



**Our Mission at Sunnycrest Elementary, in cooperation with parents and community, is to support academic excellence, honor diversity, and provide a safe and empathetic environment where all students learn and become successful citizens.**

**Dave Bartlow, Principal**

Sunnycrest Elementary School: A GREAT Place to Learn and Be!

Dear Sunnycrest Families:

Welcome! It is my pleasure to share with you our student handbook. Our handbook briefly explains several school procedures, rules, and policies associated with Sunnycrest Elementary School.

Please carefully read and discuss the contents of this handbook with your child. In doing so, both you and your family will better understand how to effectively navigate our school system. Areas you might find of interest include our absence and tardy policies, our homework and discipline philosophies, and our guidelines for volunteering at Sunnycrest. Additionally, we have included important information specific to medication and health concerns, cell phone expectations, and our prohibition of harassment, intimidation, and bullying policy. Again, I strongly encourage you and your family to read and discuss our handbook.

Effectively communicating with all Sunnycrest families is critical to the success of your child, and I hope the contents of this handbook help all families best understand Sunnycrest's policies and procedures; these policies and procedures have been established to both create an optimal learning environment and make certain that your child is safe during the school day. Your support of our policies and procedures is very much appreciated!

If you have any questions or comments, please feel free to call me at Sunnycrest.

Sincerely,

Dave Bartlow  
Principal  
425-335-1535

## DAILY CONSIDERATIONS

At Sunnycrest, we truly want every day to be a great day for your child. To make this happen, we need your help. With your support, your child will experience optimal success at Sunnycrest! Please make certain that your child:

- Has adequate provisions for healthy meals (breakfast and lunch) or brings money for school breakfast and/or lunch; free and/or reduced meals are available for qualifying families.
- Is well rested! Elementary children should be in bed for no fewer than 10 hours or more nightly! Less sleep means more struggles for elementary aged children! Please refrain, when possible, from scheduling sleepovers on school nights.
- Is dressed appropriately: clothes are clean, suitable for the weather, and will not cause a distraction or present a negative image of Sunnycrest or the student because of style, words, or pictures. Furthermore, especially during warmer months, please help your child understand the differences between summer attire and beach attire. Beach attire is not allowed at school.
- Has completed homework/other assignments and returns work timely.
- Is on time; our school days begins promptly at 9:20.
- Has pertinent information needed for that day - absent notes, other notes being returned, where to go after school, etc.

## TIP REPORTING SYSTEM: SAFESCHOOLS ALERT

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

1. **Phone:** 855-200-5058
2. **Text:** 855-200-5058
3. **Email:** 1343@alert1.us
4. **Web:** <http://1343.alert1.us>

Easily report tips on bullying, harassment, drugs, vandalism, or any safety issues about which you are concerned. You can submit a tip anonymously online or by telephone. More information, including the SafeSchools Alert Terms of Use and Privacy Policy, is available online at <http://1343.alert1.us>.

## YOUR CHILD'S DAY

Each day, when your child returns home, it is important to review the day with him/her and discuss the natural curiosity that he or she brings to daily life. This is a great way to better understand what is happening inside the mind of your son or daughter. Inquire about the learning that is happening in your child's classroom. Ask your child questions about literacy: What book was read aloud in class today and what did it make you think about? Who are the characters and which ones do you most respect? Ask him/her about math: What was the purpose of the math lesson? What types of problems did you work with today? Inquire about the arts: What did you learn in music and PE? Ask about learning in general: What strategies did you learn that you can teach to me? What funny event happened in school today? These few minutes of conversation and questioning allow your child to reflect upon the school day and deepen his or her understanding of the lessons.

## SCHOOL HOURS

Day of Week	Start Time	End Time
Monday-Thursday	9:20	3:35
Friday	9:20	2:10

The building is open to students at 9:15. Please observe our school hours and do not drop off your child/children prior to 9:15 unless requested by your child's teacher.

## DRESS CODE

Student attire is the responsibility of the student and parent. At Sunnycrest, it is expected that students wear clothing that is appropriate for our weather and also suitable for elementary-aged children.

### Shoes

- Shoes should be weather appropriate; tennis shoes or sturdy, form-fitting shoes are recommended for the school day.
- No shoes with wheels

### Pants, Shorts, Skirts

- Pants and shorts need to fit snugly at the waist.
- Sagging clothing is not acceptable.
- All shorts, skirts, dresses, etc. must be longer than fingertips when standing in a normal manner.

### Shirts

- All shirt straps must be two fingers wide; no spaghetti straps unless worn over another shirt.
- All shirts must be long enough to cover one's torso with arms raised.

### General

- Clothing with profanity, suggestive comments/designs, advertisements for alcohol, tobacco, or drugs are not acceptable; clothing AND accessories must not promote drugs, alcohol, tobacco, sex, violence or be offensive or degrading.

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- All logos and decorations must be elementary-age appropriate and take into consideration our students' beliefs and values; we appreciate your understanding of our diverse student body.
- Undergarments must be fully covered.
- Students will be asked to change out of clothing that disrupts the educational process or is deemed either inappropriate or unsafe.

### **SCHOOL ATTENDANCE**

Punctual attendance is very important and allows students to receive the best education possible. Excused absences include absences for religious purposes, illness, health conditions, and family emergencies. Absence due to family activities must be approved in advance by the principal.

Please know that parents are required to inform Sunnycrest office staff (via note or phone call) when their child is absent. Notes should clearly indicate the date of absence and the reason for the absence. Students will be given the opportunity to make up missed work. Failure to notify the school could result in the absence recorded as unexcused (truant). The state has adopted very rigid guidelines to address truancy and expects school districts to very closely monitor and address attendance concerns.

When a student is absent, parents have the option of requesting missed class work. In order to ensure all missed work is provided, please allow your child's teacher 24 hours to honor your request.

#### **Leaving School Early**

School is a critically important part of your child's day. In the event that you must pick up your child before the school day ends, please adhere to the following:

- Please make requests in writing to the teacher. This allows teachers and staff to plan accordingly.
- Report to the office. For safety reasons, you will be asked to show I.D. Children will be released only to those adults who are listed on the emergency card. After verifying your identification, your child will be called to the office.
- Sign out your child.
- If your child returns before the end of the day, please return to the office to check him/her in with the office staff.

#### **Arriving Late (Tardy)**

If your child arrives after the school day begins, please walk him/her to the office.

#### **Withdrawals**

Written notice to the school office and your child's teacher is appreciated when moving away from the Sunnycrest service area. One day prior to leaving is sufficient notification, but with more advanced notice, teachers are better able to plan for an appropriate goodbye.

## **EMERGENCY CLOSURE/LATE START**

Occasionally (and frequently during some winters) weather and/or road conditions will impact the start time of the student day. In the event that a school closure or a change in starting time becomes necessary, radio stations will make announcements. In addition, school closure/delay information is also posted on the district website ([www.lkstevens.wednet.edu](http://www.lkstevens.wednet.edu)).

Did you know that you can receive a text message when schools are closed? I encourage you to sign up with King 5 utilizing the following link:

<http://my.textcaster.com/asa/Default.aspx?ID=40225cd7-34ef-4d4c-b5e6-8694573f4249>

Please do not call Sunnycrest. Unless you hear an announcement to the contrary, you should assume that Sunnycrest is operating on schedule.

## **VISITING SCHOOL/OBSERVATIONS**

Parents are often interested in visiting Sunnycrest to observe their child's learning experience. We invite and encourage parents to visit the classroom. This enhances the understanding of your child's progress and the nature of classroom activities. We recognize that parents have the right to observe the educational program of our school. However, the School Board has the following agreement with its employees regarding classroom visits:

- All visitors to a school and/or classroom must obtain the approval of the principal and provide the teacher with 24 hours' notice.
- If the visit is to a classroom, the teacher will be allowed the opportunity to confer with the classroom visitor before and/or after the visit.

The following are helpful hints which will aid you in your observation:

1. Contact the teacher and principal to let us know that you are interested in visiting your child's classroom. Schedule a time that aligns with the activity you wish to observe.
2. Stop by the office and sign in on the "Visitor Sign-in Sheet" and pick up "Sunnycrest Visitor" badge to wear.
3. We respectfully ask that you do not bring small children, for they can be distracting.

In addition to observing the classroom activities, look for the following points which are indicators of your child's success in school: ability to listen and follow directions, independent work habits, success while working with others in a group activity, interest and enthusiasm for the assigned tasks, and positive attitude toward suggestions or comments made by the teacher.

## **FRONT LOT DRIVING EXPECTATIONS**

Our front lot becomes congested quickly. Drive with extreme caution at all times and exercise patience at all times.

- Only release children curbside and through the passenger door.
- Do not park your vehicle curbside at any time; please park in designated parking spots. Never park next to red curbs.
- Always obey all parking lot signage.

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- Please do not beckon children to your vehicle. Either pick them up directly from the curb or personally walk them to your vehicle if you are parked.
- Always pull forward (as close to the mailboxes as possible) to help minimize backups on 99<sup>th</sup>.

These procedures have been established to make certain your child is safe during the school day. To help enforce our parking lot expectations, Sunnycrest frequently partners with the Lake Stevens Police Department.

### **SUNNYCREST VOLUNTEERS**

Sunnycrest Staff depends on the efforts of parent and community volunteers to help provide the best possible educational program for all students. This is not only very important for the progress of our students, but it is also very rewarding for the volunteers.

We very much appreciate our wonderful volunteers and look forward to our continued partnerships. So that all Sunnycrest staff can best utilize your valuable time, volunteers should only volunteer during prearranged days/times. Please remember that unscheduled volunteering ("dropping-in") creates additional work for staff and interrupts your child's learning environment. Please always schedule your volunteering 24 hours in advance.

Prior to volunteering in your child's classroom, you must complete the Washington State Patrol criminal background check. Please know that you will not be allowed to volunteer and/or chaperone a school sponsored/supported event unless you have been approved and we have the required paperwork on file. Background checks must be updated every two years.

Lastly, all visitors on campus **MUST** sign in at the office and wear proper identification at all times (including student visitors). These procedures must be followed any time a visitor goes beyond the immediate area of the Sunnycrest office—even if you only intend to drop off your child in his/her classroom.

### **MEDICATION AND HEALTH CONCERNS**

If any medication needs to be taken during school hours, please coordinate with our school nurse. Requirements include:

- Signed permission from parent/guardian and prescribing practitioner;
- Medication must be brought to school by parent/guardian in original prescriptive container;
- Medication will be counted and administered by designated staff and/or parent/guardian.

**Please keep our nurse adequately informed. If your child is taking medication, changes medications, etc, let us know. This information is confidential and critical.** Additionally, if you have any concerns about your child's health, please feel free to call our school nurse at 425-335-1535.

## **Accidents**

In the unfortunate event that a child is injured at school, he/she will be given emergency first aid treatment and parents/guardians will be notified. If parents/guardians cannot be reached at home or at work, the person(s) listed on the emergency card will be contacted. If we are unable to contact anyone, we will follow the recommendations you provided on the emergency card. It is very important that you keep the information on your child's emergency card current. Please notify office personnel if telephone numbers change, medications change, physicians change, etc. Thank you!

## **Illnesses**

If your child is ill (fever, nausea, vomiting, diarrhea, or rash), please keep him/her home. Students must be symptom-free for 24 hours before returning to school. Thank you for supporting this request so that we can minimize the spread of illness in our school, not only for our students, but also for our staff and their families, too.

## **SCHOOL MEALS AND NUTRITION SERVICES**

The Lake Stevens School District uses MealTime Online ([www.mymealtime.com](http://www.mymealtime.com)). This service allows parents/guardians to make electronic payments toward their child's lunch account. Additionally, you can view your child's purchase history. If you have any questions specific to school meals, MealTime, etc., please call our Food & Nutrition Services Department at [425-335-1561](tel:425-335-1561) or email Mollie Langum, Supervisor, at [Mollie\\_Langum@lkstevens.wednet.edu](mailto:Mollie_Langum@lkstevens.wednet.edu).

## **Breakfast**

Breakfast is served in the cafeteria but students eat the optional breakfast in their classroom. Breakfast is a "brown bag" meal consisting of milk (as well as other proteins), fruit or juice, and a cereal or bread. The breakfast may be purchased and/or is available for no cost for eligible students.

## **Lunch Program**

Two lunch sizes are offered: Regular lunches and extra portion lunches. Lunches may be purchased or paid for in advance. Free or reduced-price lunches are available for students who meet income eligibility requirements (forms available in office).

## **Free and Reduced Lunch Forms**

Free/reduced lunch application forms are available in the office for families on a restricted budget. You can also download an application from the Food & Nutrition Services Department Website. This information is kept confidential. If you have any questions, call the Nutrition Office at [425-335-1561](tel:425-335-1561).

## **Lunch Money**

Parents are encouraged to keep a positive balance with all student meal accounts. Should a student run out of money, he/she will be allowed to charge two lunches. No student will go hungry; however, he/she will receive a "courtesy lunch" until the balance is paid. Money for meals is to be sent in a sealed envelope marked with the child's name and teacher's name. Checks should be made payable to Sunnycrest Food Service.

**LAKE STEVENS SCHOOL DISTRICT  
Food & Nutrition Services**

**Nutrition Office: 425-335-1561**

Menu is subject to change. This institution is an equal opportunity provider. Online Deposits can be made at [www.mymealtime.com](http://www.mymealtime.com)

	<b>Breakfast</b>	<b>Lunch</b>
<b>Full Pay</b> .....	\$1.75.....	\$2.75
<b>Reduced K-3</b> ....	\$Free.....	\$Free
<b>Reduced 4-12</b> ....	\$Free.....	\$0.40
<b>Free K-12</b> .....	\$Free.....	\$Free
<b>Adult</b> .....	\$2.75.....	\$3.75
	Extra Portion Pizza	\$1.25
	Extra Portion Entrée	\$1.25
	Milk or Juice a la Carte	\$0.50

**Breakfast includes:** Fruit, Juice, Milk & Entrée

**Snacks**

Students may bring snacks from home. Healthy snacks are encouraged. Conversely, energy drinks and soft drinks are very strongly discouraged.

**RECESS**

**Attire**

Please assist your child in selecting appropriate fall/winter attire. Appropriate jackets, boots, and layered clothing (with your child's first and last name written on them) are suggested. Students can change into their regular shoes upon arriving to class if necessary. Flip-flops, open-toed shoes, Crocs, etc. are strongly discouraged, even on dry days, for the play fields and walkways become heavily saturated and remain soggy until spring. Also, an extra pair of socks in your child's backpack is encouraged.

Students are allowed (and encouraged) to bring an umbrella to campus. If your child brings an umbrella to school:

1. Please make certain you have carefully reviewed umbrella safety. Also, please remind your child that umbrellas are not toys and could potentially injure someone if used incorrectly.
2. Please write your child's name on the umbrella so that it can be returned in the event it is misplaced.

So that your child is warm and dry during the school day, please remind him/her to refrain from walking, splashing, or playing in puddles. We do not have clothing available for students when they get wet, and we do not want to interrupt your day with a call requesting dry clothes.

In general, if a student wears a jacket and hat to school, he/she is encouraged to wear both to recess.

### **Closed Fields**

A rainy day recess is planned during a light rain or heavy mist or fog (which seems to be every day between November and May ☺). During a rainy day recess, children who have coats, hats, or umbrellas are permitted to play on the blacktop play area but not on the fields. Students who wish to keep dry or do not have suitable clothing can play under the covered areas. In the covered areas, games are limited. Running games are not permitted. No student is expected to play in the rain.

### **Covered Area Only**

"Under cover" recess occurs whenever it is too rainy to be out, regardless of the outer wear. During undercover recess, students are limited to the covered areas.

## **REPORTING STUDENT PROGRESS**

### **Report Cards**

Sunnycrest is on a semester system of reporting student progress. Report cards are sent home two times during the school year: February and June.

### **Student Conferences**

Student progress is reported to parents through parent/teacher conferences and report cards. Parent conferences are offered twice during the school year: October and March.

## **COMMUNICATION**

### **Parents and Teachers**

When a parent has a concern about a teacher, or something happening in class, it should be discussed with the teacher first. If the concern is not resolved, the parent, teacher and the building principal or associate principal will meet jointly to find resolution. Parents are encouraged to contact teachers to schedule an appointment by phone, note, or e-mail. Discussions pertaining to your child's progress must be conducted before or after school hours at a pre-arranged time. Parents are asked not to enter classrooms during school hours unless an appointment has been made. This allows teaching staff to give their full attention to teaching and supervision.

### **School Telephone**

Please understand that our school telephones are business telephones; students will only be allowed to use school telephones in the event of an emergency. Students will not be allowed to use telephones to make arrangements for after-school activities. These arrangements must be made prior to arriving at school. Thank you for your support.

## **HOMEWORK: ALLOW YOUR CHILD TO PLAY**

Each grade level assigns homework to support classroom learning. These thoughtful decisions are based on the needs of individual students. We ask for your support in encouraging your child to complete assigned homework. However, in addition to academics, we also support the development of the whole child. Did you know that playing with your children, regardless of their age, helps to develop their imagination and dexterity, as well as physical, cognitive and

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emotional strength? Furthermore, it is vital to healthy brain development. Yes! It is through play that children, at a very early age, engage and interact in the world around them. Undirected, spontaneous play allows your children to learn how to best work in groups, learn how to share, learn how to negotiate, and learn how to resolve conflicts. I encourage all of you to make time to connect and play with your children every day.

### **STUDENT BIRTHDAYS**

Much excitement and joy accompanies an elementary student's birthday. If you intend to deliver school-appropriate treats, such as cookies, cupcakes, or pencils (Remember, all food must be purchased and delivered to school in its original packaging!), please notify your child's teacher 24 hours in advance. Additionally, treats should be delivered prior to your child's lunch (staff will distribute treats/items during lunch thus ensuring that no instructional time is lost celebrating birthdays). Additionally, please remember that Sunnycrest is not the venue for birthday parties; subsequently, cakes, pies, balloons, etc. are not appropriate.

### **BUS RIDING**

We want the school bus ride to and from school to be a safe and pleasant experience. Bus drivers and teachers will review safety rules with children. Some items (animals, oversized objects, etc.) are not allowed on school buses for safety reasons. Children should be extremely careful at bus stops and when crossing streets.

### **TEMPORARY BUS PASSES**

When a parent expects his/her child to get off at a bus stop other than the regular stop or ride a different bus at the end of the day (e.g., if going to a friend's house after school), a note from the child's parent/guardian authorizing such a change must be presented to the school office each time such a change occurs.

### **BICYCLES**

Bicycle riders are expected to obey the traffic rules that apply to vehicles. It is the parent's responsibility to decide whether or not their child has enough judgment to ride a bicycle safely to Sunnycrest.

Sunnycrest assumes no responsibility for bicycles that are brought to school. It is recommended that all bicycles be locked and meet current licensing requirements.

Bicycles are not to be ridden on school grounds during school hours and are never to be ridden on school sidewalks.

### **LOST AND FOUND**

You would not believe the number of items that find their way into our Lost and Found pile. Usually, articles of clothing or other items (lunchboxes, umbrellas, etc.) found on school grounds are stored on the lost and found hooks located in our breezeway. Any article which is marked with a child's name will be returned to him/her. Unclaimed items are subsequently donated to a charitable organization near winter break, spring break, and upon the completion of the school year. Please mark all lunchboxes, articles of outer clothing (such as coats and sweatshirts) and

other items that might be unintentionally left behind with your child's first AND last name (no initials, please).

### **VALUABLES**

Sunnycrest is not responsible for valuable personal items. Please do not allow your child to bring such items to school unless arrangements have been made in advance with your child's teacher. Not only can these be distracting in the classroom, but we are not responsible for valuable items that are broken or lost at school. Infraction of these rules will result in the item being taken and held in the office until an adult can pick it up. The school will not be responsible for these items if they are lost, stolen, or broken. If they are brought to school, it is at the family's risk.

### **Cell Phones**

Cell phones can be a major distraction and disruption. However, we realize that cell phones have become a way in which parents communicate with their children after school hours. If cell phones are brought to school, they must be kept in the student's backpacks or pockets. They must be turned completely off at all times during the school day. Additionally, students are not permitted to take photographs and/or record videos with their personal cell phone. Cell phones are not to be used during school hours. Any infraction of these rules will result in the phone being taken from the student and held in the office until an adult can pick it up. In case of an emergency, you can always call our office and we will relay a message to your child.

### **WEAPONS**

Weapons (guns, knives, or other dangerous objects) are not allowed at school under any circumstances. Bringing a weapon, including toy weapons or ammunition, to school are grounds for expulsion. Furthermore, toys resembling weapons will be taken away and will not be returned.

In cases involving any student who is determined to have carried a firearm onto or to have possessed a firearm on public school premises, public school--provided transportation, or areas of facilities being used exclusively by public schools--shall be expelled from school for not less than one year under RCW 28A.600.010.

Please know:

- **Students who violate our District's Policy #1610 and #5570 will be subject to discipline that includes a one-year mandatory expulsion for firearms.**
- **School officials shall notify the student's parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy.**
- **The superintendent, or designee, may modify the one-year expulsion on a case by case basis.**

## DRUG-FREE CAMPUS

Because Sunnycrest and the Lake Stevens School District want school to be a safe place for all of our students, we advise you that the unlawful possession, use, or distribution of alcohol, illegal drugs, or tobacco on school grounds or during school activities is strictly prohibited. The unlawful use of alcohol and illegal drugs is not only wrong but seriously harmful to the health and education of children. All our students must comply with this rule or face corrective actions including, but not limited to, short or long term suspension or expulsion.

The school can assist in arranging access to drug and alcohol counseling treatment, rehabilitation and re-entry programs. For further information contact school administrators or counselors.

## PROHIBITION OF HARASSMENT, INTIMIDATION, AND BULLYING

The Lake Stevens School District is committed to a safe and civil education environment for all students, employees, parents/legal guardians, volunteers, and patrons free from harassment, intimidation, or bullying. "Harassment, intimidation, or bullying" means an intentional written message or image, including those that are electronically transmitted- verbal, or physical act, including but not limited to, one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics, when an act:

- Physically harms a student or damages the student's property.
- Has the effect of substantially interfering with a student's education
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment.
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying.

"Other distinguishing characteristics" can include but are not limited to physical appearance, clothing or other apparel, socioeconomic status, and weight. **Please see policy 5580, Prohibition of Harassment, Intimidation, and Bullying, for complete details.**

The building principal or designee(s) will receive formal complaints from students, employees, or parents/guardians that meet the definition of harassment, intimidation, or bullying and investigate each complaint. Each incident that meets the definition of harassment, intimidation, or bullying will require the complainant to fill out the Incident Reporting Form located in each building and on-line at: <http://www.k12.wa.us/SafetyCenter/BullyingHarassment/default.aspx>.

Discipline for those who are found to violate the bullying, harassment, and intimidation policy will take into account the frequency of incidents, the developmental age of the student, and the severity of the conduct. Based upon these factors, students who are found to violate the policy will receive discipline sanctions that range from a warning to more serious sanctions such as short term suspension, long term suspension, emergency expulsion, or expulsion from the Lake Stevens School District and could also include a referral to law enforcement.

The Assistant Superintendent of Human Resources is the District Compliance Officer for the purposes of serving as the district's primary contact for harassment, intimidation, and bullying complaints.

## **SEXUAL HARASSMENT**

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

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

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

***Examples of Sexual Harassment:***

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

***How do I report sexual harassment?***

You can report sexual harassment to any school staff member or to the district's Title IX Officer: Ken Collins, Assistant Superintendent, Human Resources, 425-335-1505.

For a copy of Lake Stevens's Sexual Harassment policy and procedure, contact Lake Stevens School District at 425-335-1500

## **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 Lake Stevens' Title IX Officer: Ken Collins, Assistant Superintendent, Human Resources at 425-335-1505.

**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.

**DISCIPLINE**

Our Sunnycrest discipline plan assists students and staff in maintaining an optimum learning environment. In this environment, it is our hope that each child will develop a positive self-concept, which, in turn, should be reflected in his/her relationships with others and in an enthusiastic attitude toward learning. We will continue to emphasize positive recognition of appropriate decisions through a variety of reinforcement techniques within Sunnycrest as well as in individual classrooms.

The ultimate goal of our behavior program is to promote self-discipline and a sense of responsibility for one's own behavior through clear, consistent expectations and guidelines. Students have rights and responsibilities while at Sunnycrest.

We know there are times when some children fail to respond in a positive way to the efforts of the staff. Our plan addresses those situations. It is our belief that school policy must be taken seriously and rules must be followed to protect the rights of all.

### **Student Behavior Expectations**

We have a responsibility to foster mutual respect for individual differences and to help children become positive, constructive, and effective contributors to both Sunnycrest as well as the larger community of which we are a part.

To promote the development of good citizenship, create a positive learning environment, and assist in the smooth operation of Sunnycrest Elementary, the following are our expectations for student behavior. All of these expectations are based on

- consideration for the rights and property of others
- a personal commitment to effective learning
- mutual respect among staff and students

**Eagle POWER** - Students at Sunnycrest strive to do their best at working toward the five tenets of **Eagle POWER**.



**Perseverance**— We stick to it and never give up. Patience and hard work make difficulties disappear!

**Ownership**—We are responsible for our own learning, actions and attitude. No excuses!

**Wonder**—We are curious! Never stop wondering!

**Empathy**—We care about others. We care for others by being positive, cooperative and kind.

**Respect**— We are considerate of people and property. We choose to be kind.

### **Discipline Plan**

**Student Referral for Misconduct** - Student referrals cover a wide variety of inappropriate student behaviors, including behaviors that affect school climate and student success. Many of the behaviors can usually be eliminated by positive reinforcement and consistent follow-through by adults—at school and at home. If your child receives a student referral, you will be made aware via a phone call or by receiving a copy of the referral via mail. The purpose of this policy is to ensure appropriate parent and school communication exists as well as to create a partnership in maintaining appropriate behavior while at school. For examples of corrective action for misconduct, please see School District Policy 5100.2 below.

**Exceptional Misconduct** - There are some behaviors that are so serious or severe that discipline is beyond a referral. Every effort will be made to keep students at school and in class. However, in the event that a student's behavior or actions require removal from the classroom,

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playground, or other areas, and he/she continues to be inappropriate or non-cooperative, a parent will be called to take the child home for the remainder of the day. Such actions by students may result in additional days of being suspended from school. For further information regarding corrective action for exceptional misconduct, please see School District Policy 5100.2 below.

## **POLICY NO. 5100.2**

**Adopted: 1-8-86**  
**Revised: 4-22-92**  
**Revised: 9-28-94**  
**Revised: 7-8-98**  
**Revised: 1-28-04**

### **ELEMENTARY DISCIPLINE**

#### **POLICY**

In order to ensure a safe, challenging learning environment that nurtures self-esteem, maintains good student conduct and control, and administers discipline on a fair and consistent basis, the Lake Stevens School District:

1. Establishes that corrective action will be taken for misconduct and exceptional misconduct as outlined below.

1.1 **Misconduct.** Misconduct includes, but is not limited to: gambling, mischief, obscenity, failure in a passive manner to follow reasonable direction, profanity, stealing (less than \$20), truancy, and vandalism (less than \$50).

#### **Misconduct Corrective Actions**

**First Offense:** No student may be suspended for a first offense for misconduct. Counseling with student and/or parent; loss of privileges; detention; restitution.

**Second Offense:** Additional counseling with student and/or parent; loss of privileges; detention; restitution and/or short-term suspension.

**Repeated Offenses:** Short-term suspension.

1.2 **Exceptional Misconduct:** Exceptional misconduct includes, but is not limited to: failure to follow reasonable direction; arson; assault and battery; burglary; criminal act; possession, sale, or use of controlled substances (drugs), alcohol, or tobacco; possession or use of an explosive device or weapon and/or firearms, loaded or unloaded; extortion; false alarm; fighting; harassment; immoral conduct; malicious mischief; stealing or possession of stolen property (more than \$20); and vandalism (more than \$50).

### **Exceptional Misconduct Corrective Actions**

**First Offense:** Students may be suspended for exceptional misconduct on first offense although it is not required with the exception of firearms or dangerous weapons infractions.

**Second Offense:** Short-term, long-term suspension or expulsion.

**Repeated Offenses:** Long-term suspension or expulsion.

#### **AND FURTHER:**

2. Authorizes each elementary school to establish other reasonable rules and regulations and sanctions thereof regarding student conduct.
3. The jurisdiction of behavior and resultant corrective action noted in 1. above shall be applicable during any program or activity controlled by or in behalf of the school district regardless of its location.
4. Students who are suspended as a result of repeated misconduct or exceptional misconduct while participating in a school-sponsored activity off campus may be denied further off campus participation in school-sponsored activities by the principal.

#### **Cross References:**

1. Policy No. 1610: Regulation of Dangerous Weapons on School Premises
2. Policy No. 5100.1: Secondary Discipline
3. Policy No. 5570: Students - Possession of Weapons

#### **Legal References:**

1. WAC 180-40 Pupils
2. Title 9 RCW: Crimes and Punishments
3. Chapter 9.41 Firearms and Dangerous Weapons

### **POLICY NO. 5100.2 (continued)**

**Adopted: 1-8-86**  
**Revised: 4-22-92**  
**Revised: 9-28-94**  
**Revised: 2-26-97**  
**Revised: 7-8-98**  
**Revised: 1-28-04**

## ELEMENTARY DISCIPLINE (continued)

### PROCEDURES

1. Each elementary school shall have a written list of other rules and regulations, including consequences, and shall make that list available to students and parents. (See 2. above.)
2. Acts of student behavior that create conduct and control problems will receive discipline administered by the principal and/or his/her designees in accordance with Policy No. 5100, Student Rights and Responsibilities.
3. The administration of corrective action may be influenced by special circumstances such as student's age, special needs, behavioral history, parental behavior programs, and alternative intervention programs.
4. No student in grades K-4 shall be subject to short-term suspension for more than a total of ten (10) days during any single semester or shall be subject to short-term or long-term suspension for more than a total of ten days during any single semester.
5. No student in grades 5 and above shall be subject to short-term suspension for more than a total of fifteen (15) days during any single semester. No single long-term suspension shall be imposed on a student in grades 5 and above in a manner which causes a student to lose academic grades or credits in excess of one semester.
6. Students may be expelled from school pursuant to WAC 180-40.
7. A commission of a criminal act under Title 9, RCW, while under school jurisdiction will be reported to the appropriate county and/or state agency.

### GUIDELINES FOR DEFINITION OF TERMS FOUND IN POLICY 5100.2

The following guidelines are intended to provide some clarification regarding student behavior. Circumstances may vary with situations and administrators will need to examine those circumstances to properly determine appropriate disciplinary actions.

### CORRECTIVE ACTION TAKEN

**Counseling - Student/Parent:** School official (teacher, administrator, or counselor) will discuss problem with student and/or parent in formal conference. During conference, agreement will be reached as to behavior expectations and commitments by all parties concerned toward correcting problem.

**Detention:** Students may be detained after school for up to forty (40) minutes, either involved in school work or a consequence relative to the misconduct.

**Loss of Privileges:** Students may be denied certain privileges such as attendance at recess, assemblies, field trips that include reward as part of the objective of the trip, and parties.

**Restitution:** Payment in money or services for damages to property or for items stolen or for inconvenience caused another student or staff member.

**Short-Term Suspension:** A formal action by letter whereby the student is suspended from any part of the school day up to and not exceeding five (5) consecutive days. Suspension may be served in school or out of school as determined by the principal.

**Long-Term Suspension:** A formal action by letter whereby the student is suspended from any part of the school day for longer than five (5) consecutive days. Suspension may be served in school or out of school as determined by the principal.

## **MISCONDUCT**

**Gambling:** Participation in games of chance involving the exchange of money.

**Mischief:** Interrupting the educational setting and/or educational process by disturbing the orderly process of the classroom, building, or grounds.

**Obscenity:** Display of obscene material or gestures.

**Failure in a Passive Manner to Follow Reasonable Direction:** Failure to respond positively to the reasonable directions of a school employee by non-action.

**Profanity:** Swearing at self or others.

**Stealing or Possession of Stolen Property:** Taking or having in possession items of nominal value (less than \$20) belonging to other students or others without permission.

**Truancy:** Failure to report to school without parent knowledge of whereabouts.

**Vandalism:** Purposeless destruction of property valued at less than fifty dollars (\$50).

## **EXCEPTIONAL MISCONDUCT**

**Active or Intimidating Failure to Follow Reasonable Directions:** Overt action on the part of the student when requested to follow reasonable directions by a school employee including but not limited to profanity and obscenity, physical disruption of the class; physical disruption of the setting; throwing items; threatening students and other school employees; disruption of the orderly educational process.

**Arson:** Causing a fire or explosion which inflicts damage to the building or property of others.

**Assault and Battery:** Physical attack on another student or school employee.

**Burglary:** Unlawful entry with the intent to or actual commitment of a crime.

**Criminal Act:** Any criminal act as defined by Title 9, RCW.

**Drugs, Alcohol and Tobacco:** Bringing, using, or being under the influence at school or a school activity, of any tobacco, alcoholic beverage, or controlled substance as defined by RCW 69.50 (including without limitation any narcotic drug, hallucinogenic substance or marijuana) not prescribed by a physician for purchaser's use; possession of drug paraphernalia intended or designed for use, storage, or distribution of any controlled substance; abuse by inhalation, ingestion, or any other method for intoxicating effect.

**Possession:** Possession includes, but is not limited to, having an explosive device or weapon on district property or at a district-sponsored event located (a) in a space assigned to a student, such as a locker or desk; (b) on the student's person or property, such as on the student's body, in his/her clothing, purse, backpack, gym bag or vehicle; or (c) under the student's control or accessible or available, such as hidden by the student.

**Explosive Device or Weapon:** An explosive device (including fireworks and firecrackers) and weapon includes, but is not limited to, (a) a firearm, which is a weapon or device from which a projectile may be fired by an explosive; (b) an air gun, which includes any air pistol or air rifle designed to propel a BB, pellet, or other projectile by discharge of compressed air, carbon dioxide or other gas, or any items which appear to be realistic firearms or air guns; (c) a sling shot, which is a piece of metal or a stone fastened to a short strap, chain or thong; (d) a sling shot, which is a forked piece of wood, plastic, or metal having an elastic band fastened to the prongs for shooting small stones, metal balls, or pebbles; (e) a club, chains, or metal knuckles; (f) a device commonly known as "throwing stars," multipoint metal objects designed to embed upon impact from any aspect; (g) any knife which is a cutting or stabbing instrument with a blade handle; (h) a dirk, which is a type of dagger; (i) any device commonly known as "nun-chu-ka sticks," consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means; or (j) any weapon or object that appears to be a weapon, or firearm, loaded or unloaded, either commercially or home-made, that could inflict bodily injury to others.

**Extortion:** Obtaining or attempting to obtain property or services of others by physical threat.

**False Alarm:** Reporting a warning or threat in person, in writing, or by telephone or other means without cause; setting off manually or by other means, alarm and/or emergency systems without cause.

**Fighting:** Two students involved in spontaneous physical misconduct with each other.

**Harassment:** Harassment of other students and/or their property such as ongoing verbal or physical abuse directed to other persons or their property.

**Immoral Conduct:** Explicit sexual behavior that is disruptive to the educational setting.

**Malicious Mischief:** Causing physical damage to property of others greater than fifty dollars (\$50).

**Stealing or Possession of Stolen Property:** Taking or having in possession items of nominal value (more than \$20) belonging to other students or others without permission.

**Vandalism:** Purposeless destruction of property valued at more than fifty dollars (\$50).