

# STUDENT PARENT HANDBOOK



## Our Vision

Achieve Excellence: Every child. Every opportunity. Every Day.

## Washington School Staff Mission Statement

At Washington Elementary, our mission is to educate and develop responsible scholars in partnership with parents and the community. We are committed to providing a safe learning environment that nurtures academic, linguistic, cultural, social, emotional, and physical growth. Together, we strive to close the opportunity gap and ensure that every child has the chance to thrive.

## Washington Student Mission Statement

Being Educated and Responsible Scholars

## 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 Street Sunnyside, WA 98944



509.837.3641



509.837.0454

Mr. Chambers, *Principal*

Mrs. Morris, *Assistant Principal*

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### Message from the Principal

Welcome to the 2024-2025 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 (scan QR code). 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
- Technology Device 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 2024-2025 school year.

Thank you,

Rob Chambers, *Principal*

Bethany Morris, *Asst. Principal*



# General School Information, Processes & Procedures

## **School Hours**

All students attend school from 9:10 a.m.- 3:40p.m. Supervision and breakfast begin at 8:10 a.m.

## **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 old or older.
5. **Early check outs must be made by 3:00pm.**

## **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.

## **Visiting/Volunteering**

- 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.
- 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. Provide a copy of photo Identification

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

## **Breakfast and Lunch**

Breakfast is served in the commons beginning at 8:10 a.m. Students will enter the building through the commons door and choose to eat breakfast or sit in the gym. Students will be released from the gym at 8:50 a.m. to go to the playground until the first bell rings at 9:00am.

Breakfast and lunch is free for all students enrolled at Washington Elementary.

### **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.

## **Bicycles**

Bikes 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.

## **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.

### **Bus Changes**

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 call the school and/or 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.

## **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.

## **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.

## 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.

- **SMARTER BALANCED ASSESSMENT:** This state mandated test is given in May to 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade students.
- **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 and/or anger management skills and assist students in dealing with divorce or a death in the family.

## HEALTH & SAFETY

### Health Problems

Please contact the school nurse AND indicate on your registration form if your child has a health problem, 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.

### 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.

## Sunscreen

Topical sunscreen products – Sun safety guidelines (RCW 28A.210.278 ):

- A sunscreen product may be possessed and applied at school without the prescription or note of a licensed healthcare professional if the product is regulated by the United States food and drug administration for over-the-counter-use. For student use, a sunscreen product must be supplied by a parent or guardian.

## 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.

## Latex Balloons

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

## 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.

## 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.

## 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.

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

**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. The decision as to whether a school opening is delayed or is closed for the day rests with the Superintendent. A message is sent from the district to parents on Parent Square and information is available on social media platforms.

# ATTENDANCE

## 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 8 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 & 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.**



## 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.

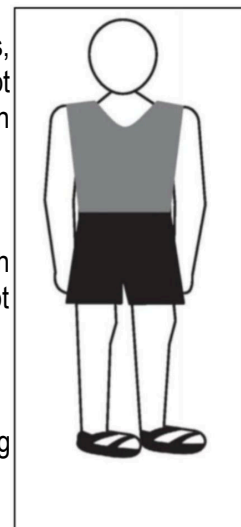
**PANTS/SHORTS:** Sagging, or the wearing of pants/shorts below the waist and/or in a manner that allows underwear or bare skin to show, and "bagging", or the wearing of excessively baggy pants/shorts with low-hanging crotches are prohibited. Rips that allow underwear or bare skin above mid-thigh to 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.

**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.



## **SCHOOL DISCIPLINE**

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.

### **School-Wide Expectations:**

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.

### **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, cell 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.

### **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.

## 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.

## Non- Discretionary Discipline 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. Participation in any of these acts may result in immediate long-term suspension, emergency removal, 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 removal.
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

The superintendent or designee in accordance with WAC 392-400-465 will handle appeals.

## Tobacco Products

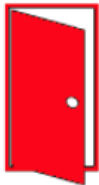



Smoking on school property is prohibited regardless of age. Individuals under the age of 21 are prohibited by law from using tobacco products regardless of type or location. Students 16 - 18 years of age found using tobacco products may be sent to Municipal Court and fined a minimum of \$95.00. Students 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 removal. 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 removal with progressive disciplinary choices or removal. removal is usually, but not always, the result of multiple offenses against the policy.

## CRISIS RESPONSE

### Crisis Response Instructions

 <b>LOCKDOWN</b> <b>RESPONSE TO: Definite threat of harm from human or animal</b> <ul style="list-style-type: none"><li>• Close and lock external entrances</li><li>• Close and lock classroom doors</li><li>• Cover windows and door windows</li><li>• Head count and collect</li><li>• For Breached Lockdown: Run/Barricade/Fight</li><li>• Monitor communications</li></ul>	 <b>SECURE AND TEACH</b> <b>RESPONSE TO: Potential threat of harm from human or animal</b> <ul style="list-style-type: none"><li>• Close and lock external entrances</li><li>• Give medical care if needed</li><li>• Head count and collect</li><li>• Keep hallways clear</li><li>• Continue teaching, keep students in classrooms if needed</li><li>• Monitor communications</li></ul>
 <b>SHELTER IN PLACE</b> <b>RESPONSE TO: Chemical, biological or radioactive event, or natural disaster</b> <ul style="list-style-type: none"><li>• Shelter in designated safe area/room</li><li>• Seal windows and doors</li><li>• Shut off HVAC systems and close vents</li><li>• For Earthquakes: Drop/Cover/Hold</li><li>• Head count and collect</li><li>• Monitor communications</li></ul>	 <b>EVACUATE</b> <b>RESPONSE TO: Fire, smoke, gas leak, chemical spill, other internal threat</b> <ul style="list-style-type: none"><li>• Exit building and go to Rally Point</li><li>• Perform Hallchecks and Spotters</li><li>• If Rally Point is unsafe, use Alternate</li><li>• Head count and collect</li><li>• For Farther RP/Reunification: Notify Transportation</li><li>• Monitor communications</li></ul>

Our staff and students receive training on crisis response each year. Listed below are explanations of our Core 4 responses practiced at Washington Elementary.

## Reporting Tip 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.

# ANNUALLY REQUIRED NOTIFICATIONS TO FAMILIES

## **Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)**

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

### **What is HIB?**

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

### **How can I make a report or complaint about HIB?**

**Talk to any school staff member** (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB ([HIB Concern](#)) but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer: Doug Rogers [douglas.rogers@sunnysideschools.org](mailto:douglas.rogers@sunnysideschools.org) (509)836-8725 that supports prevention and response to HIB.

### **What happens after I make a report about HIB?**

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

### **What is the investigation process?**

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

### **What are the next steps if I disagree with the outcome?**

**For the student designated as the "targeted student" in a complaint:**

If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

**For the student designated as the “aggressor” in a complaint:**

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district’s [HIB webpage](#) or the district’s *HIB Policy* [**Policy 3207**] and *Procedure* [[Procedure 3207](#)].

## Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

### What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student’s protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student’s ability to participate in, or benefit from, the school’s services, activities, or opportunities.

To review the district’s Nondiscrimination Policy [[Policy 3210](#)] and Procedure [[Procedure 3210](#)], visit [[NonDiscrimination webpage](#)].

### What is sexual harassment?

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

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district’s Sexual Harassment Policy [[Policy 3205](#)] and Procedure [[Procedure 3205](#)], visit [[Sexual Harassment webpage](#)].

### What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

### What can I do if I’m concerned about discrimination or harassment?

**Talk to a Coordinator or submit a written complaint.** You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator:

Doug Rogers, Director of Student Support Services

Email [doug.rogers@sunnysideschools.org](mailto:doug.rogers@sunnysideschools.org)

Phone Number 509.836.8725

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator:

Kris Diddens, Executive Director of Human Resources

Email [kristine.diddens@sunnysideschools.org](mailto:kristine.diddens@sunnysideschools.org)

Phone Number 509.837.8708

Concerns about disability discrimination:

Section 504 Coordinator: Cody Gardiner, Director of Special Services

Email [cody.gardiner@sunnysideschools.org](mailto:cody.gardiner@sunnysideschools.org)

Phone Number 509.837.8731

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator:

Doug Rogers, Director of Student Support Services

Email [doug.rogers@sunnysideschools.org](mailto:doug.rogers@sunnysideschools.org)

Phone Number 509.836.8725

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

### What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

### What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the school board and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure ([Procedure 3210](#)) and Sexual Harassment Procedure ([Procedure 3205](#)).

### I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure ([Procedure 3210](#)) and the HIB Procedure ([Procedure 3207](#)) to **fully resolve your complaint**.

### Who else can help with HIB or Discrimination Concerns?

#### Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: [ospi.k12.wa.us/student-success/health-safety/school-safety-center](http://ospi.k12.wa.us/student-success/health-safety/school-safety-center)
- Email: [schoolsafety@k12.wa.us](mailto:schoolsafety@k12.wa.us)
- Phone: 360-725-6068



OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: [ospi.k12.wa.us/policy-funding/equity-and-civil-rights](https://ospi.k12.wa.us/policy-funding/equity-and-civil-rights)
- Email: [equity@k12.wa.us](mailto:equity@k12.wa.us)
- Phone: 360-725-6162

### **Washington State Governor's Office of the Education Ombuds (OEO)**

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: [www.oeo.wa.gov](http://www.oeo.wa.gov)
- Email: [oeoinfo@gov.wa.gov](mailto:oeoinfo@gov.wa.gov)
- Phone: 1-866-297-2597

### **U.S. Department of Education, Office for Civil Rights (OCR)**

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: [orc@ed.gov](mailto:orc@ed.gov)
- Phone: 800-421-3481

## **Our School is Gender-Inclusive**

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy [[Policy 3211](#)] and Procedure [[Procedure 3211](#)], visit [[Gender-Inclusive Schools Webpage](#)]. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

Doug Rogers, Director of Student Support Services

Email [doug.rogers@sunnysideschools.org](mailto:doug.rogers@sunnysideschools.org)

Phone Number 509.836.8725

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above on page 13.

## **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 removal for firearms, mandatory notification of student violations to parents/guardians and law enforcement, and allows the removal 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).

## 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.

## 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.

## **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 would like this information please contact your child's school. 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.

## **Initiative 2081 Parent Notification**

1. To examine textbooks, curriculum, and supplemental material used in their child's classroom.
2. To inspect their child's public school records in accordance with RCW 28A.605.030, and to receive a copy of their child's records within 10 business days of submitting a written request, either electronically or on paper.
3. To receive prior notification when medical services are being offered to their child, except where emergency medical treatment is required. In cases where emergency medical treatment is needed, the parent and legal guardian must be notified as soon as practicable after the treatment is rendered.
4. To receive notification when any medical service or medications have been provided to their child that could result in any financial impact to the parent's or legal guardian's health insurance payments or copays.
5. To receive notification when the school has arranged directly or indirectly for medical treatment that results in follow-up care beyond normal school hours. Follow-up care includes monitoring the child for aches and pains, medications, medical devices such as crutches, and emotional care needed for the healing process.
6. To receive immediate notification if a criminal action is deemed to have been committed against their child or by their child.
7. To receive immediate notification if law enforcement personnel question their child, except in cases where the parent or legal guardian has been accused of abusing or neglecting the child.
8. To receive immediate notification if their child is taken or removed from the public school campus without parental permission, including to stay at a youth shelter or "host home" as defined in RCW 74.15.020.
9. To receive assurance their child's public school will not discriminate against their child based upon the sincerely held religious beliefs of the child's family in accordance with chapter 28A.642 RCW.
10. To receive written notice and the option to opt their child out of any surveys, assignments, questionnaires, role-playing activities, recordings of their child, or other student engagements that include questions about any of the following:
  - the child's sexual experiences or attractions;
  - the child's family beliefs, morality, religion, or political affiliations;
  - any mental health or psychological problems of the child or a family member; and
  - all surveys, analyses, and evaluations subject to areas covered by the protection of pupil rights amendment of the family educational rights and privacy act.
11. To receive written notice and have the option to opt their child out of instruction on topics associated with sexual activity in accordance with RCW 28A.300.475.
12. To receive from the public school the annual school calendar, no later than 30 days prior to the beginning of the school year, and to be notified in writing as soon as feasible of any revisions to such calendar. Such calendar must be posted to the public school's website and must include, at a minimum, student attendance days and any event that requires parent or student attendance outside of normal school days or hours.

13. To receive in writing each year or to view on the public school's website a comprehensive listing of any required fee and its purpose and use and a description of how economic hardships may be addressed.

14. To be informed if their child's academic performance, including whether their child is provided a student learning plan under RCW 28A.655.270, is such that it could threaten the child's ability to be promoted to the next grade level and to be offered an in-person meeting with the child's classroom teacher and principal to discuss resources or strategies available to support and encourage the child's academic improvement.

## **Parent & 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](http://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.**

# Parent/Student Handbook & Network Agreement

Washington Elementary School

2024-2025

## Contract for Students

### **Hold Harmless**

*Sunnyside School District makes no warranties of any kind, whether expressed or implied, for the telecommunications services it provides. The District does not guarantee that the network will be error free or that services will not be interrupted from time to time. The District will not be liable for any direct or indirect, incidental, or consequential damages, costs, expenses, or fees which may be suffered or incurred due to information gained, loss of data, or inability to use the network. Users must be aware that there are services available on the network that might be offensive to certain groups of users. The administrators of Sunnyside's electronic communication systems cannot eliminate access to all such services. [www.sunnysideschools.org](http://www.sunnysideschools.org)*

### **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: \_\_\_\_\_

# Manual Para Padres/Estudiantes y el Acuerdo Para Usar la Red Social

de la Escuela Primaria de Washington  
2024-2025

## Contrato del Estudiante

### ***Mantener Un Acuerdo Inofensivo***

El distrito escolar de Sunnyside no hace ninguna garantía de ningún tipo, expresado o implicado, por los servicios de telecomunicaciones que proporciona. El distrito no garantiza que la red funcione sin error o que los servicios no serán interrumpidos de vez en cuando. El Distrito no será responsable de ningún daño, costo, gasto o tarifa directa o indirecta, incidental o consecuente que pueda sufrir o incurrir debido a la información obtenida, la pérdida de datos o la imposibilidad de usar la red. Los usuarios deben ser conscientes de que hay servicios disponibles en la red que pueden ser ofensivos para ciertos grupos de usuarios. Los administradores de los sistemas de comunicación electrónica de Sunnyside no pueden eliminar el acceso a todos esos servicios.

[www.sunnysideschools.org](http://www.sunnysideschools.org)

### **ESTUDIANTE:**

He leído, entiendo y estoy de acuerdo en seguir las pólizas del Manual del Estudiante y Acuerdo Para Usar la Red Social. También entiendo que si cometo una violación de las reglas ya mencionadas, tendría como consecuencia disciplina escolar y/ o acción legal puede ser tomada.

Nombre del Estudiante: \_\_\_\_\_

Escuela: **Escuela Primaria de Washington**

Firma del Estudiante: \_\_\_\_\_

Fecha: \_\_\_\_\_

### **PADRES:**

He leído y entiendo los procedimientos y reglas incluidos en mi manual del estudiante y el Acuerdo de Uso de la Red Social. Además, entiendo que si mi estudiante comete una violación de las reglas ya mencionadas, tendrá como consecuencia disciplina escolar y/ o acción legal puede ser tomada.

Nombre de los Padres: \_\_\_\_\_

Escuela: **Escuela Primaria de Washington**

Firma de los Padres: \_\_\_\_\_

Fecha: \_\_\_\_\_

# Technology Device Agreement

## Acknowledgement of Receipt and Acceptance of Responsibility for your Chromebook

1. The Chromebook and Charger being issued to you is the property of the Sunnyside School District.
2. You are responsible for the care and condition of this Chromebook and charger.
3. The Chromebook and charger is expected to last through your time here at Washington Elementary School. If you're an exiting fifth-grader your new Chromebook and charger is expected to last you throughout your time in the middle school you will be attending.
4. You are **NOT** allowed to place any stickers on your Chromebook as they may be very difficult to clean when getting a replacement or returning it at the end of fifth-grade.
5. Painting, marking, carving, engraving, melting, burning of your issued Chromebook over its lifespan is not allowed and will be regarded as vandalism and destruction of District Property.
6. You will keep food and beverages away from your Chromebook, as they can cause damage to the device.
7. You are **ONLY** allowed to use your assigned Chromebook and charger. You may **NOT** use any other student's Chromebook or charger for any other reason.
8. I understand that if I damage or misuse the device or charger I will be charged for a replacement in full. See list of equipment and their fines below!

CHROMEBOOK FINES FOR ALL SSD SCHOOLS	
Lost or Damaged Chromebook	\$275
Lost or Damaged Charger	\$30
Keyboard Key Replacement (per key)	\$5
Cracked Screen	\$100
Touchpad broken / non-functioning	\$50

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**Student Signature**

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**(Date)**

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**Parent Signature**

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**(Date)**



# Acuerdo de Dispositivo de Tecnología

## Reconocimiento y Recibo de Aceptación de las Responsabilidades de tu Chromebook

1. El chromebook y cargador están siendo proporcionados para ti y son propiedad del Distrito Escolar de Sunnyside.
2. Tú serás responsable del cuidado y la condición de este chromebook y su cargador.
3. Este chromebook y el cargador los usarás durante tu tiempo aquí en la escuela Washington o en la escuela secundaria que irás si los recibes al final del quinto grado el chromebook y cargador te deben de durar todo el tiempo que estés en la escuela secundaria.
4. **NO** será permitido ponerle calcomanías en tu chromebook porque a veces son muy difíciles de limpiar cuando sea reemplazado o regresado al final del quinto grado.
5. Pintar, marcar, carvar, engravar, derretir, o quemar tu chromebook durante el tiempo de su uso no será permitido y si de algún modo la dañás será visto como vandalismo y destrucción de la propiedad del Distrito Escolar.
6. Mantendrás comida y bebidas lejos de tu chromebook, ya que le pueden causar daño.
7. **SOLO** podrás usar el chromebook y cargador que ha sido asignado para ti. **NO** puedes ni debes usar cualquier otro chromebook y cargador de otro estudiante por ningún motivo.
8. Yo entiendo que si daño o uso mal el chromebook y el cargador yo seré responsable de pagar por uno nuevo. ¡Vea la lista de equipo y los cargos abajo!

CARGOS PARA TODAS LAS ESCUELAS DEL DISTRITO ESCOLAR DE SUNNYSIDE	
Chromebook dañado o perdido	\$275
Cargador dañado o perdido	\$30
Cada llave del Teclado	\$5
Pantalla quebrada	\$100
Panel de Táctil (Touchpad) quebrado	\$50

\_\_\_\_\_  
**Firma del Estudiante**

\_\_\_\_\_  
**(Fecha)**

\_\_\_\_\_  
**Firma de los Padres**

\_\_\_\_\_  
**(Fecha)**

# Teacher, Parent, Student Compact

Washington Elementary School

2024-2025

**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.

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**Student Signature**

---

**(Date)**

---

**Parent Signature**

---

**(Date)**

---

**Staff Signature**

---

**(Date)**

# Acuerdo entre Maestros, Padres y Estudiantes

de la escuela Primaria de Washington

2024-2025

**SABEMOS QUE LOS NIÑOS APRENDEN MEJOR CUANDO LAS FAMILIAS Y LAS ESCUELAS TRABAJAN JUNTAS**

## El personal hará...

- a. Asistirá a la escuela y estará preparado para dar instrucciones.
- b. Creará un ambiente seguro y propicio para el aprendizaje.
- c. Mantendrá abierta la comunicación con los estudiantes, padres y administradores.
- d. Proporcionará una enseñanza de calidad y apoyo.
- e. Seguirá las reglas en el manual del estudiante.
- f. Les dará la oportunidad a los padres para que sean voluntarios y participen.
- g. Involucrará a los padres en la planificación, revisión y mejora la póliza de participación de los padres.

## Los padres harán...

- a. Se aseguran que sus hijos asistan a la escuela todos los días a tiempo y listos para aprender.
- b. Organizarán una área y el tiempo en casa donde el estudiante puede completar las tareas.
- c. Se comunicará con los maestros para monitorear el progreso del estudiante.
- d. Estarán involucrados en la Escuela Primaria de Washington asistiendo a las conferencias entre padres y maestros, a juntas y funciones de la escuela.
- e. Leerán y comprenderán el contenido del "Manual del Estudiante".
- f. Asistirán a todas las reuniones del Comité Asesor de Padres en la escuela cuando le sea posible.

## El estudiante hará...

- a. Asistirá a la escuela todos los días, a tiempo y listo para aprender.
- b. Completará todas las tareas lo mejor que él/ella puedan.
- c. No interferirá en el aprendizaje de los otros estudiantes con simplemente seguir las reglas del salón y tener autocontrol.
- d. Mostrará respeto y cooperación con todos los adultos y sus compañeros estudiantes.
- e. Lea y comprenda el contenido del Manual del Estudiante.

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**Firma del Estudiante**

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**(Fecha)**

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**Firma de los Padres**

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**(Fecha)**

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**Firma del Personal de la Escuela**

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**(Fecha)**

# 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.*

Student Name \_\_\_\_\_ Teacher \_\_\_\_\_

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.

# La Asistencia Si Importa



## Forma de Compromiso

En La escuela Primaria de Washington, estamos comprometidos a cultivar un ambiente escolar acogedor y atractivo que se enfoca en la construcción de relaciones con las familias y la importancia de estar en clase todos los días.

Presentarse a clases es muy importante. Si los estudiantes no se presentan a la escuela regularmente, se pierden lo fundamental en lectura y matemáticas y la oportunidad de desarrollar buenos hábitos de asistencia que podrán usar en la universidad y en la carrera que ellos escojan.

Llegar tarde a la escuela crea hábitos malos de asistencia. Las ausencias y las tardanzas pueden afectar a todos en el salón de clases si el maestro tiene que parar el aprendizaje de los demás estudiantes para ayudar al estudiante que llega tarde o tiene ausencias a ponerse al día.

Llegar a tiempo y estar en clases todos los días es muy importante para que su estudiante tenga mucho éxito. Por favor haga el compromiso de traer a su estudiante a tiempo todos los días.

### ¿Cuándo las ausencias se vuelven en problema?



**Me comprometo a hacer de la escuela una prioridad y me esfuerzo por llevar a mi estudiante a la escuela todos los días y a tiempo.**

Nombre del Estudiante \_\_\_\_\_ Maestro/a \_\_\_\_\_

Firma de los Padres \_\_\_\_\_ Fecha \_\_\_\_\_

### LA BUENA ASISTENCIA EN LA ESCUELA SIGNIFICA QUE LOS ESTUDIANTES...

**PREESCOLAR**  
Establecen habilidades y desarrollan hábitos para llegar a tiempo.

**ESTUDIANTES DE PRIMARIA**  
Leen bien el final del tercer grado.

**SECUNDARIA Y PREPARATORIA**  
Permanecen en camino a graduarse.

**ESTUDIANTES UNIVERSITARIOS**  
Obtienen sus títulos universitarios.

**TRABAJADORES**  
Tienen éxito en sus puestos de trabajo.

Demasiadas ausencias — permitas o no — pueden impedir que los estudiantes que tengan éxito en la escuela y en la vida. ¿Cuántos son "demasiados"? 10% del año escolar — o sea, faltando 18 días (2 días por mes) — puede causar que el estudiante se desvíe.

**Attendance Works**  
Advancing Student Success By Reducing Chronic Absence  
[www.attendanceworks.org](http://www.attendanceworks.org)