

Welcome!

Students and Parents

Satsop Elementary School
853 Monte-Elma Road
Post Office Box 96
Satsop, WA 98583
482-5330 phone
482-5724 Fax
www.satsopschool.org

Welcome to a new year of learning at Satsop Elementary School. We are looking forward to a rich variety of successful educational experiences for all of our students and we are glad you will be a part of it. At Satsop we can guarantee that your children will be taught by a dedicated staff. Satsop has well prepared teachers who will present well planned lessons which are organized according to up-to-date curriculum and instructed using recently purchased materials. We can guarantee that your child will have the opportunity to acquire the basics of fundamentally sound education, which will serve them throughout their school career and life.

We believe that in order for each student to be successful, a partnership must exist between the school, children, and parents.

- ✓ The Satsop staff must work to provide well-prepared learning activities and lessons. Above all, students must work and strive to achieve the tasks set before them.
- ✓ The single most important thing that a child must have to be successful at school is the willingness to complete the school tasks, which are assigned to them.
- ✓ Parents are invited to actively participate at school. Parents must work at providing the foundations for learning and prepare their children for the demands of an academic environment. Parents may volunteer to work at school. We encourage parents to become involved with the educational process.

We are proud of our school and hope that you will join us in making this coming year the best ever. If you ever have a question or problem, please contact us as soon as possible.

SATSOP SCHOOL STAFF

Marsha Hendrick	Head Teacher 4 th , 5 th , and 6 th grades
Janet Rosenbach	2 nd and 3 rd grades
Debbie Batten Tiffany Osgood	Kindergarten and 1 st Kindergarten and 1 st Music
Mary Wolfe	Title 1 and LAP Director Para-educator
Sally Parks	Title 1 and LAP Para-educator
Teresa Hann	Title 1 and LAP Para-educator
Dina Davis	Title 1 and LAP Para-educator
Susan Davis	Special Education teacher
Debbie Scott	Business Manager
Vincent Reese	Maintenance
Kellie Williams	Nurse

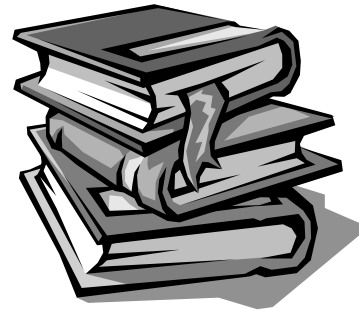
SCHOOL BOARD

Jason Olsen, Chairperson
Darrell Bellis
Terri Carl
Katie Hughes
Becky Winters

School board meetings are held the third Monday of each month at 7:00 p.m. at the school except on certain holidays. Everyone is welcome and invited to attend.

DAILY SCHEDULE

7:40-7:55	Breakfast
8:05	Learning at school begins.
10:00-10:20	Recess
11:30-12:00	Lunch
12:00-12:20	Lunch recess
2:00-2:20	Recess
2:50	Dismissal for K-1 st
2:55	Dismissal for 2 nd and 3 rd
3:00	Dismissal for 4 th , 5 th , and 6 th



LUNCH PRICES

Lunches:	Daily	\$ 2.25
	Weekly (5 days)	\$11.25
	Monthly (20 days)	\$45.00
	Adult	\$ 3.25
Reduced lunches:	Daily	\$.40
	Weekly (5 days)	\$ 2.00
	Monthly (20 days)	\$ 8.00
Breakfast	Daily	\$ 1.00
	Weekly (5 days)	\$ 5.00
	Monthly (20 days)	\$20.00
Milk:	Daily	\$.35
	Weekly (5 days)	\$ 1.75
	Monthly (20 days)	\$ 7.00

If your child qualifies for reduced priced lunch and is in grades K through 3rd, the Legislature passed a bill that will enable your child to receive meal benefits at no cost.

Because students sometimes lose money, parents are encouraged to purchase weekly or monthly lunch tickets. Although reminders are sent home, the school does not assume responsibility for notifying parents when the lunch ticket is about to expire. Keeping a record on your calendar might be helpful. **The school does not have funds to loan for lunch money and no charging is allowed.**

Lunches have to be ordered by 8:15 since they are prepared at the Elma High School kitchen. If your child will be late for school, you must call **BEFORE** 8:15 to order a hot lunch or you will need to send a cold lunch.

Applications for free and reduced lunches are available throughout the year. If you are not eligible at the beginning of the year but your financial circumstances change, you can apply for benefits at any time.



GENERAL BEHAVIOR RULES

Students are to show respect to and obey ALL school employees and any other adults who help in the school. Students are responsible to these people at all times.

Students are to respect others and their personal property. They are to follow a “HANDS OFF” policy, which means no fighting, hitting, or slapping.

Students who cause damage to property belonging to the school or others are responsible to repair or replace whatever is damaged.

THE MAIN RULE

Students are to be **SAFE, KIND, RESPONSIBLE,** and a **LEARNER.**

ABSENCES AND TARDINESS

At Satsop Elementary, it is important to promote a positive learning environment for all students. In the hope of meeting this goal, it is imperative to have all students in attendance at all times, unless significant circumstances prevail which make their attendance not possible. The

following is a list of attendance criteria to help parents and students better understand their role and responsibility in seeking an appropriate education.

Due to the necessity of reporting unexcused absences to the Juvenile Court authorities, per the Truancy Laws of our state, the following guidelines on excusable absences have been adopted.

- In the event the child is found to have head lice, and is either sent home or remains at home by parental decision, the parent must have the child back in attendance, lice free, within three (3) school days of the discovery of the lice. If for whatever reason the student is not back to school, or is immediately sent home again due to further had lice infestation, those days will be counted as unexcused absences and would therefore fall under the court mandated reportable days for truancy.
- Each student is responsible for making up missed assignments to the satisfaction of his/her teacher during any absent period. All assignments are the responsibility of the student and are to be completed and returned with the same number of days the student was absent plus one (1) additional day. (For example: If a student misses three (3) days, he/she has four (4) days after returning to school to turn in missed assignments, unless other arrangements are made with the teacher.) Failure to do so will result in the dates of absence being marked unexcused.
- Any absence must either be explained by a written statement or a phone call, either on the date of the absence or the date the student returns to school. Any absence that is not fully explained will no longer be accepted as an excused absence. (**Acceptance example:** *Please excuse Molly's absence yesterday. She was ill with a cold.*) (**Unacceptable example:** *Please excuse Molly's absence from school yesterday.*)
- All planned absences, such as family vacations, must be pre-approved by the head teacher in connection with the student's teacher at least one week prior to leaving in order for the missed days to be excused. Failure to make the pre-approval arrangements may result in the missed days counting as unexcused absences and would therefore fall under the court mandated reportable days for truancy.
- Excessive absences, whether *excused or unexcused, may be reviewed at any time by the head teacher. If the head teacher deems it appropriate, excessive absences of any kind may also be forwarded to the Juvenile Court authorities for review of possible Truancy Law violations.

If your child is ill, please call the school if possible, especially if your child normally walks to school. You may make arrangements for

homework to be picked up when you call. As stated above, **the law requires home/school contact when a child is absent.**

Half-day absences will be recorded for students who arrive after 10:00 a.m. or leave before 1:30 p.m. Partial day absences for medical or dental reasons will not be counted.

The Compulsory Attendance Law of the State of Washington requires that any child between 8 years of age and 18 years of age must attend school full time when school is in session unless the child is enrolled in an approved private school, and education center, or is receiving home-based education. Policy and Procedure 3122 defines excused absences, unexcused absences and trancies. This Policy and Procedure also defines the responsibility of the school district, parent/guardians, and teachers in monitoring school attendance. Based on RCW 28A.225.030, a petition must be filed with the Juvenile Court if a student has 5-7 unexcused absences in a month or 10 unexcused absences in a year, or if a student's unexcused absences cannot be reduced over a period of time.

The school is required by law to submit the names of students who have unexcused absences to the county prosecutor; students who have more than the prescribed levels of absences may be subject to prosecution under current law.

ACCIDENTS

Emergency treatment will be given at school and parents will be notified. If parents are unavailable, the emergency number listed on school records will be called. If the need arises 911 will be called.

ALCOHOL AND OTHER DRUG USE

District Policy and Procedure states that parents and students shall be given notice of the standard of conduct the district requires regarding drug and alcohol use. This information is distributed at the building level in the form of a student/parent handbook. Please contact your student's Principal to obtain this document. District Policy 5201 outlines the responsibilities of employees to maintain a drug free workplace. In summary, District students and staff will not possess, use, deliver, distribute, sell, offer to sell, or arrange to sell, or be under the influence of, or show evidence of having used or abused any controlled substance or counterfeit substance (identified in RCW 69.50.204) or any illicit drugs or alcohol as those terms are used in Federal Anti-Drug and Alcohol Laws, including 20 U.S.C. 3171, 3221, etc., nor will they be in possession of drug paraphernalia as defined by RCW 69.50.102:

1. On the school grounds during and immediately before, or immediately after school hours.
2. On the school grounds at any other time when the school or school grounds are being used for any school activity, function, or event.
3. Off the school grounds at a school activity, function, or event.

4. On or off school property when the possession, use, transmission, distribution or sale* of said item(s) has a material and substantial adverse impact on any or all aspects of the educational process.

*RCW 69.50.435 Drugs near schools - Felony RCW 69.50.204 Schedule 1 20 U.S.C. 3171 et seq Drug-Free School and Communities Act of 1986

ANNUAL ASBESTOS NOTIFICATION

In accordance with the Federal Asbestos Hazard Emergency Response Act (AHERA) Regulations, the Satsop Public Schools is required to notify parents, teachers, and other employees each year of the availability of Asbestos Management Plans and actions the District is taking to maintain asbestos containing materials in its buildings. The Asbestos Management Plans are maintained and available for review in the Satsop Public School Administrative Office. If you would like additional information regarding the District's Asbestos Program please contact Harry Burke at 482-5330

ARRIVING LATE

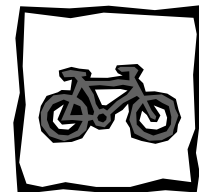
Arriving on time for school is important and sets the tone for the day. The front door is locked at 8:05 for security reasons and tardy children disrupt the opening routine. If your child is tardy, please send a note with the student for the teacher.

ATTENDANCE

Attendance at school is of the utmost importance to a student and his or her progress in school. Students are expected to be in regular attendance, a responsibility the law dictates to the parents or guardians of school age children.

BICYCLE/SCOOTER RULES

Bikes and scooters are to be walked on and off the school grounds. Students are to park their bikes and scooters immediately upon arriving at school. A lock is encouraged. The district is not responsible for the bikes or scooters while they are here.



CELL PHONES AND OTHER ELECTRONIC DEVICES

The use of cell phones and other electronic devices is strictly prohibited while at school unless permission has been given to the student by the principal or principal designee. Students who bring cell phones or other devices are responsible for them. The school assumes no responsibility or liability if such items are lost, stolen or destroyed. All devices brought to school need to be turned off before coming onto school property and not turned on until after the student has left the property. Devices are to be strictly out of sight. Devices found on or visible at school will be taken from the student. The device maybe picked up by a parent in the office.

CHANGE OF ADDRESS/PHONE

If you move during the year or change your phone number, please let us know, especially for emergency purposes.

CLOSURES DUE TO WEATHER

In the event that weather conditions force us to delay or cancel school, please listen to local radio and television stations for details. There will also be a message on the school answering machine that will have details. Generally we follow Elma's schedule due to busing and lunches.



COMMUNICATION BETWEEN SCHOOL AND HOME

Students are more successful in school when the important adults in their lives are working together to support the efforts of the child. A concerted effort is made by the staff at Satsop School to keep parents informed of the skills, topics, and activities being pursued and the success each child has achieving them.

Conferences, open house, programs, report cards and newsletters are some of the formal ways parents can learn about the school experiences of their children. Newsletters are sent home often. You can count on it to contain information about upcoming events and notification of changes in schedules.

The staff at Satsop School enjoys an exceptional relationship with its parents and community. Two-way communication is encouraged to foster a strong home-school partnership.

CONTACTING A TEACHER

If you need to phone the school, please try to do this during recess time or leave your phone number so the teacher can return your call. You may also send a note requesting a phone call from the teacher with your child. Teachers are happy to talk with parents and will return the call as soon as possible.

DANGEROUS WEAPONS/THREATS

Policy and Procedure 4210 states that it is a violation of District Policy, State and Federal Law for any person to carry a firearm or dangerous weapon on school premises, including school-provided transportation. This also applies to non-school facilities when being used for school activities. (RCW 28A.600.420, RCW 9.41.280)

DRESS CODE



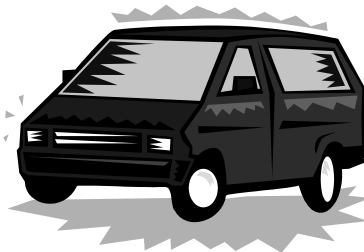
We take pride in the appearance of our students at Satsop Elementary School. Dress reflects the quality of the school. We expect students to maintain the type of appearance that is conducive to a positive learning environment. Attire should not be distracting to teachers or other students and will not disturb the orderly educational process of the school. Halter tops, tank tops, short shirts, shirts advertising tobacco or liquor, shirts with any profanity, and under-wear worn as

outerwear are not appropriate attire for school. Hats are not allowed to be worn inside the buildings.

DROPPING OFF AND PICKING UP STUDENTS

When dropping off or picking up children, please enter from the east and exit from the west. Rather than stopping at the front door, please pull up to the fence in single file (**even if no one is behind you**). This will eliminate students from darting in front of cars. Please do not park in the bus zone, located in front of the school sign.

FIELD TRIPS



Field trips are an important part of our education program. In Kindergarten through 3rd grades, all children participate. However, in grades 4th through 6th, these trips must be earned. In most instances, if the student is not current with assignments, he/she will not be going with the class. In order to participate in the three-day trip, the student must be passing all subjects.

EQUITY

Satsop School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator: Debbie Batten, Box 96, Satsop, WA 98583, (360) 482-5330, dbatten.satsop@gmail.com. Other concerns can be addressed to Section 504/ADA Coordinator: Susan Davis, Box 96, Satsop, WA 98583, (360) 482-5330, sdavis.satsop@gmail.com or Compliance Coordinator for State Law: Marsha Hendrick, Box 96, Satsop, WA 98583, (360) 482-5330, mhendrick.satsop@gmail.com

HARASSMENT/SEXUAL HARASSMENT

(Policy and procedures included in back of handbook)

To annoy, intimidate, frighten, threaten or bully another person is prohibited. Also, sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature are prohibited. Harassment of any kind is prohibited.

The following types, or similar types of behavior, are forbidden (as well as others):

- | | |
|-------------------------------|------------------------------|
| inappropriate verbal comments | inappropriate touching |
| name calling | spreading rumors |
| graffiti | obscene articles of clothing |

howling, catcalls, whistles

dirty jokes

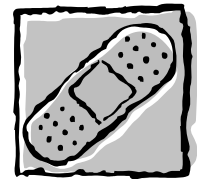
cornering, blocking, standing too close

indecent exposure

inappropriate gestures with the hands, face or body

HEALTH SERVICES

Students do their best at school if they are in the best possible physical and emotional health. Although parents have the primary responsibility for the child's health, school personnel are available to assist parents in maintaining, improving, and promoting the health of their school-aged child. The following policies have been set up to help accomplish this.



Washington immunization laws require that all immunizations be current. Without proof of immunization, your child will not be able to attend school unless an exemption based upon personal and/or religious practices is on file (RCWs 28A.210.060 through 28A.210.170)

If your child has allergies/asthma or severe allergic reactions to a specific thing such as bee stings, please notify the office so we can be ready to respond. Allergy/asthma medicine can be kept here at school in a secured location during the school year.

We do our best to screen medical situations. However, when a student is unable to remain in the classroom due to illness or a serious accident has occurred, you will be notified. Transportation home and all medical care is the responsibility of the parent. If you cannot be contacted, the person that you list as an emergency contact will be called. Be sure that the school has this information should any phone numbers change.

During your student's school years, he/she will receive vision, hearing, and scoliosis screenings.

State Law requires that orders from a licensed health care provider for medication and/or treatments and a nursing care plan be in place before a student with a life-threatening health condition attends school (RCW 28A.210). A health condition is considered life-threatening if that condition will put the student in danger of death during the school day if a medication or treatment order is not in place.

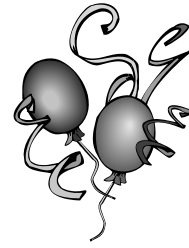
ILLNESS

If your child has been ill, they need to be **fever free for 24 hours** before returning to school. Sending a child to school before they are fully recovered increases the chance of relapse and the spread of germs to other students.

When a child becomes ill at school, the office will notify you and arrange for your child to go home. The emergency number will be used if a parent cannot be reached.

INVITATIONS AND GIFTS

In the interest of sensitivity to the feelings and needs of children, you are asked NOT to bring gifts, balloons, or invitations for parties, get-togethers or personal gift exchanges to school unless all students in the class are participating.



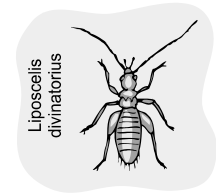
LEGAL CUSTODY

Identification and authorization are required of any adult visiting or picking up a student for whom they do not have custody. Students will only be allowed to leave school with parents, guardians, or their designee. If the status of who has legal custody of a child changes, notify the school immediately.

LICE

If your child gets lice, please notify us so that we may check the rest of the students. Students cannot be in school if they have nits or lice.

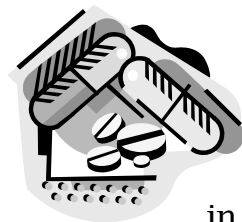
- **Bring your student to school for a head lice reentry check before readmission to school.**
- **Students may NOT ride the bus until a staff member has checked them and they are determined to be lice and nit free.**



LOST AND FOUND

Articles of clothing and other items found on the school grounds are taken to the Lost and Found. If your child does not bring his/her belongings home, please come in and check the Lost and Found.

MEDICATIONS



No medicine, either prescription or over the counter, will be administered at school without a doctor's or dentist's written request. This includes things like Tylenol and cough drops. This written request and schedule, or special instructions is in addition to the prescription, which must be in its original container. Children **cannot** bring their own medication to school.

PESTICIDE NOTIFICATION

State Law requires school districts to notify parents or guardians of students and employees of the school's pest control policies and methods. For information regarding the use of pesticides in the school district, please contact Harry Burke, at 482-5330. (RCW 28A.320.165; RCW 17.21.415[2])

PETS

Pets are not to be brought to school without teacher permission. Dogs are particularly dangerous on the playground.

RESPONSIBILITY FOR SCHOOL MATERIALS

School and library materials are very expensive. Students will be accountable for their school texts and library books. Students who do not return materials or damage materials are liable for the replacement cost of these materials. Report cards will be held until payment is made.

SAFETY PATROL

Students that are in the 4th, 5th and 6th grades have the right to be on safety patrol. The students need to be responsible and of strong character. They are trained in the proper procedure.

SALE, USE, AND/OR POSSESSION OF ALCOHOLIC OR ILLEGAL DRUGS

The use or possession of drugs, alcohol, tobacco, and/or weapons will result in student suspension. The length of the suspension will depend upon the individual circumstance and will be determined by the principal.

SCHOOL EMPLOYEE DISCIPLINARY ACTIONS

State Law requires school districts to provide parents and guardians with information regarding their rights under the Washington Public Disclosure Act to request public records regarding school employee discipline. To make a Public Records Request, please contact Debbie Scott at 482-5330. (RCW 28A.320)

SCHOOL VISITATION

Parents are welcome and encouraged to visit the classrooms. In order to get the most out of your visit, please call ahead and arrange a time. No school aged children from other schools are allowed to attend classes or be on the grounds during the school day without permission from the Head Teacher.

SMOKING

In accordance with Washington State law, Satsop School is a smoke-free environment. The use of tobacco products at any time in the school buildings or on the school grounds is strictly forbidden by students, staff, and adults. This applies to all school-sponsored activities beyond the school hours as well as to the regular school day.



STANDARDIZED TESTING

The assessment of various aspects of student performance will occur throughout the year. The State of Washington mandates the group testing of 3rd-6th graders every spring using the state approved form of assessment measurement. In addition, 2nd graders are given a reading assessment.

TEACHING STAFF QUALIFICATIONS

All certified staff meets Washington State's teacher certification requirements and licensing criteria to teach in the area she has been assigned to teach.

We are fortunate to have paraprofessionals in our classrooms. All paras are highly qualified according to requirements. They either have passed a qualifying test or have an AA degree.

Under Federal Law, parents and guardians are entitled to request information about the professional qualification of their child's teachers. Such requests can be made to Debbie Scott at 482-5330. All certified and classified teaching staff are highly qualified, according to federal qualifications.

TITLE IX & AFFIRMATIVE ACTION

In compliance with Title IX and the Affirmative Action Employment Program, the following information is provided to the public: The Satsop School District Title IX Compliance Officer is Debbie Batten, Box 96, Satsop, WA 99324, (360) 482-5330. Appeal procedures for complaints or grievances under the above legislation are available from the District Compliance Officer.

TOBACCO

Policy and Procedure 4215 states the use and possession of any and all tobacco products in/on property owned or leased by Satsop Public Schools is prohibited. Please note that Washington State Law prohibits minors from possessing any tobacco product regardless of how the minor obtained it. (RCW 28A.210.310)

UNLAWFUL DISCRIMINATION, HARASSMENT, INTIMIDATION OR BULLYING PROHIBITED

District Policy and Procedure 3207 states harassment, intimidation, or bullying means any intentional written, verbal, or physical act, including, but not limited to, one shown to be motivated by a characteristic in RCW 9A.36.080 (race, color, religion, ancestry, national origin, gender identity, sexual orientation, or mental or physical disability) or other distinguishing characteristics when the act physically harms a student or damages their property, substantially interferes with a student's education, creates an intimidating or threatening educational environment, or substantially disrupts the orderly operation of the school.

WEAPONS

The Satsop School District is prepared to provide a safe and orderly environment for our students. Such an environment provides opportunities for students to take part in more effective learning experiences. All dangerous weapons and illegal drugs found in possession of students will bring serious consequences to those involved. Students who violate the laws

and policies pertaining to possession of weapons will be subject to immediate suspension/expulsion.

By Washington State law (RCW 9.41.280), it is unlawful for any person to possess on, or to carry onto, any public or private school premises, including school district buildings, grounds, or vehicles, any firearm or dangerous weapon as defined in RCW 9.41.250 (i.e., sling shot, sand club, metal knuckles, dagger, dirk, any knife, or other dangerous weapon), or any of the following devices, "nun-chu-ka sticks", "throwing stars", or air gun, including any air pistol or air rifle.

Because safety is our first concern for everyone at Satsop, such items as firearms, knives, pocket knives, mace, pepper spray, martial arts equipment, or any object that could be used in a threatening manner are ***strictly prohibited***. **Student who bring a firearm or dangerous weapon to school will be subjected to a minimum one calendar year expulsion.**

According to school district policy and procedure, students (knowingly or unknowingly) involved in such a gross misdemeanor shall be expelled. Possession of look-alike weapons or other dangerous instruments will be subject to disciplinary actions ranging from school discipline to suspension or expulsion.

Law enforcement and the student's parent or guardian shall be promptly notified of any allegation or indication of such violation. It is each family's responsibility to make sure no students bring anything like this to school, for everyone's safety and to avoid the most serious disciplinary action.

WELCOME TO THE WASHINGTON STATE SCHOOL REPORT CARD

When you send your child off to school each day, you want to know if that school is providing your son or daughter with a good education. The Washington State Office of the Superintendent of Public Instruction (OSPI) offers parents and community members a simple on-line link named ***School Report Card*** which provides information you need about how your child's school compares with state averages on class size, academic performance, and other education indicators.

The ***School Report Card*** is designed to make it easier for you to get critical data about your child's school in a format that is easy to understand. You'll find key information like average class size, student body makeup, average test scores, teacher experience and student academic performance at different grade levels. You can view ***School Report Card*** online at **<http://reportcard.ospi.k12.wa.us>**

Title 1 Parental Involvement

- I. **The Board recognizes that parent involvement contributes to the achievement of academic standards by students participating in district programs. The Board views the education of students as a cooperative effort among school, parents and community. The Board expects that its schools will carry out programs, activities and procedures in accordance with the statutory definition of parental involvement. Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring that parents:**
 - A. **Play an integral role in assisting their child's learning;**
 - B. **Are encouraged to be actively involved in their child's education at school; and**
 - C. **Are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.**
- II. **The board of directors adopts as part of this policy the following guidance for parent involvement. The District shall:**
 - A. **Put into operation programs, activities and procedures for the involvement of parents in all of its Title 1 schools consistent with federal laws. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children;**
 - B. **Work with its schools to ensure that the required school-level parental involvement policies meet the requirements of federal law, including a school parent compact;**
 - C. **To the extent practicable, provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format in a language parents understand including alternative formats upon request; and**
 - D. **Involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent.**

Legal References:20 U.S.C. 1118

Title 1 Parent Involvement

III. The Superintendent or designee shall ensure that the district's Title 1 Parent Involvement policy, plan and programs comply with the requirements of federal law.

D. The district will take the following actions to involve parents in the joint development of its district wide parental involvement plan:

- 1. An annual meeting of parents of participating title 1 students shall be held to explain the goals and purposes of the Title 1 program.**
- 2. Parents will be given the opportunity to participate in the development, operation and evaluation of the program.**
- 3. Parents will be encouraged to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs.**

E. The district will take the following actions to involve parents in the process of school review and improvement:

- 1. Parents will be given the opportunity to review the school improvement plan.**
- 2. Parents will be encouraged to participate in the building self-review.**

F. The district will provide the following coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities:

- 1. Identify barriers to greater participation by parents in parental involvement activities;**
- 2. Use findings of the evaluation to design strategies for more effective parental involvement; and**
- 3. Revise, when necessary, the district and school parent involvement policies.**

G. The district will coordinate and integrate parental involvement strategies with similar strategies under the following other programs:

- Head Start;**
- Even Start;**
- Learning Assistance Program;**
- Special Education; and**
- State-operated preschool programs.**

The district shall facilitate multiple programs by:

1. **Conducting joint parent meetings;**
 2. **Holding meetings at various times of the day and evening;**
 3. **Arranging for in home conferences;**
 4. **Using Title 1 funding to facilitate parent attendance at meetings by payment of transportation and child care costs.**
- H. **The district will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality schools.**
1. **The parent involvement policy will be evaluated annually;**
 2. **The district will identify appropriate participants including parents, teachers, administrators and community members, and**
 3. **Parents will have an opportunity to provide their input at each stage of the evaluation process.**
- The district will build the schools' and parent's capacity for strong parental involvement through the following:**
1. **The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following:**
 - **The State's essential academic learning requirements,**
 - **The State and local academic assessments including alternate assessments,**
 - **How to monitor their child's progress, and**
 - **How to work with educators:**
 2. **The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:**
 - a. **Giving guidance as to how parents can assist at home in the education of their child;**
 - b. **Parent meetings shall be held at various times of the day and evening. At these meetings, parents shall be provided:**
 - **Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.**
 - **Opportunities to submit parent comments about the program to the district level.**
 - **Opportunities for parents to meet with the classroom and Title 1 teachers to discuss their child's progress.**
- I. **The school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of**

contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by providing to parents:

- 1. An explanation of the reasons supporting their child's selection for the program;**
 - 2. A description and explanation of the school's curriculum;**
 - 3. Information in the academic assessment used to measure student progress;**
 - 4. Information on the proficiency levels students are expected to meet; and**
 - 5. If feasible, parent literacy services.**
- J. The school district will take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:**
- 1. Distributing written information on a regular basis;**
 - 2. Distribute written information in multiple languages; and**
 - 3. If feasible, provide information orally for limited English proficient parents in a language they understand.**

IV. School Based Parent Involvement

- A. Each school in the district receiving Title 1 funds shall jointly develop with parents of students served in the program a School-Level policy outlining the manner in which parents, school staff and student share responsibility for improved student achievement in meeting academic standards. The policy shall:**
- 1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment, enabling students in the Title 1 program to meet the district's academic standards.**
 - 2. Indicate the ways in which parents will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in the classroom; and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time.**
 - 3. Address the importance of parent-teacher communication on an ongoing basis through, at minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.**

SATSOP ELEMENTARY SCHOOL

Building Parent Involvement Plan

Satsop Elementary School has jointly developed with parents, teachers and staff this written building parent involvement plan. This plan establishes the expectations for parent and community involvement with Satsop Elementary School, a Title I Schoolwide School.

Annually, in the fall at our OPEN HOUSE, Satsop Elementary will convene a meeting to which parents are invited. At this meeting, the principal, and staff inform the parents of the school's participation in Title I, explain the requirements of Title I, and the right of parents to be involved in the school.

Satsop Elementary holds a number of meetings for parents at flexible times for the parents' convenience. These include parent conferences and other meetings. Meetings have been conducted where parents are involved in an organized, ongoing, and timely way in the planning, review, and improvement of the programs for parent and community involvement.

Satsop Elementary will provide parents timely information about programs and services through the handbook, the weekly newsletter, phone communication, and events.

Satsop Elementary provides parents a description and explanation of the curriculum in use at the school, forms of academic assessment used to measure progress, and proficiency levels students are expected to meet. This is done through parent conferences, homework folders, weekly newsletters, etc...

Satsop Elementary provides a regular time for parents to meet with teachers to formulate suggestions, to participate in decisions relating to the education of their children, and to respond to any suggestions as soon as possible. This is done through parent conferences and by having teachers available for parent conferences if needed.

Satsop Elementary has jointly developed with parents a parent, student, teacher compact. This is a written compact that outlines how parents, school staff, and students share the responsibility for improving student academic achievement and that school and parents will partner

to help students achieve our high standards. The compact describes the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the EARLs. The parent, student, teacher compact describes the ways in which the parent(s) will be responsible for supporting student learning and participating in decisions relating to the education of their student(s). The parent, student, teacher compact addresses the importance of communication between the teachers and parents on an ongoing basis through parent-teacher conferences and quarterly progress reports to parents.

Satsop Elementary gives parents reasonable access to staff, opportunities to volunteer, participate, and observe in their child's class.

This written Building Parent Involvement Plan shall be distributed to all parents of students at Satsop Elementary in an understandable format and in a language parents can understand. This plan has been periodically updated to meet the changing needs of parents and the school. If the plan is not satisfactory to parents, comments may be submitted in writing to the school that will be responded to and staff at Satsop Elementary will actively work to resolve these concerns.

Satsop Elementary staff makes themselves available to assist parents in understanding such topics as the State's Essential Academic Learning Requirements, state and local assessments, how to monitor a child's progress, and how they can work with the school staff to improve achievement of their children and the requirements of parent involvement.

Satsop sends parents information relating to school and parent programs, meetings, and activities in the language parents can understand. The school provides full opportunities for the participation of parents with limited English proficiency, disabilities, and migrant children.

This Building Parent Involvement Plan is an effort to cover the range of responsibilities and services Satsop Elementary provides to the parents of its students and to the community.

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

*** The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.**

*** The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.**

*** The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.**

[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

[NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.]

*** The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:**

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901**

Sexual Harassment

This district is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities.

Sexual harassment occurs when:

Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;

Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or

Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male and female to female.

The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate school district services made reasonably available to them and adverse consequences of the harassment will be reviewed and remedied, as appropriate.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

The superintendent will develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy. All staff are responsible for receiving informal complaints and reports of sexual harassment and informing appropriate district personnel of the complaint or report for investigation and resolution. All staff are also responsible for directing complainants to the formal complaint process.

The superintendent will develop procedures to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum sexual harassment recognition and prevention and the elements of this policy will be included in staff, student and regular volunteer orientation. This policy will be posted in each district building in a place available to staff, students, parents, volunteers and visitors. The policy will be reproduced in each student, staff, volunteer and parent handbook.

The superintendent is encouraged to involve staff, students, and volunteers and parents in the review process.

Cross References:	Model Policy	3207 Prohibition of Harrassment, Intimidation and Bullying
	Model Policy	3210 Nondiscrimination
	Model Policy	3240 Student Conduct
		3421 Child Abuse, Neglect and Exploitation Prevention
	Model Policy	5010 Nondiscrimination and Affirmative Action

Legal References:RCW 28A.640.020Regulations, guidelines to eliminate discrimination — Scope—Sexual harrassement policies

WAC 392-190-056-058 Sexual harassment

Management Resources:

Policy News, October 2011 Policy Manual

Revisions

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