- Do I provide my child with books to read?
- Do I buy educational toys and games for my child?
- Do I control what TV programs my child watches?
- Do I encourage my child to interact with adults?
- Do I encourage my child to share?
- Do I establish chores for my child to complete?
- Do I support my child's school?

VISITOR CHECK IN

We welcome and encourage visits to Washington School by parents and patrons of the community. All visitors are required to check in and register in the office whether before school, after school or during the school day. After check in, a visitor's badge with the current date needs to be worn. Upon leaving the building visitors are asked to sign out in the office.

END OF DAY / STUDENT MESSAGES

Dismissal is at 3:40 p.m. When changes in after school routines are necessary, call the office as soon as possible. Messages regarding after school instructions need to be phoned in by 3:15 p.m. These messages are delivered to teachers at 3:15 p.m. Early check-outs have to be made before 3:15 p.m.

DISCIPLINE POLICY

The Washington Elementary School's Discipline Plan was designed to teach students to be responsible for their own behavior. It was developed with safety, consistency and fairness in mind. We want students to learn that they have choices and must accept responsibility for themselves. The plan includes expectations that constitute responsible behavior in every school situation. No attempt was made to list every conceivable rule. Common sense needs to be part of the student's decision-making process. 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.

OUR SCHOOL-WIDE RULES ARE AS FOLLOWS:

1. Work hard and always do your best.
2. Treat others with respect and kindness.
3. Take care of property.
4. Follow the directions and requests of adults.
5. Help others and yourself to learn.
6. Take pride in your school.

CONCERNS

Please do not hesitate to bring your concerns to the attention of the school staff. If you have a concern regarding your child, the following steps might be helpful:

1. Contact your child's teacher by either calling Washington School or visiting the classroom at a scheduled time.
2. Contact the principal or assistant principal. They are both there to help your child and can be reached by calling the school or visiting the office.
3. The school nurse is available to assist with any health problems your child may have. She can be reached through the school office.
4. The school counselors are available to offer counseling assistance and can be reached through the school office.
5. Spanish translation is available in the school office.

STUDENT & STAFF EXPECTATIONS

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

1. Students and staff will conduct themselves with respect and use appropriate language.
2. Students and staff will conduct themselves in a safe manner and will respect the rights and space of others.
3. Students and staff will conduct themselves in a quiet and orderly manner in all school hallways and during all transition times.
4. Students will not be outside their classroom without a pass or adult supervision, and staff will not leave students unsupervised.
5. Students and staff will have appropriate supplies necessary for learning.
6. Students and staff will act and dress in such a way as to avoid disturbance and help foster a positive school environment.
7. Students may bring calculators to school; however, no other electronic devices such as, but not limited to, radios, beepers, cellular phones, and electronic games may be brought on campus. These items are easily lost, or damaged when brought to school. Washington School is not responsible for lost, damaged, or stolen items. If a student is found to have such an item, it will be kept with the teacher or in the office until a parent or guardian can be reached to come in to pick it up.
8. Students will follow building expectations during pull outs, specialist's time, and while attending before and after school activities.

HEALTH PROBLEMS

Please contact the school nurse if your child has a health problem, how severe it is, and whether or not any medications will be needed at school. Parents of students with a condition that is life threatening may need to attend field trips with their child.

BREAKFAST

Breakfast is served in the commons at 8:10 a.m. Students attending breakfast need to be dropped off in the designated parent/student drop off area. They will enter the building through the commons door and go into the commons or gym. There is supervision in the commons beginning at 8:10 a.m. Students wishing to go out to the playground will be released from the gym at 8:50 a.m. Students, especially in bad weather, may choose to stay in the gym. Students will enter buildings to go to class when the first bell rings at 9:00 a.m. The final bell for the beginning of the day will ring at 9:10 a.m.

SCHOOL CLOSURE

Occasionally on winter mornings the school district must make a decision as to whether or not school should be closed or the opening of school delayed. In every case, the decision is made with the student's safety in mind. The decision as to whether a school opening is delayed or is closed for the day rests with the Superintendent. Prior to making the decision, he consults with the transportation supervisor and the Washington State Patrol. For further school information please call 509-836-8404.

BUS SAFETY

A copy of the bus rules and expectations are sent home with the children during the first week of school. Parents are asked to take time to read and discuss them with their children. The bus drivers will go over these on an ongoing basis with all students that ride the bus to and from school.

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

1. Child's name.
2. Number of the bus they are to ride.
3. Complete address of the place they are going.
4. Date they are to ride the bus.
5. 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 expectations:

1. Students should lock their bicycles to the bike rack to prevent theft.
2. Students are encouraged to wear helmets.
3. Bicycles are not to be ridden on school property, students must walk their bikes from the crosswalk to the bike rack.
4. Washington Elementary School is not responsible for lost, damaged, or stolen bicycles.

REPORT CARDS, PARENT/TEACHER CONFERENCES

Report cards are given at the end of each trimester. Mid-term grades are sent each trimester with 3rd, 4th, and 5th grade students. Parents have an opportunity to review report cards with teachers at Parent Teacher Conferences held at the end of Trimester 1 and 2. Participating in a Parent/Teacher Conference is one of the most important school activities in which a parent will be involved. Here are some tips that will be useful at your next school conference.

1. Prepare questions ahead of time to ask at the conference.
2. Pinpoint specific questions rather than talking in general terms.
3. Be on time and conclude the conference on time.
4. Deal with the facts not rumors.
5. Relax! The teacher and parents are both striving for the same results.
6. Follow up on suggestions made at the conference.
7. Set up another conference when necessary.

ASSESSMENT AND EVALUATION

Sunnyside School District's purpose for assessment and evaluation is to determine the needs and strengths of students. By conducting assessments in math, reading, and language usage we are able to evaluate the effectiveness of our instructional programs and create strategies for the improvement of teaching and learning. The Sunnyside School District gives several assessments throughout the school year. Aside from the SBA we also have WIDA.

- **SMARTER BALANCED ASSESSMENT:** This state mandated test is given in May to 3rd, 4th, and 5th graders.
- **WIDA:** (World-Class Instructional Design and Assessment) This test is given to all bilingual students. This state mandated test is used to determine student progress in academic areas. Depending on test results, students may be exited from ESL programs.

SCHOOL COUNSELOR

The school counselors are resources for children, parents, and school staff, who have been trained to deal with a variety of problems relating to young people. The counselors work with students individually and in small groups to build self-esteem, teach friendship skills or anger management skills and assist students in dealing with divorce or a death in the family.

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 Washington School. Volunteers serve in a variety of ways, such as: individual and/or group tutoring, field trip supervision, translating, material preparation for the classroom, and mentor for Senior Projects. If you are interested in volunteering at the school you will need to complete the following:

1. Volunteer/Mentor Application Form
2. Washington State Patrol Request for Criminal History Information Form
3. Copy of photo Identification

For more information please contact the office of the Family Engagement Center at 509-837-5851.

CHECKING IN AND CHECKING OUT OF SCHOOL

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 must 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.
5. Early check out must be made by 3:15pm.

ATTENDANCE POLICY

Consistent attendance is essential to 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).

- Students are considered absent after fifteen (15) minutes of the start of the day.
- Absences must be excused within two days after the student returns to school.
- Excused absences shall be defined as the following:
 - Illness, health conditions, family emergencies, religious observance when requested by a student's parent, pre-arranged medical appointment, school-approved absences, and other absences deemed appropriate by administration.
- Unexcused absences shall be defined as the following:
 - Absences not falling under the above definition of excused -Failure to submit any type of excuse statement signed by the parent, guardian or adult (within two days).
 - **Truancy and/or unverified absences may result in disciplinary and/or legal action.**
- More than 15 excused absences per school year will be considered unexcused. Washington State law recognizes that school attendance is important for academic success. The state defines chronic absenteeism as 'missing 10 percent or more of school days due to absences for ANY reason (excused, unexcused, suspensions).
- Administration will take extenuating circumstances into consideration.
- If absences become an issue, a Doctor's note could be required for excusal of absences.

We work with our parents and students to understand the importance of attending school on time and on a regular basis. We will recognize students with outstanding and/or improved attendance each trimester. If students are struggling in the area of attendance, our school will offer the following assistance:

- **Meeting with the student and/or parent to find out what supports he/she needs to get to school on time, every day**
- **Phone call home to parents when a student is absent from school**
- **Home visits**
- **Parent meeting with student present**
- **Entering in to an Attendance Contract with both student and parent**
- **Referral to Community Truancy Board**
- **Referral to Truancy Court with the Yakima County Juvenile Justice Department**

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.

TARDIES AND CHECKOUTS

Please respect the work of the instructional staff by ensuring that your child is sitting in class by 9:10 a.m. School is dismissed at 3:40 and instruction goes on until that time. Students that arrive late or leave early miss one or more of the following: homework review, regular instruction, daily review, pre teaching for the next day.

***** All calls for changes in daily pickup or transportation need to be received in the office prior to 3:15 pm.**

BUS RIDERS

Students riding the bus to and from school will be dropped off and picked up in the circular bus zone in front of the school. They will enter and exit the school through the commons.

STUDENTS WALKING TO AND FROM SCHOOL

Students walking to school should not arrive on school grounds before 8:10 am. They should be encouraged to walk the safest route to school. This includes crossing streets where there is a designated crosswalk. They follow the same procedure as bus riders entering and exiting the school through the commons doors.

STUDENTS DROP OFF AND PICK-UP

Drivers will enter and exit the parent parking lot off 9th Street. Please be patient and wait your turn to pick up or drop off your child. School staff will be directing traffic. All students will enter the school in the morning using the commons doors. Breakfast begins at 8:10 am. There is supervision for students beginning at 8:10 am. After school, students will be dismissed by teachers to the pick up line where school staff will direct them to cars.

OFFICE

The school office doors will be locked as the district enhances security during school hours. Visitors are welcome to visit Washington School and will be granted access to the school following these procedures below:

- Visitors will enter the front doors near the office, then press the white button on the callbox located on the right wall.
- Office staff will greet visitors, then will ask visitors to proceed into the office.

- All visitors are required to sign in and wear a visitor's pass. When exiting the school, visitors will sign out and leave the visitor's passes with the office staff. Visitors will exit the building just as they entered the building.

WITHDRAWING A STUDENT FROM SCHOOL

During a 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.

DRESS CODE 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.

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 WAC 392-400-235 and WAC 392-400-240. 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.
(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 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 (RCW 28A.640.020, RCW 10.14.02) (See Sunnyside School Board Policy 6590p).
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 (RCW 28A.300.285) (See School Board Policy 3207).
15. Other areas as determined by the Citizens Ad Hoc Committee CWAC 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 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. (RCW 70.155.080)

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) will be distributed during school hours in the classroom for parties, celebrations and seasonal events.

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:

1. The parent obtains the medication form from the school, completes and signs the form.
2. The parent will send or take the form to the physician for orders and a signature.
3. 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 principals. 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 leaving 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 to excuse their absence.

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:

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.

EMERGENCY LOCKDOWN PROCEDURE

An announcement will be made over the intercom, by 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".

EMERGENCY NEED TO EVACUATE

When at lunch or recess (or during any other time when students are not in their classrooms) and an extreme emergency arises such as an intruder(s) or anyone armed and dangerous on campus, it is imperative that each person go to the closest shelter.

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](#)

LATEX BALLOONS

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

OUR DISTRICT'S TIP REPORTING SERVICE

Safety is one of our district's top priorities, that's why we're now using SafeSchools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration via four different methods:

- Phone: **1-877-315-3213, ext 1001** Email: 1001@alert1.us
- Text: **1-877-315-3213** Web: [Sunnyside School District](#)

You may easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. Tips may be submitted anonymously too. Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.

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 junctions 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.

STUDENT CONDUCT ON BUSES

Any misconduct by a student, which in the opinion of the bus driver or bus supervisor is detrimental to the safe operation of the bus, shall be sufficient cause for the principal to suspend the transportation privilege. In cases where student conduct requires more immediate action the transportation director may suspend a student from transportation privileges as well. 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). Violation of the rules of conduct on buses will be dealt with in a progressive way. Lower level violations will be reported directly to the parent by driver 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.

MEDIA OPT-OUT NOTIFICATION

The Sunnyside School District makes a concentrated effort to promote the positive activities, honors, and work of our students and staff. This includes working with the local newspapers and television stations, as well as developing our own publications (newsletters, brochures, websites, etc...). Throughout the year, there will be opportunities for various students to be interviewed and/or photographed. However, we understand that some parents/guardians may prefer that their child not be interviewed or photographed. If you do not want your child to be interviewed or photographed, you can fill out an opt-out form available in your school's office. If you wish to change this status during the school year, you may fill out a new form. Please note, this release form does not apply to photographs taken during extra-curricular activities. Students who participate in extracurricular activities forfeit their rights to retain authority over publication of photos taken.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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.).

NON-DISCRIMINATION 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 caseworker, 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, emails, 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. 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.

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.

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. Individual School building Parent Involvement Policy can be found in the SSD website www.sunnysideschools.org on section *Family and Community Engagement* or at each individual school building.

HOME - SCHOOL COMPACT

A Home-School Compact is a voluntary agreement between the home and the school. The sharing of expectations is important. It allows participants in the schooling process to share their vision about what school should be about. It provides a basis for a continuing dialogue between families and school professionals about what works best for student learning.

The Student's role is to:

- Attend school regularly
- Follow School and District Rules
- Complete and return homework assignments

The Teacher's role is to:

- Provide appropriate learning assignments and homework opportunities for students.
- Provide necessary assistance to parents so that they can help with the learning process.
- Encourage students and parents by providing information about student progress.
- Provide meaningful learning activities for students in the classroom.

The Parent's role is to:

- Ensure that their child is punctual and attends school regularly.
- Know the learning goals and expectations for their child.
- Read with their child and set a regular time and place for homework.
- Praise their child for good work and good behavior.
- Support the school in its efforts to maintain proper discipline.

**WE KNOW THAT CHILDREN LEARN BEST WHEN FAMILIES
AND SCHOOLS WORK TOGETHER.**

***PLEASE SIGN & RETURN TO YOUR CHILD'S TEACHER**

**Washington Elementary School
Parent/Student Handbook & Network Agreement
2022-2023**

Contract for Students

STUDENT:

I have read, understand and agree to abide by the procedures and rules included in my student handbook and network agreement. I further understand that if I commit a violation of any of the aforementioned rules, school disciplinary and/or appropriate legal action may be taken.

Name of Student: _____

School: Washington Elementary School

Student Signature: _____

Date: _____

PARENT:

I have read and understand the procedures and rules included in my student handbook and network agreement. I further understand that if my child commits a violation of the aforementioned rules, school disciplinary, and/or appropriate legal action may be taken.

Name of Parent: _____

School: Washington Elementary School

Signature of Parent: _____

Date: _____

Washington Elementary
Teacher, Parent, Student Compact
2022-2023

**WE KNOW THAT CHILDREN LEARN BEST WHEN FAMILIES
AND SCHOOLS WORK TOGETHER.**

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 student 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 Washington 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)



Attendance Matters

Commitment Form

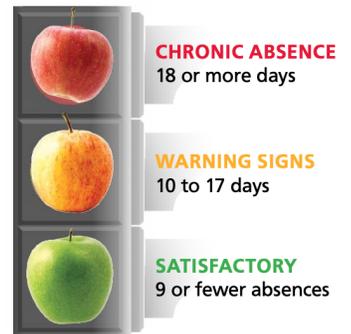
At Washington Elementary, we are committed to cultivating a welcoming and engaging school environment that emphasizes building relationships with families and the importance of going to class every day.

Showing up for class matters. If children don't show up for school regularly, they miss out on fundamental reading and math skills and the chance to build a habit of good attendance that will carry them into college and careers.

Being late to school may lead to poor attendance. Absences and tardiness can affect the whole classroom if the teacher has to slow down learning to help children catch up.

Showing up on time every day is important to your child's success. Please commit to getting your child to school everyday, on time.

When Do Absences Become a Problem?



Note: These numbers assume a 180-day school year.

I commit to making school a priority and strive to get my child to school everyday, on time.

Parent Signature _____ Date _____

GOOD SCHOOL ATTENDANCE MEANS...



ELEMENTARY STUDENTS
read well by the end of third grade



MIDDLE SCHOOLERS
pass important courses



HIGH SCHOOLERS
stay on track for graduation



COLLEGE STUDENTS
earn their degrees



WORKERS
succeed in their jobs

Too many absences—excused or unexcused—can keep students from succeeding in school and in life. How many are too many? 10% of the school year—that's 18 missed days or 2 days a month—can knock students off track.