



Walla Walla Center for
Children & Families

Head Start Parent Handbook

2021-2022

www.wwccf.org



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Mission

Walla Walla Public Schools ensure all students receive high quality instruction in an aligned and coherent system while addressing their social and emotional needs in a safe and engaging environment.

Belief Statements

- ***We believe in challenging and supporting all students***
- ***We believe quality instruction is critical to student success***
- ***We believe in investing in staff to ensure excellence***
- ***We believe in maximizing the impact of our resources***
- ***We believe in collaborative and transparent operation***
- ***We believe in the importance of family and community***
- ***We believe diversity is a strength***

Preschool Class Schedule

***Full Day Class Times: 8:15 a.m. - 2:45 p.m.**

***(Early Release Wednesday-1:45 p.m.)**

Half-day Class Times: 8:15 a.m. - 11:45 a.m.

Preschool Classes are held Monday through Friday.

Parking at School

Parents may park in front or back of the school. Parent parking is never permitted in bus loading zones and the delivery loop. Please respect handicap and reserved parking areas.

Always drive with caution and courtesy in school zones!

Check In/Out

Exterior doors for downstairs classrooms will be open for fifteen minutes at the beginning and end of each session to receive children. For safety, exterior doors will NEVER be opened to parents/visitors at other times.

ALWAYS use the stairways to go up and down the hill. Keep your child at your side and teach him/her to use the handrail.

- ALWAYS set a good example for your child and others by using respectful language and behavior at school.
- ALWAYS sign in as a visitor in the office and wear your visitor badge when bringing your child through the building. **ALWAYS sign out and leave the badge at the office.**
- ALWAYS sign your child in either at the office or in the classroom. Children must also be signed out upon leaving for the day.
- NEVER send your child to class with another child. An adult must sign the child into class.
- **ALL PERSONS PICKING UP CHILDREN MUST BE ON THE AUTHORIZATION LIST AND SHOW PICTURE ID.** Adding a person to the authorization list must be done in writing, in advance.

Meals

All full-day students will be offered breakfast, lunch and an afternoon snack.

Half-day students will be offered breakfast and lunch.

School Delays and Closures

Full day classes: Head Start will follow the Walla Walla Public Schools 2 hour delay procedure. All classes and activities will be canceled if school is canceled.

At Walla Walla Public Schools, we make every effort to post up-to-the-minute school closure information due to inclement weather or any circumstance that would delay or cancel the normal school schedule. Announcements are made online at www.wgps.org, through various local radio and TV stations, as well as automated telephone, text and e-mail messages beginning as early as 6 a.m.

Busing Safety and Transportation Services

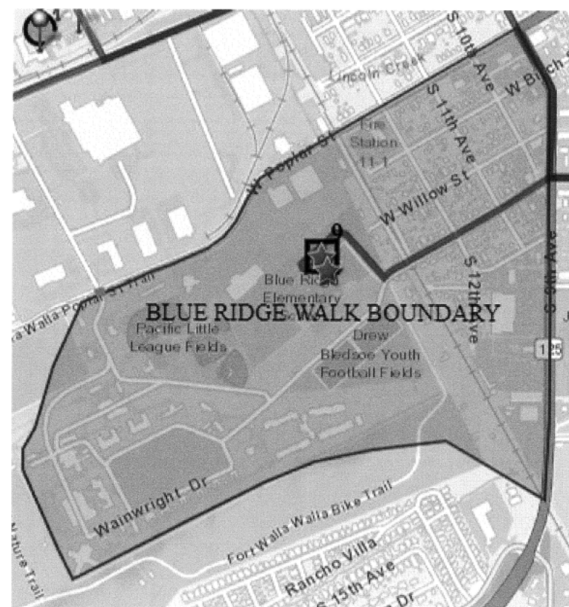
****ALL PERSONS PICKING UP CHILDREN AT BUS STOP MUST BE ON THE AUTHORIZATION LIST AND SHOW PICTURE I.D. ****

Busing Services

Families who reside in the Walla Walla Center for Children and Families walking area **will not** receive busing services (**see map below**). Families who reside outside of the Walla Walla Center for Children and Families walking area and who reside in Walla Walla can receive school transportation. In order for the preschool to run the bus in a timely manner neighborhood stops will be established. Students are eligible to ride the bus from one (1) pick up address to preschool and one (1) return address at the end of their preschool session. **If you wish to change the location of your child's bus stop the change of stop request form must be completed with your Family Advocate at least 2 weeks in advance.**

Unsafe Bus Behavior

It is of the utmost importance that students are safely transported to and from preschool. Behaviors which are deemed unsafe by the bus driver may result in students not being able to ride the bus. Unsafe behaviors may include repeated attempts and removal of safety harnesses, screaming, spitting and hitting. Preschool staff will make every attempt to teach and support positive bus riding behavior however, should unsafe behaviors continue parents may be asked to arrange for alternative transportation.



Waiting for the bus:

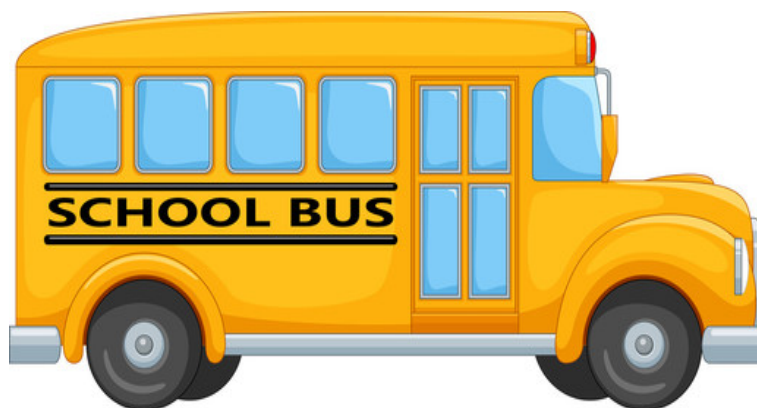
- Arrive at your stop *at least* 5 minutes before the scheduled stop time.
- Stay on the curb until the bus has stopped and the doors open. Always closely supervise your children and keep them safe at the bus stop.
- Help your child up or down the bus steps and escort him or her by the hand.
- Always cross **in front of the bus**, *never behind*, when the driver signals it is safe.
- Children not met at the bus by an authorized adult will be returned to Walla Walla Center for Children and Families at the end of the route and should be picked up there.
- **Adults should be prepared at all times with photo I.D.**

Important things to teach your child about riding the bus:

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

Items NOT allowed on the bus:

- Food/Drinks/Candy/Gum
- Toys
- Breakable items
- Animals/Pets



Absence and Irregular Attendance

Preschool attendance matters! According to attendance data, preschoolers who miss 10 percent or more of the school year arrive at kindergarten with lower levels of school readiness. Preschoolers who are chronically absent for more than one year are less likely to read proficiently by the end of third grade and more likely to be retained. **Maintaining a regular routine for school provides many benefits for your child, such as peer socialization, academic skills, meal times and health activities.**

We realize there will be sickness or other emergencies that may cause a family to occasionally miss school. However, we ask families to schedule appointments and family trips at times which do not interfere with your child's attendance.

Reasons for missed classes are recorded daily. **Any time a child is absent and a parent has not contacted the school within one hour of class time, preschool staff are required to contact the parent regarding the child's absence.** Parent contact regarding an unexplained school absence will be made via a phone call, a text message or a home visit. **Parents must call their Family Advocate when their child is absent.**

*If your child misses school frequently you will be contacted by your Family Advocate to develop an attendance contract to improve your child's attendance. **Should the contract not be met, resulting in 85% attendance within the month, your child may lose their slot in preschool.***

Head Start Performance Standards state that children should be in attendance 85% of the scheduled time. If your child's attendance falls below an 85% average for the month, your Family Advocate and Director will contact you to determine the cause and to see if there is any way we can help to improve their attendance. We will make every effort to work with you and your family to help maintain regular attendance.

**** CHILDREN WHO HAVE REGULAR ATTENDANCE WILL BE RECOGNIZED ****

Is My Child Too Sick for School?

While good attendance habits are important, preschoolers do tend to share, so it is vital to keep your child home when he or she is sick, to stop or slow down the spread of illnesses.

If your child has had the following symptoms within 24 hours, please keep him or her home. If your child displays any of these symptoms at school, you will be called to pick him/her up.

- Fever of 100.4° or higher
- Sore throat/strep throat
- Earache or drainage from the ear
- Deep hacking cough
- Severe congestion
- Vomiting
- Green nasal discharge
- Diarrhea (two or more watery bowel movements)
- Pink eye or eye discharge
- Impetigo, scabies or ringworm
- Head lice (child may return after treatment)
- First two days of common cold

If we have a concern about a child's ability to safely return to school after illness or injury, we will request a note from the child's doctor clearing him/her for participation in school.

Dressing for Preschool

Children should wear comfortable play clothes and closed-toe shoes for:

- ✓ Running and playing outside
- ✓ Using the bathroom easily
- ✓ Using paint and glue
- ✓ Sitting on the floor
- ✓ Playing with sand and water
- ✓ Preparing food

Dress your child for the weather. Children go outside to play unless the weather is extreme. On cold or rainy days, children should wear a coat, hat, boots, and mittens. On sunny days, please put sunscreen on before school. Send a light jacket in case the weather turns chilly and a hat to protect from the sun.

Please mark all clothing items with your child's name!

Do NOT allow children to bring the following items to preschool:

- ⇒ Money
- ⇒ Toys and backpacks
- ⇒ Special Clothes or Shoes
- ⇒ Food/Gum/Candy
- ⇒ Jewelry

Your Child's Education

Our Philosophy

- *We recognize that parents are the primary educators of their children and involve them in the process of assessment and planning for their child.*
- *We celebrate diversity regardless of race, culture or abilities.*

Our Classrooms

- The focus of our Head Start program is preparing every child for kindergarten.
- Instruction is provided by highly qualified teachers.
- The adult-child ratio is 1:10.
- Small groups are taught in the child's primary language where feasible.

Positive Behavior Intervention Strategies

We use positive strategies to help children manage their behavior and teach them to problem solve. Our staff builds strong relationships with students and families to support positive behaviors. Preschool routines and activities are designed to promote engagement in learning. These help children learn classroom rules and routines while encouraging positive social and emotional growth.

English Language Learners

Adapted from: www.PBS.org/parents/readinglanguage/spanish/articles

Why would we teach children in Spanish while they are learning English?

Conversing with and reading to children in their native language lays the foundation for learning to speak and read in English. Daily reading allows children to explore new concepts and increase their knowledge of print and books. Research has shown that if children already know these important concepts about print in one language, they can apply them to reading in another language.

How can I support my child's language development at home?

Talking with your child regularly lays the foundation for her language and literacy development. If you are most comfortable in your native language, you will be better able to communicate your feelings and ideas in that language. You can use words to label objects and describe what is happening as a way of teaching new words. You can recite rhymes and poems to develop their awareness of sounds. You can take turns talking about the day, things they notice, and books that you read together. By talking together, you teach your child about the purpose of language, while helping them express their feelings and ideas. And by speaking to your child in your native language, you also teach them about their culture and identity.

Developmental Milestones

3 months
Cooing & gurgling

6 months
Babbling

12 months
First words

18 months
Knows 5 to 40 words

2 years
150-300 words, 2-3 word sentences

3 years
900-1,000 words, asks short questions

5 years
Identifies letters, creates longer sentences

4 years
2,000 words, 5+ word sentences

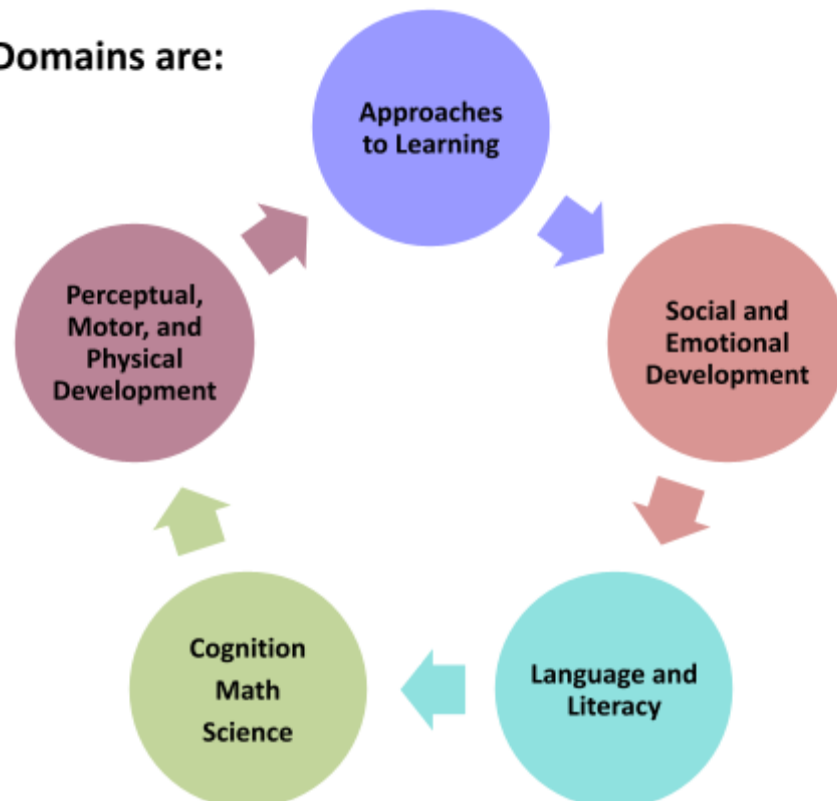


The Head Start Early Learning Outcomes Framework

The first five years of life is a time of wondrous and rapid development and learning. The *Head Start Early Learning Outcomes Framework: Ages Birth to Five* outlines and describes the skills, behaviors, and concepts that programs must foster in all children, including children who are dual language learners (DLLs) and children with disabilities. As designed, the Framework will guide early childhood programs to align curriculum, assessments, and professional development to school readiness goals and assure the continuity of early learning experiences.

The Framework is organized into the following elements: **Domains, Sub-domains, Goals, Developmental Progressions, and Indicators.** To guide effective teaching practices, these elements are: **RESEARCH-BASED**—Informed by research as being reasonably achievable, age appropriate, and aligned with kindergarten expectations. **COMPREHENSIVE**—Cover the central domains of early learning and skills children need to succeed in school and provide sufficient breadth and depth in each area. **INCLUSIVE**—Relevant for children from diverse linguistic, economic, and cultural backgrounds and for children with disabilities. **MANAGEABLE**—Include a reasonable number of domains, sub-domains, goals, and indicators that programs can effectively implement. **MEASURABLE**—Reflect observable skills, behaviors, and concepts.

The Central Domains are:



For more information on early learning, check out these online resources:

- Head Start Early Childhood Learning and Knowledge Center: eclkc.ohs.acf.hhs.gov

Developmental Support

Each preschool student will complete the Ages and Stages Questionnaire (ASQ-3) which will be filled out with their new teacher and their parent/guardian. This questionnaire will ask questions on communication, gross and fine motor, problem solving, and personal- social skills based on the child's developmental age. Each assessment will be reviewed for concerns and follow up needs. A follow up assessment called the DIAL-4 will be used to go more in depth if there are any concerns in the initial questionnaire. The DIAL- 4 assessment tool covers 3 major areas of child development: Motor, Language and Concepts. This will provide teaching and support staff with a brief overview of your child's development. Assessment results will then be shared with you at your Parent–Teacher conference. Your child's development will continue to be fully supported and monitored throughout the school year.

For families residing within the Walla Walla Public Schools attendance area, Special Education services are available on-site upon referral and qualification. Families that live outside of the Walla Walla Public Schools attendance area will be referred for Special Education services within their community. Please feel free to express your concerns or questions to our teaching staff.

Lending Library

Our Lending Library provides the opportunity for you to read with your child daily. Each child will select a book from the preschool library to take home in their bag. * Any family member may read the book to the child. Please return the book and bag each day so that your child may select a different book, even if you didn't get a chance to read it that day. Each time you read a book, write the title, date and check the box on the recording sheet to indicate that you read 15 minutes. When the sheet is complete, please sign and return it so your contribution to education is documented!

The joy of sharing a book doesn't always mean getting to the end. Children like to be active participants. The conversations you can have about the pictures, story, or words are valuable to enriching your child's vocabulary. You are your child's first, and most important, teacher. Reading regularly to your children is the most important activity for building success in reading.

****Each child receives a personalized book bag. Please look in your child's bag each day for notes, flyers and newsletters. We will also be sending home some of your child's artwork in their bag. Children love an opportunity to share with you what they have created!***



Family Services and Support

Family Advocates are unique to Walla Walla Head Start Preschool, Family Services staff serves as a link between families, school and community resources. Each family is assigned a Family Advocate. The primary role of the Family Advocate is to provide support to your family as you work to strengthen your skills, improve the quality of your daily lives and support your child's readiness for school. Below are some of the ways your Family Advocate will support you:

Home Visits

Family Services home visits are an important part of our preschool service. Visits are held to begin the process of building a trusting relationship and partnership with parents. Your Family Advocate will schedule a home visit at the beginning of the school year and throughout the year as needed. If for any reason you do not want the meeting to be held in your home please let your Family Advocate know and another location will be arranged.

Family Partnership Agreement

A Family Partnership Agreement is a collaborative partnership building process between your Family Advocate and preschool families to establish mutual trust and to identify family goals, strengths and any necessary services. Together with your Family Advocate you will develop a plan which includes goals for yourself and/or your family. Family Advocates will be sensitive to your individual strengths and abilities, as well as your family needs. We will check in with you throughout the year to see if your family needs are being met and offer you support in meeting your goals.

Community Resources

Your Family Advocate will share with you information regarding the free OWWL smartphone app, One Walla Walla List, which provides community agency names, telephone numbers and contact information, the Walla Walla Health Department also has information regarding community resources listed on their website. Your Family Advocate can provide you with information for resources that you are interested in to assist you in meeting the needs of your family.

If at any time you have a question about the services available to you, you would like to speak with a counselor, or if you feel the need for greater family support, please don't hesitate to contact your Family Advocate.

Always contact your Family Advocate if:

- Your child has or develops a life-threatening condition
- You have any changes in your phone numbers
- You move or change your mailing address
- You need to request a change in busing
- There is a change in the custody or parenting plan for your child
- You have questions or concerns about school
- You need to add or remove a person on your child's Authorization List



We're Better Together!

Your Family Advocate will:

- Help you learn how to get the most out of our Head Start program
- Assist you to maintain current well-child and dental exams for your child
- Provide ongoing support in child and family health education
- Guide you through your child's transition to Kindergarten
- Follow up with you about your child's attendance

Social and Emotional Support

- ❖ We look for and support your family's strengths!
- ❖ We promote healthy social and emotional development of children
- ❖ During the school year, all children are screened for social/emotional and developmental growth (with parental consent)
- ❖ We look to identify early stages of emotional or behavioral difficulties
- ❖ We provide information, classes and support for issues such as:

- Child Development
- Domestic Violence
- Substance Abuse
- Community Violence
- Parenting Skills
- Counseling Services
- Higher Education/High School Completion
- Financial Management
- Community Resources
- Homelessness
- Job Skills

Mental Health Services

Mental Health is a state of well-being. It is the ability to meet the ordinary demands of everyday life and it is the ability to cope with the normal stresses which life presents. This is true for both children and adults. We have several ways of helping children and families who may be overwhelmed or experiencing difficult situations.

Head Start can provide on site counseling services for your child with your permission and involvement. Please see your Family Advocate for information on making a referral. In addition to direct services counseling staff can provide classroom observations to foster a positive mental health climate for all students.

The Mental Health Coordinator can assist you in making a mental health referral in the community and is also available during an immediate need.

Child Abuse and Neglect Statement

All Head Start staff members are state mandated reporters of suspected child abuse and neglect. As such, we are concerned for the safety and well-being of all children. We are guided by four factors in dealing with child abuse and neglect.

1. **State Law:** State Law requires all employees of agencies such as ours to report all cases of suspected abuse or neglect to the Children's Services Division or the Police Department. Failure to report could be considered a criminal act.
2. **Head Start Guidelines:** Head Start guidelines require program employees to report abuse in compliance with State Laws.
3. **Walla Walla Public Schools Policies:** WWPS policies mandate that we report in compliance with State Laws. Failure to report could be considered a criminal act and result in the loss of a person's job.

- 4. Program Philosophy:** Our program philosophy recognizes parents as the primary caregivers and educators of their children. We are committed to helping parents in their roles as parents.

In accordance with the requirements of the law and the ideals under which we work, we have developed a procedure for reporting suspected child abuse and neglect. Please understand that this may mean that your Family Advocate may be **required** to contact Child Protective Services (CPS).

Our goal is to help families identify and solve their problems in an effort to help keep families together. We are committed to educating families and children in the prevention of child abuse and neglect. We will provide support for families both before and after a report is made. We can also refer parents to agencies for help, such as counseling. All records concerning you and your child are confidential and will not be shared with anyone outside program staff without your written consent, with the exception of suspected child abuse or neglect where the child's emotional or physical safety may be in jeopardy. In this case only, information relevant to the investigation will be shared with the agencies involved.

Parent Involvement

Parents play an essential role in their child's education!

There are many ways you can help!

- Read to your child daily
- Attend Family Nights
- Attend Mom's groups/Dad's groups
- Come to meetings for parents
- Do take-home volunteer projects
- Volunteer in the classroom
- Attend field trips
- Be active in Policy Council
- Keep Home Visit appointments
- Keep Conference appointments
- Join Classroom parent groups

Volunteering Opportunities

We encourage both dads and moms to get involved in their child's classroom activities. This includes helping chaperone field trips, doing projects for the classroom at home, as well as participating in family nights, the Health Services Advisory Committee, Mom's group, fatherhood connection, classroom



parent groups and Policy Council. You can also take advantage of parenting classes and special trainings offered throughout the year. We may also ask you to participate in our annual Program Self-Assessment and/or Community Needs Assessment.

In order to be able to volunteer in the classroom and attend field trips, you must complete the Volunteer Disclosure Statement and Washington State Patrol Background Check forms every year. Regular classroom volunteers will be provided with training and may be required to pass a TB test. **Contact ERSEA Coordinator, Jennifer Avina, at (509)527-3066 to get connected!**

Classroom Rules for Parents and Volunteers

In order for classrooms to run effectively when volunteers are present there are few rules that are in needed:

- Please do not bring in food or drink into the classroom. This includes coffee, soda or any food item.
- Please refrain from any cell phone use. It is not acceptable to take pictures or videos of other students.
- Please ask the teacher for instruction and direction regarding student behavior.
- School food service is for students and staff. Please keep this in mind when joining meal time. Also, due to federal regulations, food service can not be taken home with the student.
- Always sign in at the front desk and obtain a visitor badge. You will need to sign out and return the badge when you have completed your time in the classroom.

School Communications

You will regularly receive notices from us in your child's book bag. Please check it daily! Each month we will send you a parent newsletter and the lunch menu. In addition, we will send home notices about family nights, special events, and community events and services. When you visit your child's classroom, check out the Parent Bulletin Board in the hallway for the latest happenings! Our program uses a telephone, text and email notification system to send out reminders about upcoming events, last-minute changes, important announcements and school closure information. Please keep your Family Advocate up to date of any phone or email changes so we can keep you informed.



Head Start Policy Council

Purpose of the Policy Council

The Walla Walla Public Schools Head Start Policy Council is a formal committee of shared governance between parents, community representatives and staff. **All parents of Head Start students are encouraged to participate** in the process of making decisions about the nature and operation of our program by attending policy council meetings or by serving as an elected policy council officer representative.

At each meeting, you will be given details about the operation of our Head Start program, have an opportunity to give your input as to how the program is run, and vote on budget, personnel and policy matters. Contracted employees of Walla Walla Public Schools, and their family members, are ineligible to vote, serve as a Policy Council Representative, or a Policy Council Officer.

Policy Council Representatives and Officers

Policy Council Representatives and Officers are elected at the meeting in October by Head Start parents who attend. Representatives must be a parent of a currently enrolled child in the Head Start program.

Representatives and Officers will:

- Receive orientation in order to be able to carry out their responsibilities.
- Attend monthly Policy Council meetings
- Serve as a member for Policy Council Committees

Benefits of Participation

- ❖ **Being involved in your child's education increases their level of success in school!**
- ❖ **Valuable experience, training and relationships lead to personal and professional growth!**

WWPS School Board

As the governing board and grantee for the Head Start grant that funds our preschool program, the School Board receives monthly reports that include decisions and actions taken by the Policy Council and must also approve them.

School Board meetings are open to the public. Meetings are generally held the first and third Tuesdays of each month. Meetings are held in the district board room at 364 S. Park Street and begin at 6:30 p.m. Special sessions may be scheduled at alternate locations as needed.

School Board Information Online (www.wwps.org)

- Meeting dates
- School board minutes
- School board meeting protocols
- How to contact School Board members



Health and Nutrition

"You can't educate a child who isn't healthy and you can't keep a child healthy who isn't educated". ~Jocelyn Elders

All children must be up to date with their immunizations before starting school.

If your child has, or develops, a life-threatening condition or food allergy, a health plan must be in place before attending class. Please notify your Family Advocate immediately.

Regular Well-Child and Dental Exams

Your child should receive a well-child exam yearly (once a year) and a dental exam every six months (two times a year).

Please ask your child's doctor and dentist to provide you with your child's exam results so they can be turned in to your Family Advocate. **Our Head Start Performance Standards require us to show documentation of these exams within 90 days of your child's enrollment.** Your Family Advocate and our Health and Nutrition Coordinator will work with you to keep these exams up to date and turned in by 90 days, while also keeping them up to date throughout the school year. They will help you if you need to find a regular doctor or dentist, need a referral, or need insurance coverage.

Screenings

Throughout the school year, all children (with parental consent) are screened for height, weight, oral health, vision and hearing. You will receive information about your child's results.

Health and Nutrition Education

Classroom teachers will be working with your child to promote healthy habits every day. You will receive information about classroom activities so that you can support these healthy habits at home. Ask your child often what they are learning about health and nutrition in school. Additional health and nutrition information will be shared at home visits and at parent nights. We encourage your family to participate!

Meals

Studies have shown how beneficial family mealtime is at home. Our program encourages healthy eating habits by serving meals family style, providing a variety of fruits and vegetables along with healthy choices of proteins and grains. Because of federal regulations, we are unable to send home leftover food that has been served.

Resolving Concerns

COMPREHENSIVE NONDISCRIMINATION STATEMENT - Policies 3205 and 3210

The Walla Walla 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, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The Walla Walla School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services or transitional bilingual education programs, contact (509) 527-3000. The following employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights Compliance Coordinator

Title IX Coordinator

Liz Campeau, Director of HR
364 S. Park Street
Walla Walla, WA 99362
(509) 527-3000
lcampeau@wwps.org

Section 504/ADA Coordinator

Libby Thompson, Director of Special Education
364 S. Park Street
Walla Walla, WA 99362
(509) 527-3000
lthompson@wwps.org

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here:

<http://www.wwps.org/district/information/school-board/policies>.

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 during a school-sponsored activity.

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

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: <http://www.wwps.org/district/information/school-board/policies>

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

Complaint to the School District

Step 1. Write Out Your Complaint

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

Step 2: School District Investigates Your Complaint

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: School District Responds to Your Complaint

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School District

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The

school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: Equity@k12.wa.us | **Fax:** 360-664-2967

Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit www.k12.wa.us/Equity/Complaints.aspx, or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

Other Discrimination Complaint Options

Office for Civil Rights, U.S. Department of Education

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

Walla Walla Public Schools Bullying Prevention

Walla Walla Public Schools is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers, and patrons that is free from harassment, intimidation or bullying. The district uses SafeSchools Alert to report safety concerns. This tip reporting service allows students, staff, and parents to submit safety concerns in four different ways, in addition to a personal report to school administrators. **For emergencies, always call 911!**

1. **Text or Call:** 1.855.976.8772
2. **Email:** 1057@alert1.us
3. **Web:** <http://1057.alert1.us>

To find out more, visit:

www.wwps.org



Written and verbal communication will be sent prior to each meeting and event. Calendars will be sent home monthly.