Dear Parents and Caregivers,

Welcome to Sultan Elementary School – a place dedicated to improving students’ academic achievement in a safe, productive and positive learning environment.

This handbook is a guide for parents and students who are a part of the Sultan Elementary community. Within these pages you will find the answers too many of our most commonly asked questions as well as detailed information for how we will deal with specific discipline situations and other issues. It is important that you and your child understand our policies, and how they will be utilized so that we can all work to create the best possible learning environment for the students at Sultan Elementary School.

This handbook is intended to be a basic outline of our programs and systems. Your child’s classroom teacher will provide more specific details for his/her own classroom. You can also expect newsletter correspondence from the teachers, the Parent Teacher Organization (PTO), and from my office. More information is also available at our school website: http://sultanschools.org/ses/

Communication is the key for us to successfully provide your child the best education possible; if you have ideas or suggestions, please contact your child’s teacher or our office staff. We are committed to improving all aspects of our school, and your input is important to all of us.

Education is a very rewarding aspect of childhood. Stay involved with your child’s schooling by asking specific questions about their day. “What did you talk about in math class today, anything that you could teach me?” Providing a consistent time and quiet place for homework establishes life long success for your children. Probe deeper and show that you really are interested in what they are doing at school. Your interest will help emphasize the importance of education.

Together we can work to make Sultan Elementary School an academically challenging, socially caring, and rewarding place for our students.

Sincerely,

Aubrey Van Orden, Principal
Sultan Elementary School
Sultan Elementary Mission Statement:
Sultan Elementary School is a supportive learning community
dedicated to academic excellence for all students.

At Sultan Elementary School, we believe success requires:

- A community of educators (parents, certificated and classified staff, bus drivers, administrators, school board and community members) who are committed to working together.

- An organized system of curriculum, assessment and professional development, with time for implementation, discussion and reflection.

- Respect among all members of the education community and students where differences are accepted, everyone’s ideas count, and needs are met.

- An environmental setting which is consciously designed to address the social, emotional and academic needs of the learner.
Immunization Exemptions

Parents - please note the following:

As of September 2011, and per our district nurse and Washington State Guidelines, “Parents wanting to exempt students from state immunization requirements must have documentation that they have been advised by their primary care provider beforehand.”

Exemption forms are available from the school office. These must be completed and returned to the school office prior to school starting in the fall.
DAILY SCHOOL SCHEDULE

8:00 Office Opens
8:25 Teachers arrive
8:50 Students may arrive at school
8:50-9:10 Breakfast served in gym
9:00 Classroom Doors Open – First Bell
9:10 School begins– Tardy Bell
3:42 School Dismissed
3:55 Teachers Leave
4:00 Office Closes

Sultan Elementary students are supervised during the school day. However, we do not provide supervision before or after school, particularly on the playground. Therefore, to ensure the safety of your children, we ask that students arrive at school no earlier than 8:50 a.m., if going to breakfast in the gym, or 9:00 to go directly to class and they leave the school grounds immediately after the 3:42 p.m. bell, unless enrolled in a special before/after school program. If you generally pick up your child, please prepare an alternate plan for pick-up in case you are late.

EARLY RELEASE FRIDAY SCHEDULE

We will continue an Early Release Friday schedule each Friday this year, just as we had last year. School ends at 2:12pm on Early Release Fridays. Please be prompt when picking your child up, as there is no after-school supervision.
ARRIVAL/DISMISSAL PROCEDURES - WALKERS/BIKES

Students should arrive on campus no earlier than 8:50 a.m. (if participating in the school breakfast program), otherwise 9:00a.m., as there is no supervision before that time. Please direct your walking/biking children to come and go between school and home by the most direct and safe route. Students should not cut through neighbors’ yards to and from school without their permission. Everyone is to use designated crosswalk areas to enter.

Bike riders are required to always wear helmets. Please contact the police department or counselor, if you need assistance with locating a helmet. Students are to walk their bikes across intersections and while on the school grounds and follow the other ‘rules of the road.’ Bikes should be locked at the bike rack. Sultan School District is not responsible for damaged or stolen bicycles.

When students arrive on campus in the morning, they are to wait at their classroom door or area designated by their classroom teacher. Students are not to be on the playground equipment before school.

Breakfast is served in the gym between 8:50 and 9:10am. At 9:10am students will need to finish and go directly to their classrooms. Students will not be eating breakfast in class.

When school is dismissed, teachers will walk students toward the bus loading areas and dismiss walkers and bike riders together at the map. Students who stay at school after the school day ends are not supervised by staff and become the responsibility of their parents at that time, unless they are participating in a parent-approved after-school activity such as unicycling, tutoring, or a PTO-sponsored event.
Help Your Child Succeed in School: Build the Habit of Good Attendance Early

School success goes hand in hand with good attendance!

DID YOU KNOW?

- Starting in kindergarten, too many absences can cause children to fall behind in school.
- Missing 10 percent (or about 18 days) can make it harder to learn to read.
- Students can still fall behind if they miss just a day or two days every few weeks.
- Being late to school may lead to poor attendance.
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up.

Attending school regularly helps children feel better about school—and themselves. Start building this habit in preschool so they learn right away that going to school on time, every day is important. Good attendance will help children do well in high school, college, and at work.

WHAT YOU CAN DO

- Set a regular bed time and morning routine.
- Lay out clothes and pack backpacks the night before.
- Find out what day school starts and make sure your child has the required shots.
- Introduce your child to her teachers and classmates before school starts to help her transition.
- Don’t let your child stay home unless she is truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.
- If your child seems anxious about going to school, talk to teachers, school counselors, or other parents for advice on how to make her feel comfortable and excited about learning.
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Avoid medical appointments and extended trips when school is in session.

When Do Absences Become a Problem?

CHRONIC ABSENCE

10 or more days

WARNING SIGNS

5 to 17 days

SATISFACTORY

Fewer absences

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

For more on school readiness, visit attendanceworks.org and reachoutandread.org
ATTENDANCE

Regular school attendance is important. Even an occasional absence may interfere with a student’s progress in school. Children need to be in school every day they are healthy enough to attend. The State of Washington and Sultan School District have policies and guidelines in place to insure good attendance.

Absences
When your child is absent, please telephone the school office between 8:00 and 9:30 a.m. to report the absence.

Parents are asked to call the SES Office on the day that your child is absent to allow for an EXCUSED absence. It is best to receive a note with a parent signature. There is an automated call to contact the parent/guardian concerning the child’s absence. Calling ahead simplifies this process and saves everyone time. It is very important for families to have an absence excused.

If you know in advance that your child must miss school days for medical or family reasons, please obtain the ‘Pre-Arranged Absence’ form from the office in order to notify the office and your child’s teacher in writing prior to the absence. This way teachers can make missing assignments available and your students can keep up on his/her class work. A pre-arranged absence can only be excused if the work is made up, and the absence does not cause an adverse impact to the student’s learning at school.

Excused absences include, but are not limited to: Illness, health conditions, family emergencies, religious purposes, medical appointments, school-approved activities, and short-term disciplinary suspensions. If your child has five (5) consecutive days of illness-related absences, or three (3) days in one week, we would prefer a doctor’s note upon returning to school.

Unexcused absences include, but are not limited to: oversleeping, missing bus, car trouble, helping parent at home, leaving school without signing out, chronic or frequent ongoing absences, particularly beyond the five to ten days per year as allowed under the law. With questionable absences, the principal will use district policy to determine whether it will be designated an “excused” or unexcused” absence.

The Compulsory Attendance Law, of the State of Washington, RCW 28A.225, “requires all parents, guardians and Washington residents having custody of any child between, and including the ages of six and eighteen to be sure that the student attends school on a regular basis.” Please keep in mind that the State of Washington has mandated the following procedures:

After three unexcused absences within any month, the school will notify you to schedule a conference between the counselor and parents. The purpose of this conference will be to set up an action plan to decrease future absences and assist parents in insuring future attendance. This conference should be scheduled in-person immediately if possible, but can also be conducted over the telephone if necessary.

After seven unexcused absences in a month or ten in a year, the State requires the school to file a truancy petition with the Snohomish County Juvenile Court. A date will be set by the court for a hearing which the parent and student must attend. This hearing is held at the Juvenile Court at the Denny Youth Center in Everett. In either case, a series of requirements will be imposed upon the parents for the child’s continued attendance.
Partial Day Absences
We discourage partial day absences, especially afternoons, because learning takes place throughout the entire school day. However, we recognize the occasional need for doctor or dentist appointments and that other emergencies arise. Please try to schedule appointments on Early Release Fridays, if possible. If your child must leave school early, please send a note to the teacher. When you arrive at the school to pick up your child, please check your child out through the office. We will send for or call your child’s room to have the child come to the office. Please do not go directly to the classroom to pick up your child. Children can only be released to parents, guardians, emergency contact people, or those having written permission.

Tardies
Students who arrive after 9:10 a.m. are to check in with the office before going to class. A note of explanation is needed for late arrivals. Being late for school takes valuable learning time away from the child. Parents of students who have more than three unexcused tardies in a trimester will have a conference scheduled with the principal or counselor. The purpose of this conference will be to set up an action plan to decrease future tardies and assist parents in insuring future attendance. Students who are continually tardy and unexcused will be referred to the Juvenile Court as with absences.

BUS TRANSPORTATION
For new students, neighbors are the best source of information about bus stop locations, pick-up and arrival home times. Parents may contact the District Transportation Department at (360) 793-9820 for more detailed information.

Remember, bus riding to and from school is a privilege. Bus riders must make good choices and use best behavior at bus stops and on the bus. Misbehavior on the bus is a safety hazard for everyone riding and can result in revocation of bus riding privilege.

Bus Rules
Sultan School bus drivers are responsible for lives every day, and it is a responsibility that they take seriously. Drivers require the cooperation of the students aboard the bus to observe the safety rules enforced by the district. Rest assured that students riding school buses are under capable supervision of qualified bus drivers. Safety is the foremost concern of the bus driver.

The district asks parents to make sure the students are at the bus stops at least five minutes prior to the published departure time.

Students are to:
- Obey the bus driver at all times
- Sit properly and face straight forward in their seats
- Refrain from throwing objects
- Keep hands to self
- Be courteous and respect others
- Do not eat food, drink or chew gum on the bus
- No weapons or other objects that may be used as a weapon (per Board Policy #3240)
- Do not bring large objects or projects on the bus
The driver is in full charge of the bus and the students. The driver will give bus violation tickets to students who do not follow the rules. The Principal or Assistant Principal, who has the authority to suspend the student from riding the bus, will take appropriate action.

Students can ride only their regularly assigned bus and disembark only at their regular stop. The one exception to this rule is when they have written and signed authorization from the parent/guardian. This authorization must also be approved by the student’s principal and presented to the driver before getting on the bus.

On the bus, students are not allowed to transport any object larger than 24” x 10” x 8”. We realize that students need to bring such items to school for school sponsored events, but the school district transportation department prohibits large items by law. There have been cases of severe injury to students from large carry-on items. Please make other arrangements to get such items to and from school.

All projects that have loose items must be encased (for example, in a backpack, or some type of bag or sack). Absolutely no glass containers will be allowed on the bus.

CHILD ABUSE AND NEGLECT

The Washington State Legislature declared: “The children of the state of Washington are the state’s greatest resource and the greatest source of wealth in the state of Washington. Children of all ages must be protected from child abuse. Governmental authorities must give the prevention, treatment, and punishment of child abuses the highest priority, and all instances of child abuse must be reported to the proper authorities who should diligently and expeditiously take appropriate action, and child abusers must be held accountable to the people of the state for their actions.”

In accordance with that mandate, staff members are legally responsible for reporting all suspected cases of child abuse and neglect. Staff need not verify that a child has in fact been abused or neglected. Any conditions or information that may reasonably be related to abuse or neglect should be reported. Legal authorities have the responsibility for investigating each case and taking such action as is appropriate under the circumstances.

Upon receiving reports of alleged abuse or neglect, the department or law enforcement agency may interview children at school or other locations, and will notify parents/guardians of the interview as soon as possible. The department or agency shall have access to all relevant records of the child in the possession of mandated reporters and their employees as well.  

* Revised Codes of Washington (RCW) 25.44.030
CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies, equipment and furniture supplied by the school. Students who destroy, disfigure, or otherwise deface school property will be required to pay for the damage done or to replace the item.

CLASSROOM VISITS

Visits from parents/guardians are welcome. There is no substitute for a parent’s interest in their child’s work at school. An occasional visit should be a must for every parent/guardian. Arrangements to visit the class should be made in advance with the teacher, with a minimum notice of 24 hours.

Parents may drop students off at the classroom entrance door, however, we ask you to not remain in the classroom after dropping your child off. This can cause an unintended distraction to the classroom and the learning of all students.

Here are some suggestions for your classroom visit:

- Look for indicators of your child’s success at school, such as:
  - independent work habits
  - attitude when working with others in a group
  - attitude toward suggestions or comments by the teacher

The best time to call and speak directly with a teacher is before school or after school is dismissed. Messages may be left during the day, and the teacher will return your call as soon as possible.

COUNSELING

Counseling services are available to all students through our school counselor. The role of the counselor is to confer with students, coordinate human resources, which improve a student’s learning potential, behavior, and academic performance, and consult with staff and parents regarding strategies for optimal self-adjustment, self-direction, and academic growth and success in school. If you would like to speak to the counselor, please call the school office. For counseling appointments, the student will visit the counselor at the least disruptive time in the classroom schedule.

SAT (School-wide Assistance Team) - A group of classroom teachers/staff meets weekly to discuss teacher’s concerns regarding particular students. The goal is to provide intervention strategies to the teacher and student that will help solve or lessen academic or behavioral problems.

CST (Child Study Team) - A child is referred to this team by the SAT if regular intervention strategies are ineffective or more intensive intervention is necessary. A decision to do further testing, collaboration, or possibly offering additional special education services, is determined by the team in coordination with SAT, teacher and parent input.
CREATING A POSITIVE LEARNING ENVIRONMENT

At Sultan Elementary, we follow a PBIS behavior model. This focuses on positive behavior interventions and supports for the students.

Classroom teachers will set and teach expectations within their individual classrooms. These expectations will align with the common expectations for the school: Be Safe, Be Responsible and Be Respectful.

Students that have a hard time following classroom expectations will be reminded of their behavior choices and appropriate responses. They may be asked to leave the classroom to a buddy classroom where they will stop and think about their actions/choices. They will be asked to reflect on their behavior and take some time to reconsider their responses. If students continue to be disruptive, the classroom teacher may ask that the school behavior interventionist come to their classroom to assist with the student. This interventionist will work with the student to determine what it is they are having difficulty with and fill out a “think sheet” together. This support can remain in the classroom with the student on an as-needed basis. If behaviors do not de-escalate, a student may be removed from the classroom to meet with the Principal, Assistant Principal or Counselor.

Student Success Room

The Student Success room may be used in cases where students need a quiet environment once removed from the classroom to get back on track for the day. In the Student Success room they will work through interventions and strategies that may prove to be beneficial for them in handling their frustrations and difficulties.

Student Removal

Students can and will be removed from a classroom if they are being disruptive to the learning environment. The administration or guidance team will be called to remove the student. The teacher or Student Success Room staff will fill out a report and contact parents.

DISCIPLINARY ACTION AND DUE PROCESS

Students are expected to use self-discipline and must assume responsibility for their behavior. When student behavior is not acceptable, necessary action will be taken.

Teachers and administrators have full authority to control or discipline a student during the time such student is in attendance or in transit to or from school or any school sponsored function. Discipline shall mean all forms of corrective action or punishment other than suspension and expulsion, including but not limited to the following:

Detention Time: The student is assigned to report to a teacher or the office to resolve a problem. The student may also be assigned time before or after school. A student is given one day’s notice when time is assigned so that he/she can arrange transportation. It is the responsibility of the student and parent to communicate with administration if there is a conflict with an assigned detention prior to the detention. Failure to serve detention results in increased consequences.
Student Exclusion by Teacher: A student may be excluded by the teacher from his or her individual classroom and instructional or activity area for all or any portion of the school day, or up to the following two days, or until the principal or designee and teacher have conferred, whichever occurs first.

Investigations
School resource or other law enforcement officers may be involved in investigating allegations of students’ misconduct. When an investigation rises to the level of a criminal investigation, to the extent that Miranda rights are required to be given, school administration shall normally try to contact the student’s parent. It is understood that there are no requirements that the police investigation or questioning of a student await the parents’ contact or the parents’ presence. Circumstances may occur where parental contact will not be attempted, for example, when so directed by law enforcement when investigating child abuse allegations, or in other situations. It is also understood that circumstances may be such that attempts at parent contact will not occur immediately due to the nature of the investigation or the best interest of the student(s) involved.

Emergency Removal
A student may be removed immediately from a class or activity by a teacher or administrator provided that the teacher or administrator has sufficient reasons to believe that the student’s presence poses an immediate and continuing danger to the student, other students, or school personnel, or an immediate and continuing threat of substantial disruption of the class, activity, or educational process of the student’s school.

In-School Time Out
Each administrator shall have the right to assign a student to in-school time-out for any single class or any full schedule of classes for a stated period of time not to exceed ten days. While serving a time-out, students are restricted from school activities and interacting with other students on school grounds before, during, and after school hours.

Short-Term Suspension
Each administrator shall have the right to remove students from the school premises for any single class or any full schedule of classes for a stated period of time not to exceed ten days.

Long-Term Suspension
Long-term suspension shall mean denial of the right of school attendance for any single class or any full schedule of classes for a stated period of time in excess of ten days.

Expulsion
Expulsion shall mean a denial of school attendance for an indefinite period of time. Students are restricted from all school district grounds and school activities during suspensions or expulsions.
## Sultan Elementary School Think Sheet

**Student Name:** ____________________________ **Date:** ____________ **Time:**

**In:**

**Referring Staff:** __________________________ **Teacher:** __________________________ **Time:**

**Out:**

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### What expectation do you need to practice? (Circle)

<table>
<thead>
<tr>
<th>Be Safe</th>
<th>Be Respectful</th>
<th>Be Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>I wanted attention from others.</td>
<td>I wanted to leave my classroom.</td>
<td></td>
</tr>
<tr>
<td>I wanted attention from adults.</td>
<td>I wanted revenge.</td>
<td></td>
</tr>
<tr>
<td>I wanted to challenge adult(s).</td>
<td>I wanted to cause problems because I feel sad.</td>
<td></td>
</tr>
<tr>
<td>I wanted to be sent home.</td>
<td>I wanted to cause problems because I feel they don’t like me.</td>
<td></td>
</tr>
<tr>
<td>I wanted to be in control of the situation.</td>
<td>I wanted _______________________________.</td>
<td></td>
</tr>
<tr>
<td>I wanted to avoid doing my work.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Did you get what you wanted?**

- [ ] Yes
- [ ] No

I was having difficulty...

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### What Might Help Me With This Problem?

**Consequence**

- [ ] Regular Time Out: ____________________________
- [ ] Major Behavior: ____________________________
- [ ] ISS
- [ ] OSS

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**Rules Governing Student Conduct**
The school is legally responsible for students while in school or in transit to or from school. All students shall comply with school rules and regulations and submit to reasonable directions of school authorities. Refusal shall constitute cause for discipline, suspension, or expulsion. Such rules shall apply:

a. On the school grounds during and immediately before or after school hours.

b. On the school grounds at any other time when the school is being used by a school group, or off the school rounds at a school activity, function or event.

c. Off the school grounds when the prohibited behavior is a consequence of, or directly related to, causes or events which occurred or originated on school grounds.

d. Off school grounds when the student is en route between home and school, including bus stops.

e. Off school grounds at another school or at a school-sponsored activity or event.

f. Off school grounds when the student’s behavior interferes with any official school duties or business.

**Alcohol, Chemical Substances and Tobacco Products** – A student shall not knowingly possess, use, transmit, be under the influence of, or show evidence of having used any alcoholic beverage, illegal chemical substance or opiate, or tobacco product.

**Alteration of Records and Cheating** – A student who falsifies, alters, destroys a school record or any communication between home and school shall be subject to corrective action. Any student who knowingly submits work of others represented as his/her own shall be considered to have cheated. Cheating also includes the aiding and abetting of cheating by others.

**Cell Phones** - Cell phones are permitted on campus. However, they may not be used at any time during class or at recess because they disrupt teaching and learning. All devices should be turned off or put on a silent mode and should be put in backpacks. If this rule is violated, the student will receive progressive levels of consequences for being disruptive, which may include confiscation of the item by a staff member and parent contact. Sultan Elementary School is not responsible for lost/stolen cell phones or other personal electronic devices. Students bring these items at their own risk. Please refer to Sultan School District Policy 3245 for complete details concerning telecommunication devices.

**Defacing Property** – RCW 28A.635.060 has been expanded to allow suspension and punishment of a student who defaces or otherwise inures “property belonging to a school contractor, employee, or another student; not just those damaging school property.” A student suspended under this section may not be readmitted until the damage has been paid for in full or the superintendent directs his or her re-admittance. If the student was suspended for damaging a school bus, the same suspension provisions apply, plus the student may not ride any school bus.

**Disruptive Conduct** – A student shall not intentionally cause a substantial and material disruption of any school operations. The following illustrate the kinds of offenses that are prohibited:

- Occupying a school building/grounds in order to deprive others of its use;
- Blocking the entrance or exit of any school building or room in order to deprive others of passing through;
- Setting fire to or substantially damaging school property;
- Using, or threatening to use, firearms, explosives or other weapons on the school premises, including use by an unauthorized student of a personal protection spray device, or use of such device in other than self-defense as defined by state law;
- Preparing students from attending a class or school activity;
- Blocking normal pedestrian or vehicular traffic on a school campus;
- Excessively interfering with the conduct of any class or activity; and
- Gambling or encouraging other students to gamble.

**Dress and Appearance** - Appropriate dress and grooming are expected of students. Students are to maintain high standards of personal cleanliness and personal appearance. Students are to avoid styles of dress and grooming which distract attention from the orderly pursuit of knowledge and experience, disrupt the education process, or constitute a threat to individuals or group safety. Students in violation of these dress and grooming procedures will be required to meet the acceptable standards before being allowed to attend class. Students in violation will be disciplined in accordance with the discipline matrix and the principal’s decision.

- Students shall not wear clothing or jewelry which promotes or advertises weapons, alcoholic beverages, drugs, tobacco, or other harmful substances.
- Jewelry worn by students must not create a danger to the wearer or others.
- Students shall not wear articles of clothing which are adorned with sexually suggestive slogans, profanity, lewd pictures, or that which may be offensive to a student’s religion, race, or national origin.
- Students shall wear appropriate clothing which is not of a disruptive nature:
  - Clothing shall be clean and not torn. Bodies/hair washed regularly.
  - Shoes must be worn at all times.
  - Students should wear shoes appropriate in PE for being inside the gym or outside during the Fall and Spring. Students will not be allowed to take off shoes so make sure and bring comfortable shoes for PE.
  - Bare midriffs, exposed undergarments, low-cut necklines, mesh, sheer or halter tops, are not appropriate. Tank top straps at least 1” wide shoulder.
  - Skirts or shorts in good taste are to be at least mid-thigh length or longer (must extend to the bottom of the fingertips when standing).
  - Students wearing, displaying, or carrying gang-related apparel (including bandannas), or items that contain gang symbols or symbolizes gang membership or gang-related activities, will not be tolerated.
  - If a student’s dress is objectionable or inappropriate, the Principal shall request the student make appropriate corrections in accordance with Board Policy #3224 (may be asked to change clothes or be sent home). Repeated violation of the dress code at SES will result in disciplinary action.

**Extortion, Assault or Causing Physical Injury** – A student shall not extort anything of value, threaten injury or attempt to cause physical injury or intentionally behave in such a way as could reasonably be expected to cause physical injury to a person.

**Gang-Related Activity** – Gang related activity is harmful to students, threatens the safety of students, staff and patrons, and is inconsistent with the educational mission of the Sultan School District. Accordingly, the type of dress, apparel, activities, acts, behavior or manner of grooming participated in by a student shall not:
- Lead school officials to reasonably believe that such dress, grooming, or behavior are
gang-related and would disrupt, interfere with, or disturb the school environment or
activity and/or educational objectives. Gang activity may include but not be limited to
gang hand signals, initiation and verbal intimidation.
- Present a health or other hazard to the student’s safety or the safety of others;
- Create an atmosphere in which a student, staff, or other person’s well-being is hindered
by undue pressure, behavior, intimidation, overt gesture or threat of violence; or
- Imply gang membership or affiliation by written communication, marks, drawing,
painting, design, and emblem upon any school or personal property or on one’s person.

Student demonstrating gang-related activity are subject to corrective action.

**Hats and Gum** - Students are not allowed to chew gum while at school unless designated for
special events by the classroom teacher and/or principal. Hats are to be worn outside only or
for designated special events by the classroom teacher and/or principal.

**Public Display of Affection** - The staff at Sultan Elementary School does not support the
concept of “dating” in grades K-5. It is frowned upon to call someone a “boyfriend” or
“girlfriend” in elementary school. Our focus is the development of positive friendships
among all students. Public displays of affection such as kissing, prolonged hand-holding and
prolonged hugging are inappropriate.

**Skateboards, Bicycles, Heelies, Scooters** - If students wear heelies (shoes with wheels),
they will be sent to the office and the wheels will be taken out. If bicycles, unicycles,
skateboards or scooters are ridden to school, they need to be locked up on the bike rack and
walked at all times while on campus.

**Toys/Personal Items** - Toys are **not allowed** at school or on the playground. This includes
trading cards, Pokémon cards, Fidget Spinners, electronic games and players, and any toy
distracting from learning. These items may be confiscated by the teacher for a designated
period of time. Students should leave valuables at home. Sultan Elementary assumes no
liability for student’s property stolen or damaged during the school day.

**Vulgar or Lewd Conduct** – A lewd, indecent or obscene act or expression is prohibited and
is subject to immediate consequences, as determined by the principal.

**Weapons and Dangerous Objects** - According to Sultan School Board Policy 3240 and
Washington State Law (RCW 9.41.280), it is against the law for a person to carry onto, or to
possess on school grounds or school-provided transportation, guns/firearms, other weapons,
or other objects designed to hurt people. Any kind of knife is a weapon and must be left at
home. Toys or other objects designed to look like real weapons are also strictly prohibited.
Students who possess any other dangerous weapons or replicas, or carry, display, or draw
any other weapon or replica apparently capable of producing bodily harm, and therefore
speaks to the safety of others, shall be subject to discipline which may include suspension or
expulsion according to provisions in Board Policy 3240.
Harassment/Intimidation/Bullying Policy - The Sultan School District is committed to a positive and productive working and learning environment free of discrimination, intimidation, and harassment or bullying. These behaviors adversely affect morale and interfere with one’s ability to work and learn. WAC 392-190-056 defines harassment to include conduct or communication involving 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. Everyone at the Sultan School District has the right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex, or gender: name calling, jokes or rumors; pulling on clothing; graffiti; notes or cartoons; unwelcome touching of a person or clothing; offensive or graphic posters or book covers, or; any word or action that makes you feel uncomfortable, embarrass you, or hurt your feelings. If any word or action makes you feel uncomfortable or fearful, you need to tell a teacher, counselor, playground supervisor, the principal or the Title IX Compliance Officer. You may also make a written report. It should be given to a teacher, counselor, principal, or the Title IX Compliance Officer. Your right to privacy will be respected as much as possible. We take seriously all reports of religious, racial or sexual harassment, or violence, and will take appropriate actions based on your report. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported. This is a summary of the School district policy against religious, racial and sexual harassment. Complete policies are available in the District Office upon request. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT ARE AGAINST THE LAW. DISCRIMINATION IS AGAINST THE LAW. Policy No. 3207 Students
PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING

The district is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons, that is free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any intentionally 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.

“Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

Behaviors/Expressions

Harassment, intimidation or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom or program rules.

Training

This policy is a component of the district’s responsibility to create and maintain a safe, civil, respectful and inclusive learning community and shall be implemented in conjunction with comprehensive training of staff and volunteers.

Prevention

The district will provide students with strategies aimed at preventing harassment, intimidation and bullying. In its efforts to train students, the district will seek partnerships with families, law enforcement and other community agencies.

Interventions

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate.

The district will consider the frequency of incidents, developmental age of the student, and severity of the
conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

Retaliation/False Allegations

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying.

It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Compliance Officer

The superintendent will appoint a compliance officer as the primary district contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district.

The superintendent is authorized to direct the implementation of procedures addressing the elements of this policy.

Cross References:
- Policy 3200 Rights and Responsibilities
- Policy 3210 Nondiscrimination
- Policy 3240 Student Conduct
- Policy 3241 Classroom Management, Corrective Action And Punishment
- Policy 6590 Sexual Harassment

Legal Reference: RCW 28A.300.285 Harassment, Intimidation and Bullying Prevention policies

Management Resources: Policy News, December 2010 Harassment, Intimidation and Bullying Policy Strengthened

Policy News, April 2008 Cyberbullying Policy Required
Policy News, April 2002 Legislature Passes and Anti-Bullying Bill

Adoption Date: July 28, 2003 School District Name: Sultan School District
Revised: 7/2008; 2/22/11 Classification: Essential
Prohibition of Harassment, Intimidation and Bullying

A. Introduction

Sultan School District strives to provide students with optimal conditions for learning by maintaining a school environment where everyone is treated with respect and no one is physically or emotionally harmed.

In order to ensure respect and prevent harm, it is a violation of district policy for a student to be harassed, intimidated, or bullied by others in the school community, at school sponsored events, or when such actions create a substantial disruption to the educational process. The school community includes all students, school employees, school board members, contractors, unpaid volunteers, families, patrons, and other visitors. Student(s) will not be harassed because of their race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics.

Any school staff who observes, overhears, or otherwise witnesses harassment, intimidation or bullying or to whom such actions have been reported must take prompt and appropriate action to stop the harassment and to prevent its reoccurrence.

B. Definitions

Aggressor is a student, staff member, or other member of the school community who engages in the harassment, intimidation or bullying of a student.

Harassment, intimidation or bullying is an intentional electronic, written, verbal, or physical act that:

- 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.

Conduct that is “substantially interfering with a student’s education” will be determined by considering a targeted student’s grades, attendance, demeanor, interaction with peers, participation in activities, and other indicators.

Conduct that may rise to the level of harassment, intimidation and bullying may take many forms, including, but not limited to: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, ostracism, physical attacks or threats, gestures, or acts relating to an individual or group whether electronic, written, oral, or physically transmitted messages or images. There is no requirement that the targeted student actually possess the characteristic that is the basis for the harassment, intimidation or bullying.

Incident Reporting Forms may be used by students, families, or staff to report incidents of harassment, intimidation or bullying. A sample form is provided on the Office of Superintendent of Public Instruction’s (OSPI) School Safety Center website: www.k12.wa.us/SafetyCenter/BullyingHarassment/default.aspx.

Retaliation is when an aggressor harasses, intimidates, or bullies a student who has reported incidents of bullying.

Staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities,
classified staff, substitute and temporary teachers, volunteers, or paraprofessionals (both employees and contractors).

**Targeted Student** is a student against whom harassment, intimidation or bullying has allegedly been perpetrated.

**C. Relationship to Other Laws**

This procedure applies only to RCW 28A.300.285 – Harassment, Intimidation and Bullying prevention. There are other laws and procedures to address related issues such as sexual harassment or discrimination.

At least four Washington laws may apply to harassment or discrimination:

- RCW 28A.300.285 – Harassment, Intimidation and Bullying
- RCW 28A.640.020 – Sexual Harassment
- RCW 28A.642 – Prohibition of Discrimination in Public Schools
- RCW 49.60.010 – The Law Against Discrimination

The district will ensure its compliance with all state laws regarding harassment, intimidation or bullying. Nothing in this procedure prevents a student, parent/guardian, school or district from taking action to remediate harassment or discrimination based on a person’s gender or membership in a legally protected class under local, state, or federal law.

**D. Prevention**

1. **Dissemination**

   In each school and on the district’s website the district will prominently post information on reporting harassment, intimidation and bullying; the name and contact information for making a report to a school administrator; and the name and contact information for the district compliance officer. The district’s policy and procedure will be available in each school in a language that families can understand.

   Annually, the superintendent will ensure that a statement summarizing the policy and procedure is provided in student, staff, volunteer, and parent handbooks, is available in school and district offices and/or hallways, or is posted on the district’s website.

   Additional distribution of the policy and procedure is subject to the requirements of Washington Administrative Code 392-400-226.

2. **Education**

   Annually students will receive age-appropriate information on the recognition and prevention of harassment, intimidation or bullying at student orientation sessions and on other appropriate occasions. The information will include a copy of the Incident Reporting Form or a link to a web-based form.

3. **Training**

   Staff will receive annual training on the school district’s policy and procedure, including staff roles and responsibilities, how to monitor common areas and the use of the district’s Incident Reporting Form.

4. **Prevention Strategies**

   The district will implement a range of prevention strategies including individual, classroom, school, and district-level approaches.

   Whenever possible, the district will implement evidence-based prevention programs that are designed to increase social competency, improve school climate, and eliminate harassment, intimidation and bullying in schools.
E. Compliance Officer

The district compliance officer will:
1. Serve as the district’s primary contact for harassment, intimidation and bullying.
2. Provide support and assistance to the principal or designee in resolving complaints.
3. Receive copies of all Incident Reporting Forms, discipline Referral Forms, and letters to parents providing the outcomes of investigations.
4. Be familiar with the use of the student information system. The compliance officer may use this information to identify patterns of behavior and areas of concern.
5. Ensure implementation of the policy and procedure by overseeing the investigative processes, including ensuring that investigations are prompt, impartial, and thorough.
6. Assess the training needs of staff and students to ensure successful implementation throughout the district, and ensure staff receives annual fall training.
7. Provide the OSPI School Safety Center with notification of policy or procedure updates or changes on an annual basis.
8. In cases where, despite school efforts, a targeted student experiences harassment, intimidation or bullying that threatens the student’s health and safety, the compliance officer will facilitate a meeting between district staff and the child’s parents/guardians to develop a safety plan to protect the student. A sample student safety plan is available on the OSPI website: www.k12.wa.us/SafetyCenter/default.aspx.

F. Staff Intervention

All staff members shall intervene when witnessing or receiving reports of harassment, intimidation or bullying. Minor incidents that staff are able to resolve immediately, or incidents that do not meet the definition of harassment, intimidation or bullying, may require no further action under this procedure.

G. Filing an Incident Reporting Form

Any student who believes he or she has been the target of unresolved, severe, or persistent harassment, intimidation or bullying, or any other person in the school community who observes or receives notice that a student has or may have been the target of unresolved, severe, or persistent harassment, intimidation or bullying may report incidents verbally or in writing to any staff member.

H. Addressing Bullying – Reports

Step 1: Filing an Incident Reporting Form

In order to protect a targeted student from retaliation, a student need not reveal his identity on an Incident Reporting Form. The form may be filed anonymously, confidentially, or the student may choose to disclose his or her identity (non-confidential).

Status of Reporter

a. Anonymous

Individuals may file a report without revealing their identity. No disciplinary action will be taken against an alleged aggressor based solely on an anonymous report. Schools may identify complaint boxes or develop other methods for receiving anonymous, unsigned reports. Possible responses to an anonymous report include enhanced monitoring of specific locations at certain times of day or increased monitoring of specific students or staff. (Example: An unsigned Incident Reporting Form dropped on a teacher’s desk led to the increased monitoring of the boys’ locker room in 5th period.)
b. Confidential

Individuals may ask that their identities be kept secret from the accused and other students. Like anonymous reports, no disciplinary action will be taken against an alleged aggressor based solely on a confidential report. (Example: A student tells a playground supervisor about a classmate being bullied but asks that nobody know who reported the incident. The supervisor says, “I won’t be able to punish the bullies unless you or someone else who saw it is willing to let me use their names, but I can start hanging out near the basketball court, if that would help.”)

c. Non-confidential

Individuals may agree to file a report non-confidentially. Complainants agreeing to make their complaint non-confidential will be informed that due process requirements may require that the district release all of the information that it has regarding the complaint to any individuals involved in the incident, but that even then, information will still be restricted to those with a need to know, both during and after the investigation. The district will, however, fully implement the anti-retaliation provision of this policy and procedure to protect complainants and witnesses.

**Step 2: Receiving an Incident Reporting Form**

All staff are responsible for receiving oral and written reports. Whenever possible staff who initially receives an oral or written report of harassment, intimidation or bullying shall attempt to resolve the incident immediately. If the incident is resolved to the satisfaction of the parties involved, or if the incident does not meet the definition of harassment, intimidation or bullying, no further action may be necessary under this procedure.

All reports of unresolved, severe or persistent harassment, intimidation or bullying will be recorded on a district Incident Reporting Form and submitted to the principal or designee, unless the principal or designee is the subject of the complaint.

**Step 3: Investigations of Unresolved, Severe, or Persistent Harassment, Intimidation and Bullying**

All reports of unresolved, severe, or persistent harassment, intimidation or bullying will be investigated with reasonable promptness. Any student may have a trusted adult with them throughout the report and investigation process.

a. Upon receipt of the Incident Reporting Form that alleges unresolved, severe, or persistent harassment, intimidation or bullying, the school or district designee will begin the investigation. If there is potential for clear and immediate physical harm to the complainant, the district will immediately contact law enforcement and inform the parent/guardian.

b. During the course of the investigation, the district will take reasonable measures to ensure that no further incidents of harassment, intimidation or bullying occur between the complainant and the alleged aggressor. If necessary, the district will implement a safety plan for the student(s) involved. The plan may include changing seating arrangements for the complainant and/or the alleged aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a safe person for the complainant; altering the alleged aggressor’s schedule and access to the complainant, and other measures.

c. Within two (2) school days after receiving the Incident Reporting Form, the school designee will notify the families of the students involved that a complaint was received and direct the families to the district’s policy and procedure on harassment, intimidation and bullying.

d. In rare cases, where after consultation with the student and appropriate staff (such as a psychologist, counselor, or social worker) the district has evidence that it would threaten the health and safety of the complainant or the alleged aggressor to involve his or her
parent/guardian, the district may initially refrain from contacting the parent/guardian in its investigation of harassment, intimidation and bullying. If professional school personnel suspect that a student is subject to abuse and neglect, they must follow district policy for reporting suspected cases to Child Protective Services.

e. The investigation shall include, at a minimum:
   - An interview with the complainant;
   - An interview with the alleged aggressor;
   - A review of any previous complaints involving either the complainant or the alleged aggressor; and
   - Interviews with other students or staff members who may have knowledge of the alleged incident.

f. The principal or designee may determine that other steps must be taken before the investigation is complete.

g. The investigation will be completed as soon as practicable but generally no later than five (5) school days from the initial complaint or report. If more time is needed to complete an investigation, the district will provide the parent/guardian and/or the student with weekly updates.

h. No later than two (2) school days after the investigation has been completed and submitted to the compliance officer, the principal or designee shall respond in writing or in person to the parent/guardian of the complainant and the alleged aggressor stating:
   - The results of the investigation;
   - Whether the allegations were found to be factual;
   - Whether there was a violation of policy; and
   - The process for the complainant to file an appeal if the complainant disagrees with results.

Because of the legal requirement regarding the confidentiality of student records, the principal or designee may not be able to report specific information to the targeted student’s parent/guardian about any disciplinary action taken unless it involves a directive that the targeted student must be aware of in order to report violations.

If a district chooses to contact the parent/guardian by letter, the letter will be mailed to the parent/guardian of the complainant and alleged aggressor by United States Postal Service with return receipt requested unless it is determined, after consultation with the student and appropriate staff (psychologist, counselor, social worker) that it could endanger the complainant or the alleged aggressor to involve his or her family. If professional school personnel suspect that a student is subject to abuse or neglect, as mandatory reporters they must follow district policy for reporting suspected cases to Child Protective Services.

If the incident cannot be resolved at the school level, the principal or designee shall request assistance from the district.

**Step 4: Corrective Measures for the Aggressor**

After completion of the investigation, the school or district designee will institute any corrective measures necessary. Corrective measures will be instituted as quickly as possible, but in no event more than five (5) school days after contact has been made to the families or guardians regarding the outcome of the investigation. Corrective measures that involve student discipline will be implemented according to district policy 3241, *Classroom Management, Corrective Actions or*
**Punishment.** If the accused aggressor is appealing the imposition of discipline, the district may be prevented by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.

If in an investigation a principal or principal’s designee found that a student knowingly made a false allegation of harassment, intimidation or bullying, that student may be subject to corrective measures, including discipline.

**Step 5: Targeted Student’s Right to Appeal**

1. If the complainant or parent/guardian is dissatisfied with the results of the investigation, they may appeal to the superintendent or his or her designee by filing a written notice of appeal within five (5) school days of receiving the written decision. The superintendent or his or her designee will review the investigative report and issue a written decision on the merits of the appeal within five (5) school days of receiving the notice of appeal.

2. If the targeted student remains dissatisfied after the initial appeal to the superintendent, the student may appeal to the school board by filing a written notice of appeal with the secretary of the school board on or before the fifth (5) school day following the date upon which the complainant received the superintendent’s written decision.

3. An appeal before the school board or disciplinary appeal council must be heard on or before the tenth (10th) school day following the filing of the written notice of appeal to the school board. The school board or disciplinary appeal council will review the record and render a written decision on the merits of the appeal on or before the fifth (5th) school day following the termination of the hearing, and shall provide a copy to all parties involved. The board or council’s decision will be the final district decision.

**Step 6: Discipline/Corrective Action**

The district will take prompt and equitable corrective measures within its authority on findings of harassment, intimidation or bullying. Depending on the severity of the conduct, corrective measures may include counseling, education, discipline, and/or referral to law enforcement.

Corrective measures for a student who commits an act of harassment, intimidation or bullying will be varied and graded according to the nature of the behavior, the developmental age of the student, or the student’s history of problem behaviors and performance. Corrective measures that involve student discipline will be implemented according to district policy 3241, *Classroom Management, Corrective Actions or Punishment*.

If the conduct was of a public nature or involved groups of students or bystanders, the district should strongly consider schoolwide training or other activities to address the incident.

If staff has been found to be in violation of this policy and procedure, school districts may impose employment disciplinary action, up to and including termination. If a certificated educator is found to have committed a violation of WAC 181-87, commonly called the Code of Conduct for Professional Educators, OSPI’s Office of Professional Practices may propose disciplinary action on a certificate, up to and including revocation. Contractor violations of this policy may include the loss of contracts.

**Step 7: Support for the Targeted Student**

Persons found to have been subjected to harassment, intimidation or bullying will have appropriate district support services made available to them, and the adverse impact of the harassment on the student shall be addressed and remedied as appropriate.
I. Immunity/Retaliation

No school employee, student, or volunteer may engage in reprisal or retaliation against a targeted student, witness, or other person who brings forward information about an alleged act of harassment, intimidation or bullying. Retaliation is prohibited and will result in appropriate discipline.

J. Other Resources

Students and families should use the district’s complaint and appeal procedures as a first response to allegations of harassment, intimidation and bullying. However, nothing in this procedure prevents a student, parent/guardian, school, or district from taking action to remediate discrimination or harassment based on a person’s membership in a legally protected class under local, state or federal law. A harassment, intimidation or bullying complaint may also be reported to the following state or federal agencies:

- OSPI Equity and Civil Rights Office 360.725.6162 Email: equity@k12.wa.us
  www.k12.wa.us/Equity/default.aspx
- Office for Civil Rights, U.S. Department of Education, Region IX 206.607.1600 Email: OCR.Seattle@ed.gov www.ed.gov/about/offices/list/ocr/index.html
- Department of Justice Community Relations Service 877.292.3804 www.justice.gov/crt/
- Office of the Education Ombudsman 866.297-2597 Email: OEOinfo@gov.wa.gov
  www.governor.wa.gov/oeo/default.aspx
- OSPI Safety Center 360.725-6044
  www.k12.wa.us/SafetyCenter/BullyingHarassment/default.aspx

K. Other District Policies and Procedures

Nothing in this policy or procedure is intended to prohibit discipline or remedial action for inappropriate behaviors that do not rise to the level of harassment, intimidation or bullying as defined herein, but which are, or may be, prohibited by other district or school rules.

Date: 7/28/09
Revised: 7/08; 2/2; 2/11; 6/16
District Sexual Harassment Policy

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: Dan Baller, (360)793-9800; 514 4th Street, Sultan, WA 98294.

For a copy of Sultan School District’s Sexual Harassment policy and procedure, contact your school or the district office, [https://app.eduportal.com/documents/view/394343](https://app.eduportal.com/documents/view/394343)
COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT
If you believe that you or your child has experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

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

Complaint to the School District
Step 1. Write Our Your Complaint
In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

Step 2: School District Investigates Your Complaint
Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: School District Responds to Your Complaint
In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School District
If you disagree with the school district’s decision, you may appeal to the school district’s board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district’s response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board’s decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI
If you do not agree with the school district’s appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district’s complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.
You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

**Email:** Equity@k12.wa.us  |  **Fax:** 360-664-2967  
**Mail or hand deliver:** PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

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

**Other Discrimination Complaint Options**

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

*Washington State Human Rights Commission*
1-800-233-3247  |  TTY: 1-800-300-7525  |  [www.hum.wa.gov](http://www.hum.wa.gov)
SULTAN SCHOOL DISTRICT NO. 311
HARASSMENT INTIMIDATION OR BULLYING (HIB)
INCIDENT REPORTING FORM (Students)

Reporting person (optional): ____________________________________________

Targeted student: ______________________________________________________

Your email address (optional): __________________________________________

Your phone number (optional): __________________________ Today's date: ____________

Name of school adult you've already contacted (if any): ______________________

Name(s) of bullies (if known):

____________________________________________________________________

On what dates did the incident(s) happen (if known):

____________________________________________________________________

Where did the incident happen? Circle all that apply.

Classroom  Hallway  Restroom  Playground  Locker room  Lunchroom  Sport field
Parking lot  School bus  Internet  Cell phone  During a school activity  Off school property
On the way to/from school

Other (Please describe.) ________________________________________________

Please check the box that best describes what the bully did. Please choose all that apply.

☐ Hitting, kicking, shoving, spitting, hair pulling or throwing something at the student

☐ Getting another person to hit or harm the student

☐ Teasing, name calling, making critical remarks or threatening in person, by phone, by e-mail, etc.

☐ Putting the student down and making the student a target of jokes

☐ Making rude and/or threatening gestures

☐ Excluding or rejecting the student

☐ Making the student fearful, demanding money or exploiting

☐ Spreading harmful rumors or gossip

☐ Cyber bullying (bullying by calling, texting, emailing, web posting, etc.)

☐ Other

If you select other, please describe: __________________________________________

Why do you think the harassment, intimidation or bullying occurred?

__________________________________________

JWW/1/14/11
SULTAN SCHOOL DISTRICT NO. 311
HARASSMENT INTIMIDATION OR BULLYING (HIB)
INCIDENT REPORTING FORM (Students)

Were there any witnesses? Yes □ No □ If yes, please provide their names:

________________________________________________________________________

________________________________________________________

Did a physical injury result from this incident? Yes □ No □ If yes, please describe.

________________________________________________________________________

________________________________________________________

Was the target absent from school as a result of the incident? Yes □ No □ If yes, please describe.

________________________________________________________________________

________________________________________________________

Is there any additional information?

________________________________________________________________________

________________________________________________________

Thank you for reporting!

________________________________________________________________________

For Office Use:

Received by: ____________________________________________________________

Date received: __________________________

Action taken: __________________________________________________________

Parent/guardian contacted: ______________________________________________

Circle one: Resolved Unresolved

Referred to: ____________________________________________________________
1. Name or complainant: ___________________________  Phone: ___________________________

2. Status (student, employee, parent, volunteer): ___________________________

3. What Happened?
   a. Who was involved? ___________________________
   b. Where did it take place? ___________________________
   c. Date and time it took place? ___________________________
   d. What was said or done? ___________________________
   e. Did you inform the other parties that the action was unwelcome by you?  
      ____ If so, what did you say or do? ___________________________
   f. What was their response? ___________________________
   g. If more than once, how often? ___________________________
   h. Were there any witnesses?  ____ If so, who? ___________________________
   i. Did you report the incident?  ____ If so, to whom? ___________________________

4. If you have any other pertinent information, please write it on back of this form.

I hereby state the above information to be true and accurate. I understand that this information will be kept as confidential as possible, but I also understand that information may be shared with others in the course of an investigation.

Signature: ___________________________  Date: ___________________________

Page 1 of 2
CHECKLIST: Based on Procedure 3207

_____ Harassment form filled out completely with signature  
Date / Initial

_____ Completed incident report form sent to Risk Management  
Date / Initial

_____ The compliance officer shall investigate all formal, written complaints of harassment, intimidation or bullying.  
Date / Initial

_____ When the investigation is completed the compliance officer shall compile a full written report of the complaint and the results of the investigation. If the matter has not been resolved to the complainant's satisfaction, the superintendent shall take further action on the report.  
Date / Initial

_____ The Superintendent or designee, who is not the compliance officer, shall respond in writing to the complainant and the accused within thirty days, stating  

1. That the district intends to take corrective action or  
2. That the investigation is incomplete to date and will be continuing or  
3. That the district does not have adequate evidence to conclude that bullying, harassment or intimidation occurred  

Date / Initial

_____ Corrective measures deemed necessary will be instituted as quickly as possible but no more than thirty days after the superintendent's written response.  
Date / Initial
NON DISCRIMINATION POLICY

The Sultan School District does not discriminate on the basis of race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding non-discrimination may be directed to: Dan Baller, Title IX Affirmative Action/Civil Rights Compliance Officer and Gayle Wilson, ADA, Section 504 Coordinator. Both are located at 514 4th Street, Sultan, WA and may be contacted at (360) 793-9800.

EMERGENCY INFORMATION

It is very important for the school office to have up-to-date phone numbers for parents. Please call or send a note to the office if your home or work numbers change during the year. If you plan to be out of town while your children are in school, the office needs the following information: child’s name, teacher, person responsible for them in your absence, their phone number, how long you will be gone, and an out-of-town phone number, in case of an emergency.

EMERGENCY EVACUATION

Fire/Earthquake/Lockdown Etc. - In case of fire, earthquake, lockdown or disaster, our district has a series of emergency procedures in conjunction with the Sultan Police and Fire Departments and Snohomish County. Fire/building evacuation drills are held monthly. Should the building need to be evacuated (as determined by the principal or designated building and district staff) students will move to the playground lawn on 4th Street. Should students need to be out of the building for an extended period of time, they will be moved to the Sultan Middle School or Sultan High School campuses.

Dam Breach - If the Culmback Dam at Spada Lake releases all at once it is estimated that a 25-foot wall of water will hit the city of Sultan. Evacuation of the school will occur immediately upon notification of dam breach. The Snohomish County PUD Engineering Department indicates there is a 90-minute window to be at the designated high-ground meeting area atop Love’s Hill. The city of Sultan, in conjunction with Snohomish County Department of Emergency Management, has installed an audible warning signal with special verbal instructions for all emergencies. The Sultan School District response to a dam breach will include all schools except Gold Bar Elementary. Students will practice this evacuation route as necessary and as directed by the leaders of the Sultan School District. SES students will evacuate by classroom out the back (north) side of the school, go east on Fir St. to 8th St., left (north) on 8th St. to the high school campus, then head up the dirt trail to safety at the top of the hill.
EXPECTATIONS

Student behavior expectations are:
1. Be Safe
2. Be Respectful
3. Be Responsible

Kindergarten, Grades One & Two
- Daily reading to child by parent or older brother or sister.
- Studying weekly spelling words.
- Reading to a parent or another child.
- Preparing projects in Science, Language Arts or Social Studies with some parental involvement and supervision.
- Preparing and sharing assignments such as VIP, curriculum emphasis, homeroom sharing.

Grades Three, Four & Five
- Completing daily assignments (unfinished or missed assignments on assignment calendar).
- Studying weekly spelling words, math facts and other facts to be tested.
- Reading books and newspapers, discussing content for future classes.
- Studying for tests using notes and study guides.
- Completing short range assignments (two or three-day assignments, creative writing, science, reading, language arts, book reports).
- Completing long-range assignments and projects (reports and research).
- Bringing or gathering materials for projects.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA give parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.”

Parents or eligible students have the right to inspect and review the student’s education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent
or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent of the eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, the school must have written permission from the parent or eligible student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in the cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific Washington State Law.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at (800) 877-8339.

Or you may contact the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920
FOOD/ENERGY DRINKS

All food brought for class parties and to be shared with other students should arrive at school in sealed wrappers from the store. We also highly recommend no “nut-based” products because of the severe reaction to nuts some children have. As a common guideline, please do not send homemade food for parties. Pre-packaged/purchased products with an ingredients list are the only foods allowed.

Food containing any kind of nut should not be brought on the playground.

Sultan Elementary does not allow canned high energy caffeine drinks to be used by students. There is a high potential for health risks with the over-consumption of these drinks by children.

HOMEWORK POLICY

At Sultan Elementary, we believe homework will contribute to learning when it meets the individual needs of the student and reinforces what is being taught within the classroom. To do so, it should be:

- Relevant and meaningful
- At a level where the student will be successful
- Realistic in frequency and length of assignments

We believe teachers, parents and students all share in the responsibility of homework. When homework is assigned, each has the following responsibilities:

**Teacher**
- Decide what is appropriate.
- Assign work that meets the individual needs of the student.

**Student**
- Take the homework home.
- Complete the homework by his or her self.
- Return homework on time.
- Seek help from the teacher when necessary.

**Parent**
- Provide a proper time and environment for study.
- Become involved and give support and encouragement to their child.

Homework is assigned with the intention of helping a child. However, there can be times when problems do arise. If this should happen it is essential that teacher and parent keep each other informed. Through good communication and cooperation, we can best assure that homework is a productive adjunct to school learning.

Homework will be assigned by the teacher to meet individual student need; therefore not all children will be assigned homework in all categories.

During a prolonged absence from school, students may need to make up some classwork or homework. If your child is absent 2-3 days or longer, a parent request for homework can be made to the teacher. Check with individual teachers regarding their homework make-up policy.
If the teacher requires make-up work, contact the school office early in the day so that the teacher has ample time to prepare the packet for pick-up after school.

ILLNESS OR INJURY AT SCHOOL

If your child becomes ill or is injured at school, every attempt will be made to reach you. If the school is unable to reach you we will attempt to contact the authorized emergency contact.

For the well-being of your child and his/her classmates, please keep your child home in the following circumstances:

- Temperature of 100° (F) or more.*
- Vomiting or diarrhea 2 or more times in a 24 hour period, or once with other symptoms of illness.*
- Pink eye (can return upon health provider approval).
- Strep throat (until treated for 24 hours and student feels well enough).
- Scabies or lice, until treated. It is advisable to check your child for head lice every Friday so that you can treat over the weekend if needed. For more information, call your school nurse.
- Constant, disruptive cough.
- Rash or unusual sores or spots.
- Extreme tiredness.
- Chicken pox or other communicable disease.
- Injury or illness that needs further medical evaluation/treatment, or if your child does not feel well enough to participate in school activities.

*Your child should be symptom-free without medication for 24 hours before returning to school.

All health issues and/or concerns regarding your child are treated confidentially.

Call the school about your child’s health if:

- He or she is absent because of illness or injury.
- Your student must take medication at school (Authorization form required, see handbook).
- Your child has a communicable disease, such as: whooping cough (Pertussis), polio, measles, mumps, rubella, bacterial meningitis, or chicken pox (Varicella).
- Your child has scabies or head lice.
- Your child has a medical condition or injury that will or may affect his school day, or about which the staff or nurse should be aware.

If you have a special health concern, or need to make an appointment with a school nurse, please call: Carol Sweeten, RN (360-793-9851 x 1516), Deb Shirley, RN (360-793-9831 x115) or Colleen Hammerquist, LN or email: carol.sweeten@sultan.k12.wa.us or deborah.shirley@sultan.k12.wa.us

INTERNET ACCESS

Internet access is coordinated through a complex association of government agencies as well as regional and state networks. Worldwide access to computers and people may involve the availability of material considered to be inappropriate, illegal, or of no educational value. On a
global network it is virtually impossible to control all materials. However, through a filtering and monitoring system, the district has taken precautions to restrict access to inappropriate material. Users who access, publish, or attempt to access or publish inappropriate material or illegal internet sites will be subject to discipline; this may include loss of access on all school district computers, suspension, and/or expulsion. Students will follow Sultan School District “acceptable use” policies for the Internet and will treat computers and the school networks responsibly, following rules of use specific to classrooms, computer labs and the library. Attempts to access or damage other users’ work, files, or logons are subject to disciplinary action.

**LOST AND FOUND**

Most articles found in and around the school will be deposited in the Lost and Found area located near the gym entrance. Parents should label jackets and other items with student’s name. Students should check daily for lost articles during lunch. Unclaimed items from the Lost and Found are donated to local charities at the end of the school year.

**LUNCH INFORMATION**

Individual lunches cost $2.75, breakfast costs $1.85, and milk is $.60. It is recommended that parents purchase lunches in advance from Food Services. Sultan’s Lunch Program is a debit system based upon your child’s 6-digit student number. This system is utilized at lunch to speed up the meal service. You may pre-pay your child’s account at the kitchen between 8:50-9:15, at the District Office located on 4th Street, or may go online at https://eps.mvpbanking.com/cgi-bin/efs/login.pl?access=55757 to add money to your child’s account.

Free and reduced-price lunches are available to those students who qualify. If your family is struggling financially, consider this option. Information and applications (in English and Spanish) are available in the SES Office and through Food Services located at the District Office. If you have questions regarding this program or the school menu please contact Food Services at 793-9801.

Students are not allowed to charge meals at any time as per district and state policy. Students will receive verbal and written reminders when their lunch accounts get low. Should students forget their lunch or lunch money, they can obtain one emergency lunch (milk and sandwich) per trimester from the kitchen.

**MEDICATION AT SCHOOL**

If a student will need medication, (either prescription or over the counter) at school, specific state laws apply:

- The school nurse must receive instructions, **written and signed** by the child’s health care provider (HCP), and signed by the parent/guardian. These instructions are valid for one school year. This document **must be provided, even for non-prescription medications or supplements.** (This may be on a school form, or any other document provided by the HCP.)
- The medication must be brought to the school office by the parent, guardian, or other adult designated by the parent.
- The medication must be supplied in the **original pharmacy container with correct**
**Pharmacy Label,** or, if over-the-counter product, it must be in the **original product container,** with the student’s name on it.

- All medicines will be kept in a locked cabinet in the school office, with the exception of inhalers, emergency anaphylaxis medication, and insulin. Students needing these medications may carry them on their person, with HCP and parent permission.
- Office staff (and other staff as designated by the nurse) is trained by the district nurse to administer oral medication at school.

If your child needs medication during the school day, please contact the District Nurse at (360) 793-9851 x115.

**MESSAGES FOR STUDENTS**

Only in the case of an emergency will the office forward messages from parent to student. To insure a good learning environment and to prevent unnecessary classroom disruptions, non-emergency messages will not be delivered during class time.

**PARENT COMMUNICATION**

Communication is the vital link between school and home. Families need to receive information on school activities, academic programs, classroom expectations, and strategies for supporting students. The school needs information on “outside” issues that might have an effect on the child’s learning and behavior. It is important for parents to stay in touch with teachers for this purpose and when events occur in the family that may impact the social, emotional, physical, or cognitive well being of their children. The parent may also find the school counselor’s services helpful at this time. At Sultan Elementary, we see elementary school as a partnership between home and school.

**SES Communication Systems**

- The Parent/Student Handbook is available on the website year around.
- Open House is held once a year in the fall. This is an informal opportunity to meet your child’s teacher and other staff members. This is not a time for individual conferences.
- Curriculum Night is held once a year in the fall. Visit your child’s classroom to get up-to-date information from the teacher regarding classroom materials, processes and expectations.
- Teachers will send out regular newsletters.
- Reader Board – located at the corner of 4th St. and Date Ave.
- [http://sultanschools.org/ses/](http://sultanschools.org/ses/) - important information as well as staff e-mail addresses can be found here.
- District communication regarding student placement, special education referrals, and retention will be sent home in English and Spanish.
- The school discipline plan will be sent home in English and Spanish.
- Teachers will conference with all parents in October and with the parents of all students not meeting academic standard in March. You will receive an invitation to meet with your child’s teacher and work together to help your child succeed. Spanish interpreters will be provided for parent conferences when requested.
- Title I School-Wide Compacts will be reviewed with parents, students, teachers, and Principal and signed and distributed during October parent conferences.
• Teachers will be available to conference with parents after making an appointment.
• The principal is available to meet with parents. When possible, please contact the school to set up an appointment. Making an appointment is the best way to make sure the principal will be available when you arrive.
• Only volunteers with prior teacher approval may have access to the classroom during the instructional day. The instruction and learning in the classroom is of prime importance and needs to be protected from disturbances.
• Parents who arrive on campus must sign in at the office and wear a visitor badge. This is for the protection of our children and staff.
• Teachers may be reached by parents via voicemail, e-mail, or by leaving a message at the main office.
• The district standards-based report card will be sent home each semester and progress reports by quarter.
• Some teachers maintain updated SES webpages for parent and student information and learning links.
• Parents will be surveyed annually on their perceptions of the school.

PARENT INVOLVEMENT & VOLUNTEERS

Parents need to be involved in their children’s education by helping at home with homework and by supporting school programs and activities. Additionally, parents are welcomed as part of the school community and have various opportunities for volunteering at school (see below). Parents can volunteer by contacting the teacher of their children and scheduling times and duties that the teacher has established for the classroom. Each classroom has its own structure for working with volunteers. Parents are asked to sign in at the office whenever on campus for the safety of the school community. Teachers need at least twenty-four hours notice before a parent meeting or scheduling a visit to the classroom. Classroom visits are dependent on the learning environment and the teacher’s classroom routine and structure.

It is considered a disruption for parents to enter classrooms unannounced to speak with the teacher, or to make a call and expect an immediate response, during school hours. Returning calls will occur before/after school or during teacher plan time. (Refer to District Procedure 4200P, Visitors/Disruption at School Activities).

Parent volunteers are always welcome. There are a variety of ways in which parents can volunteer. You can help in your child’s classroom, in the office, as a field trip chaperone, helping with concerts, or even assisting on the playground. There is no set minimum or maximum time commitment for a parent volunteer. The state and school district require that all adult volunteers submit to a Washington State Patrol background check prior to volunteering. Contact the office or your child’s teacher for more information.

An exciting school-wide opportunity for dads is the WatchDOG Program. This allows our dads to be a supportive presence around the school by volunteering in the classroom, monitoring the campus, and providing a Safety component at school. A brief WatchDOG Training Event is held every September. Contact our website, school office, or counselor for more details.
Sultan Elementary has an active Parent Teacher Organization group that meets quarterly. Board meetings are held monthly. Parents are encouraged to be active in the PTO organization. Membership is free and allows information and networking to take place within our school’s community. The PTO actively supports school activities and programs. Watch for dates and times for scheduled meetings or contact the school office and they will get you in touch with a PTO rep or check out the PTO Facebook page (Sultan Elementary PTO).

PETS

Pets are not allowed at school or on campus except for special occasions, such as show and tell, and must be prearranged with the classroom teacher. This includes before and after school. Help us keep our students safe.

PICKING UP STUDENTS AFTER SCHOOL

Sultan Elementary has very limited parking and a difficult traffic flow before and after school due to the number of buses we utilize. For parents who wish to pick up their children outside their vehicle, we ask that you wait for them at the big U.S. map at the south end of the covered play area. Teachers will walk students out to this location together, and then they will release students.

For safety reasons, we request that parents do not park in the main staff parking lot when picking up or waiting for students. This area is not safe for students and is a loading zone for the parent drop off lane.

If it becomes necessary for your child to leave school, other than the usual routine, he/she must have written parental permission or have the parent check out the student at the office. Children are not allowed to leave the school grounds at any time during the day without a note from their parents. Students will only be released to authorized individuals as listed on registration and or emergency forms or with written permission from the parent. Students will not be released over the phone. Individuals picking up students may be asked to show picture identification to school staff before releasing students.
PLAYGROUND RULES

Basic Three Rules and Expectations: Be Safe, Be Responsible, Be Respectful
Our playground provides a safe and caring environment for all students.

- Students are to keep their hands, feet, and bodies to themselves at all times.
- Students are to keep their arms inside their sleeves at all times.
- Students will not use profane language or rude gestures at any time.
- Students must remain within the marked playground boundaries, and are not allowed to go beyond the fenced areas at any time.
- No play fighting, piggyback rides, wrestling or tackle football (touch football only).
- No tag, grabbing clothes, tugging or jumping on others.
- Stay on the playground during recess unless you have a pass.
- Games are for everyone. Everyone should be able to play with school equipment. Do not exclude anyone from your game (exclusion is a form of bullying behavior)
- Students may not leave the playground without a pass or authorization from a playground supervisor.
- No food, gum or candy at recess.
- Leave rocks, bark, sticks and other dangerous objects alone. No throwing.
- Students may bring balls to school with their names clearly marked on them. No hardballs. Balls must be shared with others. The school is not responsible for lost or stolen balls.
- No skateboards, scooters, rollerblades, unicycles, radios, headphones, toys, trading cards, or cards of a violent nature are to come on the playground.
- Adults must have authorization from the office to come to, or remove a child from, the playground.
- Use playground equipment properly. Do not jump off any equipment. Do not run between playground equipment areas.
  - Slides: Face front, sitting up, to slide down, one at a time. Do not walk up the slide.
  - Monkey Bars: Do not climb on top. No jumping off.
  - Swings: Face forward, sitting only. No jumping off. A 100 count is in effect during recess. After 100 swings, the person exits and allows the person counting to swing.
  - Rings: Face the correct way, one at a time.
  - Covered-Area Play: No kicking of any balls in this area; no open umbrellas allowed.
  - Tetherballs: No swinging or sitting on the tetherballs/cord.
- When there is snow on the ground, do not throw snowballs.
- When the horn blows, put equipment away, pick up belongings, and walk quietly to the covered area to line-up with your class.
Flag Football Rules Contract

- The game starts with a throw/kick off. One team throws/kicks to the other team. Every time someone scores that team throws/kicks to the other team.

- The team receiving the ball will run towards their goal line and are “down” when an opposing player grabs their flag. The receiving player can run with the ball and also pass the ball as long as the pass goes behind them and not in front.

- Once the player is “down,” that team is now on offense and has 4 plays to try and score (no 1st downs). If they don’t score in 4 plays the other team gets the ball where they were stopped at. The offensive team can “punt” the ball to the other team (giving up possession) any time during that 4 downs.

- The defensive team has to stay behind the “line of scrimmage” unless the offensive team has passed the ball or handed it off to a teammate. The only time they can “rush” the quarterback is if he/she runs the ball past the “line of scrimmage.” Exception: The defensive team can “blitz” the quarterback one time each 4 downs.

- Without a full-time referee, we must maintain a “no tolerance policy” for arguing about the call. You can be removed from the game for arguing about a call on a play.

These are the basics of the game we play at Sultan Elementary. Students will get lots of practice learning and improving their game throughout the year. Remind everyone, this is just a game. The purpose of the game is to have fun, exercise, and increase skills. The purpose is not to “beat the other team”, or get angry and make someone pay by purposely hurting them. That would be considered a severe infraction and would be grounds for removal from the game, for a period of time or the entire season. Therefore, take the rules seriously and learn from mistakes. Report problems immediately to the playground staff. If the playground supervisors think anyone is intentionally injuring another player, or is continuing to play unfairly or unsafely, that person will be removed from the game and may face the same consequences of fighting or bullying behavior toward another student.

I have read the Flag Football rules with my parents and agree to follow them.

Student _______________________________ Date __________________

Parent _______________________________ Date __________________

Playground _____________________________ Date __________________

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SAFE AND DRUG-FREE SCHOOL

Sultan School District campuses and grounds are smoke-free environments as adopted by school board policy and state law.

The Sultan School District is a member of the Safe and Drug Free School Consortium through our local Educational Service District, Northwest ESD189. Our district annually submits a grant application to access federal funding which supports tobacco, drug, and alcohol prevention and intervention services for our students and their families.

SEXUAL HEALTH EDUCATION PROGRAM (5TH Grade Students Only)

The Sultan Board of Directors has determined that sexual health education instruction will be offered to students in the district, consistent with state law. According to Sultan District Procedure No. 2125, the district must ensure that all instructional materials are medically and scientifically accurate, and shall be consistent with the 2005 Guidelines for Sexual Health Information and Disease Prevention developed by the Department of Health and the Office of Superintendent of Public Instruction.

Parental/Guardian Notification Process:
One month prior to teaching a program in sexual health education, Sultan Elementary will provide written notice to parents of the planned instruction.

Parent/Guardian Material Review Process:
One month prior to providing instruction in sexual health education, Sultan Elementary will notify parents that all instructional materials are available to parents/guardians for inspection. The materials will include written materials and electronically formatted materials. The opportunity for inspection will be provided at a time and place convenient for parent/guardian participation such as evenings or weekends.

Excluding Student from a Program/Opt-Out:
A parent/guardian who wishes to have a student excused from planned instruction in sexual health education must send a written request to the board of directors or Sultan Elementary, at least five days prior to the planned instruction. Excused students will be provided with appropriate alternative educational opportunities.

SCHOOL CLOSING PROCEDURES

In the event of snowfall or other severe weather, school could be delayed or even cancelled. It is imperative to stay informed during these times. Listen to your radio, watch the TV local morning news programs or check the district website (www.sultan.k12.wa.us) for school closure or delayed opening schedules NO ANNOUNCEMENT MEANS NORMAL SCHEDULES. Dismissal schedule will be regular time unless otherwise announced.

SCHOOL CLOSURE DURING THE SCHOOL DAY

Should it be determined that school needs to close after students have arrived at school, a procedure has been established to notify parents and dismiss students. Each year, parents are asked to complete a form outlining what their child is to do if such a need arises. It is important
that the information is current and on file in the school office. If information changes, notify the office immediately. **STUDENTS WILL ONLY BE RELEASED TO AUTHORIZED ADULTS OR INDIVIDUALS.** Please check students out at the office.

**STUDENT RECORDS**

Parents, step-parents and legal guardians with custody have the right to inspect and review the Educational Records of their child and receive copies upon request, after a 24-hour notice.

Parents have the right to challenge record contents on grounds that it is inaccurate, misleading, in violation of privacy of students or inappropriate. Grades granted for a class are not included here except if an error in recording the grade is suspected. An impartial hearing by a district records officer will be held if school building staff and parents cannot resolve concerns.

School personnel who have a legitimate educational interest have access to educational records without parent notification or parent authorization. Educational records can be transferred to another public or private school district in which the student is to be enrolled without parent consent, but parent is to be notified of the transfer of records.

With few exceptions, parent written consent is required for disclosure of information to non-school agencies and individuals. This authorization must state records to be released, reason for release, party to whom records are to be released and an option for parents to receive a copy of the records to be released.

**PHILOSOPHY**

One of the major goals of Sultan School District is to promote in each student a sense of one’s civic rights and responsibilities. As a result of the process of education, each student should clarify his/her basic values and develop a commitment to act upon these values within the framework of one’s rights and responsibilities as a participant in the democratic process.

**STUDENT RIGHTS AND RESPONSIBILITIES**

**Students’ Rights and Responsibilities**
The Sultan School District is dedicated to achieving academic excellence while developing self-directed, lifelong learners, respecting individual differences, and preparing responsible citizens. Parents have access to information regarding district policies, procedures, and regulations for students at the district website. 

Policy 3200, Student Rights and Responsibilities, describes the responsibilities of students to maintain a school attitude and behavior which is safe, orderly, and promotes a positive learning climate; the rights of students to humane, professional, and legal treatment in school; additional policies and regulations that affect students.

To see Student Rights and Responsibilities, visit the district website at http://sultanschools.org . Board of Directors; School Board Policy; 3000 Students; Policy/Procedures 3200, or contact the District Office.
Each principal shall have the responsibility and right to make rules appropriate to his/her particular school as he/she deems necessary and which bear a real and substantial relationship to the direct preservation of the students, staff and the public health and safety, or for the maintenance of the educational process. Such rules shall be consistent with the laws and codes of this state and adopted policies of this school district.

School rules are read to the students the first day of school and posted in the classrooms for referral if questions arise. Our three overall school rules are: 1) Be Safe, 2) Be Respectful, 3) Be Responsible. Much emphasis is placed on creating and maintaining a warm and supportive climate. We search for positive options - particularly with discipline problems. Success or failure significantly influences the ways in which students view themselves.

Sultan Elementary is a no tolerance campus for harassment/bullying/fighting/violence. Incidences of this nature are considered serious and will be dealt with as such.

All students have the right to a safe environment and the right to an equal educational opportunity regardless of national origin, race, religion, economic status, or gender, including being free from sexual harassment, or other types of harassment.

Students have the right to freedom of speech and of the press and right to peaceably assemble. Students have the right to be secure in person, paper, and effects against unreasonable searches and seizures. All students have the right to due process.

Any student who is aggrieved for any cause has the right to request an informal conference with the appropriate administrator for the purpose of resolving the matter.

All students who attend school in this district shall comply with the written policies, rules and regulations established, shall pursue the required course of studies, and shall submit to the authority of the teachers of the school, subject to such disciplinary or other action as the school officials shall determine.

TEACHER RIGHTS AND RESPONSIBILITIES

Every teacher and administrator shall, in accordance with the due process rights of the students, have the authority to discipline any student for any disruptive or disorderly conduct while that student is under his/her supervision and jurisdiction.

Teachers are required to maintain a suitable environment for learning and are to “set an appropriate example of personal conduct and avoid statements which may be demeaning or personally offensive to any student or groups of students.”(School Board Policy3200P)

TELEPHONES

Office telephones are used for school business. Student use is limited to emergencies and may only be used with office permission and a note from the teacher. During lunch, or before and after school, students may use the office phone.
TRANSFERS

When a child is transferring to another school or you are moving out of state, please notify the office as soon as possible, so that we can provide a smooth transition for your child.

VISITORS TO CAMPUS

All visitors and volunteers are required to sign in at the office upon arrival and sign out at the office when leaving the campus. This includes classroom visitations, playground or any other campus visits or volunteering. All visitors are required to wear visitor or volunteer tags while on campus. This is for the safety of all children.

WEBSITE

Sultan School District: http://sultanschools.org

Sultan Elementary School: http://sultanschools.org/ses/

SAFE SCHOOL ALERT SYSTEM

Our District’s Tip Reporting Service
Safety is one of our district’s top priorities. That’s why we’re now using Safe Schools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration four different ways:

1. Phone: 1-855-4ALERT1, ext. 1017
2. Text: Text #1017 @tip + your tip to ALERT1 (253781)
3. Email: 1017@alert1.us
4. Web: http://1017.alert1.us

Easily report tips on bullying, harassment, drugs, vandalism, or any safety issue you’re concerned about. Tips may be submitted anonymously too. Thanks, in advance, for helping to make our school community a safer place to work and learn! We appreciate your support.
Given the pervasiveness and the use and application of technology in the teaching and learning process, all students are considered authorized users of the district’s computers and computer networks unless an Individual User Revocation Form is on file with the district.

Each student is issued a login account for the network and will participate in a discussion with his or her classroom teacher regarding proper behavior and use of the network. It is incumbent upon the student and parent/guardian to have carefully read and understood the terms and conditions of appropriate use and agree to abide by those conditions.

1. **Acceptable Use**: Acceptable use means that a student uses the Internet and other electronic information resources in an appropriate manner, abiding by the rules and regulations as described in this agreement. Students who “publish” on the Internet, must abide by the approved publishing procedures and district guidelines.

2. **Privileges**: The use of electronic information resources is a privilege, not a right. Inappropriate use of these resources may result in disciplinary action (including the possibility of suspension or expulsion), and/or referral to legal authorities. The principal, teacher/supervisor or systems administrator may limit, suspend or revoke access to electronic resources at any time.

3. **Network Etiquette**: Each student is expected to abide by the generally accepted rules of user etiquette. These rules include, but are not limited to the following:

   A. Be polite. Never send or encourage others to send abusive messages. Use appropriate language. (Whatever is written, sent, or received on an isolated terminal has the potential to be viewed globally.)
   B. Use electronic mail appropriately, no sales, advertisements or solicitations, etc.. E-mail is not guaranteed to be private. Everyone on the system has potential access to mail. Messages/web pages relating to or in support of illegal activities or inappropriate activities, as pertaining to the Acceptable Use Policy, must be reported to the principal, teacher/supervisor or systems administrator.

4. **Unacceptable Network Use**: Transmission or intentional receipt of any inappropriate material or material in violation of law or district policy is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, material protected by trade secrets, commercial activities by for-profit institutions, use of product advertisement or political lobbying (including lobbying for student body office), the design or detailed information pertaining to explosive devices, criminal activities or terrorist acts, sexism or sexual harassment, pornography, gambling, illegal solicitation, racism, and inappropriate language. Illegal or inappropriate activities, including games, use of the network in any way that would disrupt network use by others, or activities of any kind that do not conform to the rules, regulations and policies of the Sultan School District, are forbidden.

5. **Vandalism**: Vandalism is defined as any malicious attempt or act to harm or destroy electronic or physical property of the District, another user or any other agencies or networks that are connected to the Network or the Internet. Vandalism also includes, but is not limited to: abusive
overloading of data on the server, or the uploading, downloading or creation of computer viruses, or circumventing the District filtering and monitoring system ("hacking"). Any engagement in network vandalism constitutes unacceptable use and will subject the student to appropriate disciplinary action.

6. **Security**: Security on any computer system is a high priority because of multiple users. Do not attempt to gain or use another individual’s account or log onto the system as the system administrator. Any security concern must be reported to the principal, teacher/supervisor or systems administrator.

7. **Privacy**: It is advised that students not reveal personal information, such as: home address, phone numbers, password, credit card numbers, or social security number, etc.; this also applies to others’ personal information or that of organizations. When publishing on the Internet, students’ pictures should not be identifiable by name or without permission of the parent/guardian.

The Sultan School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Sultan School District will not be responsible for any damages the student may suffer while on this system. These damages may include, but are not limited to: loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or by student error or omission. Use of any information obtained via the information systems is at the student’s own risk. Sultan School District specifically denies any responsibility for the accuracy of information obtained through electronic information resources.

**Student Implied Agreement:**
Rules of conduct are described in this “Student Acceptable Use Agreement for Sultan School District” and apply when the electronic information system is in use. I understand any violations of the above provisions will result in the loss of my user account and may result in further disciplinary and/or legal action, including but not limited to suspension or expulsion, or referral to legal authorities. I therefore agree to maintain acceptable standards and to report any misuse of the system to the appropriate teacher or administrator. Also, should I choose to “publish” on the Internet, I will work under the guidance of my classroom teacher.

Misuse or violation of this agreement comes in many forms, but can be viewed as any messages, information or graphics sent or received that include/suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and/or other listings previously described in this user agreement. I agree to report any misuse of the electronic information resources to my principal, teacher/supervisor or systems administrator.

**By using an account established for me through the Sultan School District network, I acknowledge that I have read this Acceptable Use Agreement and understand that Internet sites are filtered and that all activities on network connected devices may be monitored.**

**PARENT OR GUARDIAN IMPLIED CONSENT:**
I understand that my student will be issued a network account and that usage of that account is considered my implied consent with the “Acceptable Use Agreement”.

I have read the Acceptable Use Agreement and understand that Internet sites are filtered and that all activities on network connected computers and devices may be monitored. I understand my child may be disciplined for inappropriate or unacceptable use of electronic
information resources. I further understand that student use of the electronic information resource system is designed for educational purposes. I understand that it is impossible for Sultan School District to filter or restrict access to all inappropriate materials. I will not hold the Sultan School District responsible for inappropriate or unacceptable materials my child may acquire on the network system.

Parents or guardians have the right to revoke the issuance of an electronic account for your child. Should you wish to revoke permission for your student access to an electronic account to the Sultan School District network, please complete the revocation form available at your school’s office or on the district’s website.
Policy No. 3245 Students

STUDENTS AND TELECOMMUNICATION DEVICES

Students in possession of telecommunications devices, including, but not limited to, pagers, beepers and cellular phones, while on school property or while attending school-sponsored or school-related activities shall observe the following conditions:

A. Telecommunication devices shall be turned on and operated only before and after the regular school day and during breaks, unless an emergency situation exists that involves imminent physical danger or authorized by a school administrator or teacher. Student use of telecommunication devices for learning purposes may be authorized by teaching staff.

B. Students shall not use telecommunication devices in a manner that poses a threat to academic integrity, disrupts the learning environment or violates the privacy rights of others.

C. Students shall not send, share, view or possess pictures, text messages, emails or other material depicting sexually explicit conduct, as defined in RCW 9.68A.011, in electronic or any other form on a cell phone or other electronic device, while the student is on school grounds, at school sponsored events or on school buses or vehicles provided by the district.

D. By bringing a cell phone or other electronic device to school or school-sponsored events, the student and their parent/guardian consent to the search of the device when school officials have a reasonable suspicion, based on objective and articulable facts, that such a search will reveal a violation of the law or school rules. Although the search of devices will be conducted only upon reasonable suspicion of a violation, content or images unrelated to the original reason for the search may be subject to school rules or referral to law enforcement if in violation of school policy or state or federal law.

E. Students are responsible for devices they bring to school. The district shall not be responsible for loss, theft or destruction of devices brought onto school property or to school sponsored events.

F. Students shall comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices.

G. Students who violate this policy will be subject to progressive disciplinary action:
   1. Reminder from staff to put the cell phone away.
   2. Teacher will take the phone until the end of the period.
   3. The cell phone will be sent to the office for pick-up by the student at the end of the school day.
   4. The phone will be sent to the office and the parent must pick up the phone.
   5. Any further violations are considered insubordination and the parent must pick up the cell phone. In addition the student receives in-school suspension.

Cross References: 2022 Electronic Resources
3207 Prohibition of Harassment, Intimidation and Bullying
3241 Classroom Management, Corrective Actions or Punishment
3241P Classroom Management, Corrective Actions or Punishment
4310 Relations with Law Enforcement Agencies, Child Protective Agencies and County Health
Management Resources: Policy News, October 2010 Students and Telecommunication Devices Revisited
Policy News, June 2010 Students and Sexting
Policy News, February 2004 Evolution of Cell Phone Use
Parent’s Right-to-Know

For Advising Parents of the Right to Know Information about a Teacher’s Qualifications as Required by NCLB [Section 1111(6)(A) ESEA.]  Guidance C-6

Dear Parent/Guardian,

At Sultan Elementary we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal rules related to teacher qualifications as defined in No Child Left Behind. These rules allow you to learn more about your child’s teachers’ training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,

- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and

- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional’s qualifications.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you have any questions about your child’s assignment to a teacher or paraprofessional, please contact me at 360-793-9830.

Sincerely,

Aubrey Van Orden
School Principal
Student Residency Questionnaire

For distribution to all families/students annually

School Name__________________________________________________________________________

Student Name________________________________________________________________________

Birth Date ___ / ___ / ___  Age____  □ Male  □ Female

This form is intended to address requirements of the McKinney-Vento Act, Title X, Part C of the No Child Left Behind Act. Your answers to these questions will help staff with school enrollment and may enable the student to receive additional services.

1. Is your current residence a temporary living arrangement? □ Yes  □ No
2. Is your living arrangement due to loss of housing or economic hardship? □ Yes  □ No
3. Is your current residence inadequate for meeting physical and psychological needs? □ Yes  □ No

If you answered YES to any of the questions, please complete the remainder of this form.
If you answered NO to all of the questions, you may stop here.

Where does the student stay at night? (Please check one box.)

□ In a motel/hotel
□ In a shelter
□ With more than one family in a house, mobile home, or apartment (doubled-up)
□ In a car, park, campsite, or location not usually used for sleeping accommodations (unsheltered)

Address_________________________________________  Phone_________________________

Parent/Legal Guardian Name________________________________________________________________

I declare under penalty of perjury under the laws of the State of Washington that the information provided here is true and correct.

Parent/Guardian Signature_________________________________________  Date_________

OR

Unaccompanied Youth Signature_________________________________________  Date_________

For School Personnel Use Only

If student is missing enrollment records, please contact the student’s previous school for records.

Following records are still missing:

□ Birth certificate  □ Immunizations  □ Medical records  □ Prior academic records

School Personnel Signature_________________________________________  Date_________

I hereby certify that the above named student qualifies for rights and services under the McKinney-Vento Act.

McKinney-Vento Liaison Signature_________________________________________  Date_________
SULTAN ELEMENTARY SCHOOL
STUDENT/SCHOOL ACKNOWLEDGMENT

This is your first homework assignment. This is due to your teacher no later than Second Monday in September after the first day of school. Please review it with your parent.

STUDENT: I understand that as a student of Sultan Elementary School and to be successful, I agree to the following:

- Come to school on time and ready to learn (using time wisely, getting enough rest, eating a good breakfast to promote being ready to learn);
- Have each day’s homework completed and ready to hand in;
- Set goals for myself and work to reach the highest expectations;
- Make my parents aware of all parent-teacher conferences and other school activities and encourage them to attend;
- Give parents all paperwork sent home from school;
- Abide by all school rules;
- If a planner is used in my class, I will keep it with me and use it daily to organize and complete my work on time.

SCHOOL: As a school, in order to give students every opportunity to be successful, we agree to the following:

- Make every effort to provide you with a safe environment and uphold school rules consistently;
- Offer you challenging instruction in a respectful environment;
- Offer a variety of extracurricular activities;
- Notify your parents whenever there is an unusual situation involving you.
- Give you and your parent respect.

School Signature: ________________________________

Student and parent(s) will acknowledge this paper by signing and returning it to school with the student. Their signature acknowledges that they have read and understood the contents of the Parent/Student Handbook, including the student discipline policy.

Student Signature: ________________________________ Date: ______________

Parent Signature: ________________________________ Date: ______________
Sultan Elementary School
Attendance Contract
YOU MISS A DAY, YOU MISS A LOT!

Sultan Elementary School values the time that children spend at school. We believe that the first step toward academic excellence and student growth is a high attendance pattern. Instruction begins at the start of each school day, and it is critical that all students arrive on time in order to support their learning process. Please stress this with your child(ren). As a team we can work together to encourage our students to attend school and be prompt. The State of Washington has compulsory attendance laws. Please see RCW 29A.225.010. Refer to SES Parent/Student Handbook.

ABSENCES

- Please call the Sultan Elementary Attendance Line at 793-9831 option 4 (always available) if your child is going to be absent. If the Attendance Clerk has not heard from you, she will be contacting you with a phone call to verify the absence.
- If you are not reached by the Clerk, send a note of explanation when the child returns to school.
- If you need to take your child out of school during the day, you will need to stop in at the office and sign them out. If they return to school that day, you will need to sign back in, so they are not marked absent for the rest of the day.
- To minimize absences, we highly encourage you to make appointments on Early Release Days or non-attendance days, such as teachers’ professional development days.
- Excessive, unexcused absences will be addressed by the building principal or counselor.
- Excessive excused absences may also be brought into question by the building principal, and may require a doctor’s note or other supporting information.
- If your child will be absent for a period of time due to family emergency, temporary move, travel, or other essential circumstance, please obtain and submit a Pre-Arranged Absence Form to office.
- After two (2) unexcused absences within any month, and if there has been no response, a conference with the principal or counselor is required.
- After seven (7) unexcused absences in one month, or 10 in one year, the State of Washington requires the school to file a truancy petition with the Snohomish County Juvenile Court.
- EXCUSED ABSENCES include: illness, serious injury, medical appointments, family emergency, and bereavement.

TARDIES

- If your child is late to school, please stop by the office to check in so your child is not marked absent.
- If your child is going to be more than 15 minutes late, please call the Sultan Elementary Office with an explanation.
- Excessive tardies (excused or unexcused) will result in a referral to the principal or counselor.

I have read and understand this document. I pledge to be a partner in the drive for excellence in attendance at Sultan Elementary School.

Student’s Name: ________________________________
Student Signature: ___________________________ Date: ____________
Parent Signature: ______________________________ Date: ____________

Please return this signed form to your child’s teacher the first week of school. Thank you.
Release of Student Information & Photo Release “Opt Out Form”

This form should be filled out ANNUALLY and kept on file with the child’s school ONLY IF PARENTS CHOOSE AN OPT-OUT OPTION. If you DO NOT want your child’s photo or name published, please complete the form below and return to your child’s school where it will be forwarded to the District Office.

The district publishes student names and photographs when reporting on student activities to recognize student achievement and for public information purposes. The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records while FERPA also allows school districts to release “Directory Information” without specific consent from parents. Parents and eligible students have a right to opt out of the inclusion of information about the student such as directory information, photo/image, and student work. If you wish to opt out, you must check the box(es) below and return this form no later than September 30 or ten days following the student’s enrollment in the district, whichever is later. This election is good for the remainder of the school year.

If no form is on file it will be assumed that permission for release of photos, names and or directory information has been granted.

NOTE
- Keep in mind if you choose NOT to have your child’s name and/or photo published, and your child is an award winner, honor roll member, or other honoree that is celebrated in print, we will NOT be able to publish a name or picture, depending on your request.
- Your child may be photographed, though not identified, if the photograph is of a large group situation such as an assembly or team activity.

☐ PLEASE DO NOT include my student’s information in directory information* that may be released without my consent including, but not limited to: Yearbooks, Newsletters, Brochures, Awards, District Calendar

☐ PLEASE DO NOT release directory information to military recruiters (HIGH SCHOOL ONLY)*

☐ PLEASE DO NOT publish my student’s photo/image and student work*

Student Name: _______________________________ Grade: ___________

School: _______________________________ School Year: ___________

Student Birth Date _________ Parent Name: __________________________

Date _______________________________ Parent/Guardian Signature/Students 18 or Older

“Complete FERPA information is provided on the back of this form, or at the district’s website at:
www.sultan.k12.wa.us

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About FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are 'eligible students.'

Parents or eligible students have the right to inspect and review the student’s education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Student Directory Information:

Public Disclosure of Student Directory Information (For ALL Students Grades PreK-12)

In accordance with federal and state laws, the Sultan School District may release student directory information for various purposes. Student directory information is defined by the District’s Board of Directors, and may include:

- Student name, address, telephone number, and email
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Honors, awards & degrees received
- School & grade level
- Previous educational agencies or Institutions attended by the student
- Photographs, videos and other similar information
- Articles about school activities and athletic events
- School honor roll, scholarships and other awards
- Releases to media

Release of Directory Information to the ARMED FORCES (High School Students Only)

The No Child Left Behind Act of 2001 (NCLB) and the National Defense Authorization Act for Fiscal Year 2002 both require high schools to provide military recruiters with access to directory-type information on secondary school students. Upon request, and after notifying parents, schools must release to military recruiters the name, address, and telephone numbers of high school juniors and seniors, unless the parent or eligible student has opted out of the release of this information to military recruiters. If you wish to opt out, you must check the box and return this form no later than September 30 or ten days following the student’s enrollment in the District, whichever is later. This election is good for the remainder of the current school year.

Publishing of Pictures, Videos & Student Art/Work in Schools

Sultan School District likes to celebrate the achievements of our students and staff. Throughout the year district staff may take photographs of students and school activities. These photographs may appear in various district materials, including the district’s website (www.sultan.k12.wa.us), newsletters, yearbooks, brochures, district calendar, etc. We, at times, may also publicize student work.
Under a new provision in the Federal Education Law, Senate Bill 369, all schools are required to formally track military families. If you are the parent or guardian of a student and are a member active in the US military forces listed below, please check yes, otherwise check no. Return signed form with your student or to your student’s school office by September 15.

**U.S. Military Service**

- Is one parent or guardian a **current member** of active duty US Armed Forces?
  - Yes
  - No

- Is one parent or guardian a **current member** of the Reserves of the US Armed Forces?
  - Yes
  - No

- Is one parent or guardian a **current member** of the Washington National Guard?
  - Yes
  - No

- Is a **second** parent or guardian a **current member** of the active duty US Armed Forces, Reserves of the US Armed Forces or Washington National Guard?
  - Yes, a second parent
  - No

______________________________________________________________

*Student’s Full Name and Teacher*

______________________________________________________________

*Parents Signature*