



Welcome to **Harrison Middle School!**
HANDBOOK FOR 2022-23 SCHOOL YEAR
FIRST DAY OF SCHOOL IS September 1, 2022

Mission Statement

Harrison Middle School is a community of learners working together to achieve our fullest potential.

Some Facts About Harrison Middle School...

School Colors	Black, White, & Red
Team Name	Cubs
Principal	Tyler Rice
Asst. Principal	Rebecca Partch
Asst. Principal	Michelle Simon
Counselor	Ernesto Carrasco (8th grade)
Counselor	Lupe Maldonado (7th grade)
Counselor	Diana Soto (6th grade)
Athletic Director	Jennifer Gurnard
ASB Coordinator	Jen Schlegel

THE ASB Student Council: The Student Council is an organization through which students may express their opinions, assist the administration of the school, and participate in school improvement projects. The council promotes leadership, initiative, and self-control.

Classroom representatives are also part of the student council. Representatives are to bring to the Council's attention any concerns and suggestions from their classmates and to report back any actions of the Council.

Recommended Supplies

<p>****For the 2022-23 School Year ONLY...</p> <p>HMS is asking for students to bring a backpack HMS will supply all other school supplies this year</p> <p>(***Locks will be provided for students this year)</p>	<p>Appropriate PE clothing is recommended for fitness class:</p> <ul style="list-style-type: none">• Athletic shorts or sweatpants• Tennis shoes & socks• Comfortable t-shirt (<i>HMS t-shirts can be purchased at school for \$5</i>) <p><i>For safety/health reasons, tennis shoes are required.</i></p>
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At Harrison Middle School, We Believe:

All students have the ability to think and learn. Students need to be aware of the value of their society and be able to adapt to a changing school climate. We value each student, our staff, and our community. Each student is valued as an individual because of his/her unique intellectual, physical, social, emotional, & academic abilities. We provide a positive, relevant, life-enriching educational experience in a safe, enjoyable environment. Opportunities must be provided for lifelong learning and lifetime physical activities.

Middle school students will learn best in an educational program with 5 components:

- Core Classes
- Elective Classes
- Enrichment Classes
- Special Programs
- After-school and Athletic Programs

BASIC INFORMATION

Breakfast and Lunch Breakfast is available for all students between 7:15 – 7:45 A.M. in the cafeteria. This school year, all Sunnyside schools will be participating in the Breakfast After the Bell program. This program allows students the opportunity to eat breakfast after 7:45 A.M (one breakfast per student). Lunch times are designated by grade level. Meals are provided to all students free of charge.

Student drop off or pick up Students need to be dropped off in front of Harrison on 16th street, along the sidewalk. Please do not use the school parking lot, as it poses a danger for students walking behind and around vehicles backing up. Additionally, students should be picked up on 16th Street. Unless you are coming into the building, please **do not** drive into or through the parking lot.

*** If you need to check out your child before the end of the school day, please give yourself plenty of time to pick up your child during their lunch time or during major school activities (honor roll celebrations, assemblies and last day of school), as it proves to be challenging to locate specific students.**

Buses All students are given the privilege of transportation, but continued use of the transportation system will depend upon students following the appropriate behavioral expectations. The school bus driver is in full charge of the bus and/or the students being transported. Students must obey the driver promptly and willingly. ****Students must have both written permission from their parents and a bus pass from their building administration to ride a bus other than their assigned bus.**

Cell Phones and Other Electronic Devices:

At Harrison Middle School, students may use their cell phones and electronic devices before school, during breakfast, at lunch, and after school. However, students must adhere to the following rules:

1. Cell phones and earbuds may not be used during class time.
2. HMS Athletes - cell phones may not be used during athletic practices/games, without the coach's permission.
3. **Phones are strictly prohibited in restrooms and/or locker rooms.**
4. Electronics which are used during unauthorized times, and/or those causing a disruption, may be confiscated and turned into the office to be picked up by a parent.
5. Phones must be given to school staff when requested.
6. Students shall not send, share, view or possess pictures, text messages, emails or other material of a sexually explicit nature 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. Students who violate this policy will be subject to disciplinary action, including suspension or expulsion; and losing the privilege of bringing the device onto school property.
7. Any HMS student who uses a cell phone to bully, harass, threaten or instigate conflict between/with another individual (by pictures/videos, email, text, Snapchat, Facebook, TikTok, Twitter...) will be subject to disciplinary action and/or restricted from bringing their cell phones onto school property.
8. Students who video/record, share or are in possession of a video, on their cell phone of a fight or altercation involving Sunnyside School District students (regardless if the fight is on school property or not), will be subject to disciplinary action, including suspension or expulsion from the school.
9. Administrators, school security or school interventionists may confiscate or, with reasonable cause search the device, which will be returned to the student's parent/guardian. Content or images that violate criminal laws will be forwarded to law enforcement.
10. Any inappropriate content found on student devices during a search may result in the student being asked to delete this content from their device.
11. Students who are waiting at the office, serving lunch detention, inhouse suspension or after school detention will need to turn in their cell phones to school staff for a duration of time, which may be returned to the student or parent.
12. By bringing a cell phone and other electronic devices to school or school sponsored events, students and parents consent to having the device searched when school officials have a reasonable suspicion that such a search will reveal a violation of school rules.
13. Students shall comply with any additional rules developed by the school concerning the appropriate use of cell phones or other electronic devices.

*****IMPORTANT***** Students and parents are warned that items such as cell phones, ipods, earbuds, video games, ipads and tablets can be easily lost, stolen, misplaced or damaged when brought to school. Students are responsible for any device they bring to school. The Sunnyside School District and/or Harrison Middle School or school employees are **NOT** responsible for lost, stolen, or damaged items.

Food / Drinks Students have a responsibility to keep their school clean and free of litter. Food and drinks must remain in the cafeteria. Food and/or beverages are NOT to be open or consumed in the hallways. Outside drinks, such as coffee or energy drinks (Red Bull, Monsters...) are not to be brought to school.

Identification & ASB Cards Each student is given their 1st HMS identification card; replacement cards cost \$5.00 each. These are also used to check out library books and for computer/internet access. We encourage all students to support Harrison Middle School ASB by purchasing an ASB sticker for \$20.00. It may entitle you to a reduced rate at middle school activities, such as dances, and free entry into high school athletic events, when accompanied by their parent/guardian.

Campus and Hallway Conduct

General respect for others extends to the hallway and all other parts of the campus. Students are expected to treat one another with courtesy and respect while on school property. Profanity in any form, in the hallways, classrooms, and general campus area is not acceptable behavior.

Some Public Displays of Affection (PDA) are considered inappropriate at the middle school level. Inappropriate PDA can cause others to feel uncomfortable (such as kissing, frontal hugs, groping, etc). What is considered appropriate PDA at the middle school level includes holding hands and quick, side hugs. Students can be subject to school disciplinary action for engaging in inappropriate affection towards one another. Subsequent offenses will follow regular discipline procedures.

Lockers

Hallway lockers are assigned through each student's Homeroom Teacher. Any student who wishes to have a locker at school will be issued one (subject to availability). Any student who accepts a locker from the school does so with the understanding that the locker remains the property of the school and that the school authorities reserve the right to inspect the locker at any time. Inappropriate materials or illegal items found in a student's locker may lead to disciplinary action and/or notification to the Sunnyside Police Department. It is the student's responsibility to maintain a neat and clean locker. They may be decorated on the inside with removable materials. Painting is not acceptable. At the end of the year, lockers will have all items removed. Students should put locks on their lockers. Students will be held responsible for lost, stolen, or damaged books. Students should not leave large amounts of money or items of value in their lockers. Report any locker problem. Remember - do not share your locker combination with others.

Messages We will make our best effort to deliver student messages promptly. Emergency messages will be handled accordingly. **If you have any messages or bus changes for your child, please call the office before 2pm, to ensure messages get delivered in a timely manner.**

Textbooks, Library Books & Chromebooks/lpads: All textbooks, library books and electronic devices are loaned to students for use during the school year. These items are to be kept clean & handled carefully. Fines will be charged for any abuse, damages, misuse, or loss of these important items.

ATTENDANCE

State Attendance Requirements Students are required to attend school until the age of eighteen and parents shall cause their child(ren) to attend. (RCW 28A.225.010; 28A.225.015)

We work with our students to understand the importance of attending school on time and on a regular basis. We will recognize students with outstanding and/or improved attendance each trimester. If students are struggling in the area of attendance, HMS will offer the following assistance:

- Beginning of the year attendance information letter to students/parents (RCW 28A.225.005)
- Meeting with the student to find out what supports he/she needs to get to school on time, every day
- Phone call home to parents when a student is absent from school (RCW 28A.225.020)
- Home visits
- Parent meeting with student present after three unexcused absences (RCW 28A.225.020)
- Entering into an Attendance Contract with both student and parent (RCW 28A.225.030)
- Administer WARNS Assessment (Washington Assessment of Risks and Needs of Students) (RCW 28A. 225.020)
- Attendance Matters class
 - This is a class for students to attend during lunchtime to help them understand the importance of attendance
- Referral to Community Engagement Board (CEB) (RCW 28A.225.035)
- Referral/Petition to Juvenile Court with the Yakima County Juvenile Justice Center (RCW 28A.225.030)

Attendance Policy

- Students are considered absent after ten (10) minutes into the class period.
- **Absences must be excused within three days after the student returns to school**
- **Excused absences shall be defined as the following:**
 - Illness, health conditions, family emergencies, religious observance when requested by a student's parent, pre-arranged medical appointment, school-approved absences, and other absences deemed appropriate by administration.
- **Unexcused absences shall be defined as the following:**
 - Absences not falling under the above definition of excused
 - Failure to contact the school with a phone call or statement signed by the parent/guardian

- (within three days) to excuse the absence
 - Truancy and/or unverified absences may result in disciplinary and/or legal action.
- **More than 15 excused absences per school year will be considered unexcused**
Washington State law recognizes that school attendance is important for academic success. The state defines chronic absenteeism as 'missing 10 percent or more of school days due to absences for ANY reason (excused, unexcused, suspensions).
 - Administration will take extenuating circumstances into consideration.
 - If absences become a concern, a doctor's note may be required to excuse the absence.
- A student absent without the consent of the parent is considered to be truant. This is an unexcused absence. This pertains to the following:
 - Leaves school without proper authorization
 - Is absent from class without permission (skipping).
 - Obtains a pass to go to a certain place and does not report there and/or goes to a different location (unauthorized location).
 - Becomes ill and goes home or stays in the restroom (or unauthorized area) instead of reporting to the office.
 - Comes to school but does not attend classes.

Truancy/BECCA Bill

State law dictates that when a student accumulates **seven** unexcused absences within a month (RCW 28A.225.030) or **15** unexcused absences in a school year (RCW 28A.225.035) the school shall proceed with a petition being filed with the Yakima County Juvenile Justice Center. This action may result in: a) parent fined \$25.00 a day for absences; b) community service hours assigned.

Returning to School After an Absence

1. The student returning to school following an absence will present a note to the school office from his/her parent or guardian on the day following the absence stating the date(s) of and reason(s) for the absence.
2. Upon returning to school following an absence, students will have two days to request make-up assignments from the teachers.
3. Make-up work: each teacher (SLC) will establish a time limit.
4. It is the student's responsibility to obtain make-up work.
5. Teachers are available before and after school to assist in completing course requirements.

Tardies Students who are excessively tardy miss out on important instruction and learning. Admin or school staff will contact parents to address issues and help to ensure students are arriving to class on time.

Excusing School Tardies Students entering school tardy will need to either present a note to the school office from his/her parent/guardian or the parent/guardian will need to sign-in the student on the office clipboard.

Withdrawing from School Parents/Guardians who find they must withdraw their student from school should notify the office as soon as possible. Prior to the day they are withdrawing, the office staff will give the student a Withdrawal Form to be taken to each teacher for signatures. The form should be returned to the office as early as possible during the last period of the day by the student.

Moving within the District Students who are attempting to transfer from one middle school to the other will only be approved through proof of a utility bill, rental agreement or parental drivers license. They may also be approved through the School District main office if turned down at the building administration level. A formal letter must be submitted prior to being reviewed.

Closed Campus HMS is a closed campus. HMS students are to remain on campus once they arrive at school until the end of the school day. Students are not allowed on any other Sunnyside campus before, during, or after the school day unless prior administration approval has been given. A student (or information regarding a student) may only be released to a parent or someone listed as an emergency contact. If it is absolutely necessary that a student leave school during the day to attend a medical (or similar) appointment, he/she must present a written note or verbal confirmation (from a parent/guardian) to office personnel. The student will then be issued an Off-Campus Pass. Off-Campus passes cannot be used to leave with someone other than parent/guardian or emergency contact. The office may verify the note by contacting the parents or the location of the appointment. Passes should be obtained before school in the office and presented to the teacher at the beginning of the period that the student will be leaving school. Students may not wait outside the building without proper supervision. Students must sign out in the office prior to leaving.

Counseling Department

Parents - please contact HMS if your student is struggling with any of the following:

- Academic concerns
- Social or emotional concerns
- Attendance

Please contact the HMS office (837-3601) between 7:30am and 3:00pm and you will be connected with the grade-level counselor for your student. You may also email your child's grade-level counselor (see below).

Students - if you need support with any of the above, you can contact:

- 6th Grade - Mrs. Soto
- 7th Grade - Mr. Maldonado
- 8th Grade - Mr. Carrasco

Mrs. Soto, Mr. Maldonado and Mr. Carrasco welcome all HMS students and their parents. Parents are encouraged to call to discuss concerns or to schedule a conference.

What To Do If You Have a Problem Students who have problems or conflicts with others at school are encouraged to seek assistance from their teacher(s), counselor(s), school staff, principal or assistant principal. Our doors are always open to talk with you. You must have teacher permission and a pass to see a counselor or to resolve conflicts during class time.

Report Cards and Mid-Term Grades

Report cards will be issued to students every trimester. Grades can be viewed on PowerSchool throughout the school year. Report cards are also available in the counselor's office upon request.

STANDARDS BASED GRADING SCALE

<u>Letter</u>		<u>Percentage</u>	<u>GPA</u>
A	Exceeding Standard / Meeting Standard	90%-100%	4.0
B	Approaching Standard	80-89%	3.0
C	Approaching Standard	70-79%	2.0
D	Below Standard	60-69%	1.0
I	Attempting Standard	59%-Below	0.0
S	Passing	Does not affect GPA	
U	Failing	Does not affect GPA	

Athletics

All students who participate in athletics must have a current physical examination, insurance on file, and an ASB card. A current physical is good for 24 months. School insurance covers students at school, as well as at athletic events.

Our athletic year is divided into four seasons as follows: (7th and 8th Grade only)

<u>Fall</u>	Boy's Football, Girl's Volleyball, Boy's Soccer, Cross Country
<u>Winter 1</u>	Boy's Basketball
<u>Winter 2</u>	Wrestling, Girl's Basketball
<u>Spring</u>	Track, Boy's Baseball, Girl's Fast Pitch, Girl's Soccer

*Students who wish to watch athletic events at HMS must be accompanied by a parent and/or legal guardian.

Basic Athletic Eligibility Requirements*

Athletic members at the middle school must have passed all classes in the previous quarter in order to be eligible for a school sponsored activity. Our ultimate goal is to have every athlete passing all classes.

- 1) If the student falls behind in schoolwork, extra help and teacher conferences take precedence over any extracurricular activity.
- 2) Coaches and/or principals may make special arrangements in the case of students who are involved in Special Education.
- 3) Students absent will not be allowed to take part in a practice or contest on the day of the absence, unless circumstances satisfactory to the coach and school administrators cause the athlete to be absent.
- 4) Coaches monitor the academic and social progress of their athletes on a regular basis.

Sunnyside SD Athletic Code Handbook provides specific information regarding athletic eligibility.

Insurance: We have school insurance available for those who wish to purchase it. It is good coverage for those without personal insurance; however, it is considered supplemental for those individuals who have other plans. You may purchase accident insurance (school time or 24-hour coverage) and dental insurance (24-hour for one full year). Students who participate in athletics **MUST** have some type of insurance. Private insurance is acceptable in lieu of school insurance; however, we do encourage students who participate in football to have school insurance.

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Medications/Health

Washington State Law, SHB 2834, mandates that students with life-threatening health conditions (where the condition could put the child in danger of death during the school day) have medication/treatment/diet orders and an Emergency Care Plan in place at school. **Your child may not be admitted to class until all necessary paperwork and supplies have been received, and you have met with the school nurse.** This could include students with severe bee sting, latex, or food allergies, severe asthma, diabetes, severe seizure disorders, and certain heart conditions.

This law requires we have everything we need **on the first day of school** to help your child if an emergency occurs:

1. Doctor's Orders (written directions) for medicine treatment or diet
2. Medicine (for an emergency) at school
3. Meeting with the nurse to complete an Emergency Care Plan that will tell school staff exactly how to help your child if an emergency occurs

The WSSDA offers model policies and procedures for local school districts regarding Asthma (see RCW 28A.210.370). SSD has a policy granting authorization for a student to self-administer medication to treat asthma or anaphylaxis providing that the following criteria have been met:

- A Healthcare Practitioner (HPC) prescribed the medication for use by the student during school hours

- and instructed the student on the responsible use of the medication;
- The student has demonstrated to the HCP or designee, and the RN at the school the skill level necessary to self-administer the medication as prescribed;
- The HPC has formulated a written treatment plan for the student, including the times during the school day;
- The student's parent or guardian has completed and submitted to the school any written documentation required by the school;
- The school district authorization granted to the student must allow the identified student to use the medication while attending school, any school sponsored activity and in transit to or from the school or the sponsored activity;
- Each school year the medication must be renewed, but medication will not be carried over;
- The school must require that any backup medication provided by the parent or guardian must be kept at the student's school in a location to which the student has immediate access in the event of an asthma or anaphylaxis emergency.

*Any changes to your child's medication/treatment/diet require new orders from your healthcare provider. These orders must be updated annually. No medication, treatment, or special diet can be given unless the attached forms are signed, regardless if the condition is life threatening or not.

Due to students with food allergies, only commercially prepared foods (with label identification) will be distributed during school hours in the classroom, parties, and seasonal events.

Due to the concern about latex allergies, only Mylar balloons will be allowed on school grounds.

Procedure when injured: If you are injured at school, report it to a staff member immediately! According to the school insurance company, you must seek a doctor's care within 10 days of the injury or the company may reject the claim. A claim form will be filled out for you in the office upon your request.

HMS Codes of Conduct

PBIS - Positive Behavior Interventions and Supports

Harrison Middle School is committed to helping our students be successful. One way we do this through our positive, proactive approach to behavior and expectations. The 'Big 3' behavioral expectations at Harrison Middle School are - being Respectful, Responsible, and Safe. Behavior expectations for all school areas are explicitly taught at the beginning of the school year, as well as revisited throughout the year. In addition, behavior expectations are visible throughout all locations of the school.

At HMS, students are acknowledged when they meet these behavior expectations. This acknowledgement system is through the use of PBIS Rewards and our CUB CAVE student store. When students make great choices and follow behavior expectations, they receive PBIS points that can be redeemed for items at our CUB CAVE store.

The benefits of using our positive behavior support system includes:

- Improving school culture
- Building social skills
- Improving social and emotional development
- Improving academic performance
- Reducing bullying behaviors
- Reducing office discipline referrals & suspensions
- Improving school safety

(Sugai & Horner, 2009)

PBIS BEHAVIOR MATRIX

HMS students are **RESPECTFUL, RESPONSIBLE, and SAFE**

Expected Behavior	Hallway/Lockers Voice Level (0 -1)	Classroom Voice Level (0-3)	Bathrooms Voice Level (0-1)	Office Voice Level (0-1)
We Are Responsible for Our Actions & Learning	<ul style="list-style-type: none"> Walk Use your grade level hallway Wear hall pass Throw trash into garbage cans 	<ul style="list-style-type: none"> Complete assigned tasks accurately and on time Ask permission to leave the classroom Come to class with correct materials Follow staff directions Be on time Phones are stored away 	<ul style="list-style-type: none"> Throw trash into garbage cans Turn things in that don't belong to you Return promptly to class Report problems to an adult 	<ul style="list-style-type: none"> Have a pass Sign-in Return promptly to class
We Respect Ourselves and Others	<ul style="list-style-type: none"> Use school appropriate language/topics Follow staff directions Share space in front of lockers 	<ul style="list-style-type: none"> Raise hand to speak Use school appropriate language/topics 	<ul style="list-style-type: none"> Use restroom for intended use Flush Respect others privacy Use school appropriate language/conversations 	<ul style="list-style-type: none"> Wait your turn Say please and thank you Use school appropriate language/conversations
We are Safe in Our Actions	<ul style="list-style-type: none"> Walk on right side Keep hands, feet, and objects to yourself Close lockers quietly 	<ul style="list-style-type: none"> Walk Push in chairs Four on the floor (sitting on chair) Use hands, feet, and objects as intended 	<ul style="list-style-type: none"> Wash hands Dispose of materials properly If restroom is full wait your turn Use hands, feet, and objects as intended. 	<ul style="list-style-type: none"> Allow others to get by Keep pathways clear Use hands, feet, and objects as intended

Voice Level: 0 - Silent, 1 - Partner Voice, 2 - Team Voice, 3 - Presenter Voice, 4 - Outside Voice, 5 - Out of Control/Emergency Voice

Expected Behavior	Cafeteria Voice Level (0-2)	Outside Voice Level (1- 4)	Gym/Locker Room Voice Level (0- 4)	Bus Voice Level (0-2)
We Are Responsible for Our Actions & Learning	<ul style="list-style-type: none"> Clean your table Throw trash in garbage cans Keep all food items in cafeteria 	<ul style="list-style-type: none"> Throw trash in garbage cans Turn in items that don't belong to you Return to class promptly and quietly Remain in designated areas Return equipment to appropriate place 	<ul style="list-style-type: none"> Suit up (shorts/sweats and HMS shirt) Return equipment Report problems Leave all areas clean Turn in items that don't belong to you 	<ul style="list-style-type: none"> Obtain a bus pass from the office to ride a different bus Be on time Throw trash in garbage cans
We Respect Ourselves and Others	<ul style="list-style-type: none"> Use school appropriate language/conversations Keep food on plates Say please/thank you Wait your turn 	<ul style="list-style-type: none"> Follow rules of the game Respond to adults Allow others to have personal space Use school appropriate language/conversations 	<ul style="list-style-type: none"> Use school appropriate language/conversations Follow rules of the game Honor the privacy of others Have school appropriate conversations 	<ul style="list-style-type: none"> Follow driver's directions and expectations Use school appropriate language/conversations
We are Safe in Our Actions	<ul style="list-style-type: none"> Walk to & from Cafeteria Walk in single file lines Use hands, feet and objects as intended 	<ul style="list-style-type: none"> Play safe, non-contact sports Use recreation equipment for intended purposes Use hands, feet, and objects as intended 	<ul style="list-style-type: none"> Walk to & from gym and in the locker room Lock your valuables in your locker Wash hands thoroughly Use hands, feet, and objects as intended 	<ul style="list-style-type: none"> Use hands, feet, and objects as intended Keep hands, feet, and objects inside the bus Keep aisle clear

Voice Level: 0 - Silent, 1 - Partner Voice, 2 - Team Voice, 3 - Presenter Voice, 4 - Outside Voice, 5 - Out of Control/Emergency Voice

HMS Discipline Procedures

Progressive discipline and/or restorative practices are part of the Harrison Middle School philosophy. Various forms of corrective action may be taken for violation of school-wide expectations. The determination of consequences will be made with consideration given to the violation and individual circumstances. Normal discipline progression might include:

- ⇒ Warning (verbal or written)
- ⇒ Restorative/Harm Circle
- ⇒ Logical or natural consequences

- ⇒ Loss of privilege (*library / internet use, buses, assembly attendance, hall pass*)
- ⇒ Detention (lunch or after-school)
- ⇒ Parent communication with teachers/staff (w/verbal or written behavior agreement)
- ⇒ In-school suspension (ISS)
- ⇒ Short-term suspension (STS)
- ⇒ Long-term suspension (LTS)
- ⇒ Expulsion or Emergency Expulsion (EE: immediate removal from school)

Students may have schedules modified or be placed in an alternative setting to promote student success.

Students who have been given short-term suspension, long-term suspension, or expulsion of any kind will not be allowed to participate in or attend school related activities or athletics, or be on school property unless consent has been given by an administrator or an official designee. In the event of an in-school suspension, the student may not return to school property after each day served and will not be allowed to participate in school-related activities or athletics until the day following the last assigned day.

**If a student commits a crime while in school, on school grounds, on district transportation, or at any school sponsored event, he/she will be disciplined by the school district and may be referred to the Sunnyside Police Department and may face criminal charges.

HMS Discipline Steps:

Step 1

- Re-directs from teacher (Slip-Ups)
 - ◆ Teacher will use classroom interventions to try to correct the behavior

Step 2

- Minor Behavior (behavior has continued and teacher will enter behavior into **SWISS** as a minor behavior referral)
 - ◆ Teacher contacts parent
 - ◆ Possible team meeting with teachers
 - ◆ Possible Restorative Form completed by student
 - ◆ Possible Restorative Circle conducted in class

Step 3

- Major Behavior (disruptive behavior has continued and teacher will enter behavior into SWISS as a major behavior referral)
 - ◆ Student may be removed from class
 - ◆ Office notifies parent
 - ◆ Possible Admin/Interventionists conference with student and parent
 - ◆ Possible restorative conversations
 - ◆ Possible detention or suspension (progressive discipline followed based on student's discipline history and situation)

Exceptional Misconduct Procedure

The following behaviors constitute a substantial disruption of the educational process and also pose a serious safety threat to both the students and staff of Sunnyside School District; therefore, they constitute exceptional misconduct under section 180-40-260 (2) (B) and WAC 180-40-295. Participation in any of these acts, repeated, multiple or severe offenses, will result in immediate suspension, emergency expulsion or expulsion.

1. Fighting (hitting, slapping, pushing, kicking); intimidation; instigating a fight; passing messages verbally or in writing which may provide or help promote a fight;
2. Possession or control of a gun, knife, chain, laser pointer, stun gun, object which resembles or is made to resemble a weapon, or any other potentially dangerous weapon/explosives. (As defined in RCW

- 9.41.010, RCW 9.41.280, RCW 28A.600.420, RCW 9.41.250, RCW 9.41.270)
3. Use and possession of tobacco products on school property, events and activities is prohibited. (As defined in RCW 28A.210.310)
 4. Sale or distribution of alcohol, drugs, or substances purported (passed off) to be drugs.
 5. Possession of firearms on school property will result in a one-year mandatory expulsion, subject to appeal with notification to parents and law enforcement. (RCW28A.600.420)
 6. Possession of, manufacturing of, consumption of or under the influence of alcohol or drugs or possession of drug paraphernalia will result in an immediate emergency expulsion. The First Offense may be changed to a short-term suspension after a successful conference with administration and the student and parent agree to complete the following with an approved agency:
 - 1) The student gets a UA within 24 hours of offense
 - 2) Arrange an alcohol/drug assessment appointment
 - 3) Completes the assessment recommendations
 Any agency recommendations must be shared with the school. The student may be placed back on emergency expulsion for violating any of the above conditions.
 The Second Offense will also result in an immediate Emergency Expulsion. This may be changed to a long-term suspension after completing the same process as the First Offense. The Third Offense will result in expulsion from school.
 7. Assaults (physical or verbal) on students and/or school personnel.
 8. Continual gang activity.
Criminal gang intimidation is a class C felony (RCW 9A.46) and is defined as threatening another person with bodily injury because that person refuses to join or has attempted to withdraw from a gang, as defined in RCW 28A.600, if the person who threatens the victim or the victim attends or is registered in a public or alternative school. A student may be suspended or expelled if the student is a member of a gang and knowingly engages in gang activity on school grounds. (RCW 28A.600)
 9. Criminal acts against school, student or school personnel.
 10. Continual defiance of authority, substantial disruption to the educational process, tampering with school documents or computers and/or willful disobedience as an individual or part of a group.
 11. Sexual harassment (RCW 28A.640.020; RCW 10.14.020)
 12. Making threats to harm or violence to self or others.
 13. Hazing: To humiliate either physically or verbally. To punish, harass or bully by forcing unnecessary acts, duties, tasks, or activities on a student.
 14. Initiation: The ceremonies by which one is admitted to a group, team, that attempts to humiliate or inflict, intimidate, coerce or the actual infliction of bodily harm to any student (i.e. piling on).
 15. Harassment, intimidation and bullying are prohibited (SSD Policy 3207/3207P see below)
 16. Lewd conduct includes: acts of, taking pictures of, downloading of, or other forms of lewd conduct are prohibited.
 17. Theft: Any items stolen from school, staff or another student may result in an arrest, and depending on the amount can be filed as a class "C" felony.
 18. Other areas as determined by the Citizens Ad Hoc Committee, CWAC 392-400-260.

PROHIBITION OF SEXUAL MISCONDUCT, HARASSMENT, INTIMIDATION & BULLYING

Sunnyside School District is committed to a safe and respectful educational and work environment free from harassment, intimidation and bullying for all students, employees, volunteers and patrons. "Harassment, intimidation and bullying" means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, when the act:

- Physically harms a student, employee, volunteer or patrons or damages their property
- Has the effect of substantially interfering with a person's ability to obtain an education
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational or work environment
- Has the effect of substantially disrupting the orderly operation and/or safety of the school.

Threats/Bullying

Communicating threats of violence or harm directly or indirectly, whether by physical, verbal, written, telephonic, or electronic means (including social media, i.e. Facebook, Twitter, Snapchat, etc.) which cause another person to feel

humiliated, or to believe his/her well-being, safety, or property is in danger, or which cause a bystander to believe that another person's well-being, safety, or property is in danger is prohibited.

****Whistling as a form of communication is considered a form of harassment / intimidation.*

Sexual Misconduct includes, but is not limited to:

(1) Sexual offenses

Verbal (including telephone), non-verbal, written (including electronic/social media), pictorial, or physical conduct of a sexual nature which a reasonable person would consider to be harassing, intimidating, hostile, offensive and/or which adversely affects the learning or working environment of the school. Offenses can include activities that are sexual in nature that exploit another person.

(2) Sexual harassment and intimidation

Harassment of any sort is prohibited. Sexual harassment and intimidation includes, but is not limited to:

- Engaging in unwelcome sexual advances
- Making requests for sexual favors
- Engaging in verbal, nonverbal or physical conduct of a sexual nature where such behavior offends and /or causes discomfort, humiliation, or harm to the physical or mental well-being of a reasonable and prudent person
- Unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive environment.

(3) Sexual Assault

Sexual contact with another person without consent or threats of sexual contact obtained with / by the use of threats, coercion, intimidation, physical force or violence on another person. Consent cannot be obtained from someone who is under age 16, or is physically or mentally incapacitated.

Informal Complaint Process: Anyone may use informal procedures to report and resolve complaints of sexual misconduct, harassment, intimidation or bullying. At the building level, programs may be established for receiving anonymous complaints. Such complaints must be appropriately investigated and handled in a manner consistent with due process requirements. Informal reports may be made to any staff member, although staff shall always inform complainants of their right to, and the process for, filing a formal complaint. Staff members must also inform an appropriate supervisor or designated staff person when they receive any complaint of sexual misconduct, harassment, intimidation, or bullying. Informal remedies include an opportunity for the complainant to explain to the alleged offender that the conduct was/is unwelcome, disruptive, or inappropriate, either in writing or face-to-face; a statement from a staff member to the alleged offender that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general public statement from a building administrator that reviews and emphasizes the district sexual misconduct, harassment, intimidation and bullying policies and consequences for breaking those policies without identifying the complainant or alleged offender. Informal complaints may become formal complaints at the request of the complainant, his/her parent or guardian, or because the district believes the complaint needs to be more thoroughly investigated for the safety and welfare of the school environment.

Formal Complaint Process: Anyone may initiate a formal complaint of sexual misconduct, harassment, intimidation or bullying, even if the informal complaint process has been utilized or is currently being utilized. Complainants can not be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or what kind of hearing(s) may result. Efforts should be made to increase the confidence and trust of the person making the complaint. To the best of its ability, the district will fully implement the anti-retaliation provisions of this policy to protect complainant(s) and witness(es). Student complainants and witnesses may have a parent or trusted adult with them, if requested, during any investigatory activities.

Retaliation against a complainant or witness who is involved in a sexual misconduct, harassment, intimidation or bullying complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions within the best of its ability to protect involved persons from retaliation. It is a violation of school policy to knowingly report or make false allegations of sexual misconduct, harassment, intimidation or bullying. Persons found to knowingly make or corroborate false reports or allegations will be subject to appropriate discipline.

Substance Abuse Discipline Procedure – Alcohol & Drugs

There are times when it may appear that a student is under the influence of drugs and/or alcohol on school property during the school day or at school sponsored events. HMS is a suspicion-based drug testing school. For the safety of the student and those around him/her, school officials reserve the right to refer to tests for symptoms for drug/alcohol use. If a student meets three or more of the criteria on the drug/alcohol checklist

following field sobriety testing, we reserve the right to perform a drug/alcohol urine analysis test. Refusal to submit to testing by the student or parent can constitute willful disobedience and will be understood as admitting to be positive. The student may be disciplined under the exceptional misconduct procedure outlined above.

The sale, possession, use, or being under the influence of alcoholic beverages, illegal drugs, or possession of drug paraphernalia in or on school property is prohibited. The sale or distribution of such substances or paraphernalia, on school property at any time, will result in school discipline and possible arrest. Any student found to be under the influence of drugs and/or alcohol while in attendance at school or at a school sponsored function, activity, or trip will be subject to school discipline. Multiple offenses against this policy may result in a full expulsion from Harrison Middle School.

Sunnyside School District Dress Code

The Sunnyside School Board expects student dress and grooming to reflect high standards of personal conduct so that each student's appearance promotes a positive, safe, and healthy atmosphere within the school. Student dress may not present a health or safety hazard, violate municipal or state law, or present a potential for disruption to the instructional program. Students and parents/guardians have the responsibility to be aware of this dress code and to conform to these requirements. The uniforms of nationally recognized youth organizations, and clothing worn in observance of a student's religion, are not subject to this policy.

****The responsibility to interpret and enforce the Sunnyside School District's Policy and Procedures rests with each principal's "professional judgment" for his/her school.** The decision to allow for temporary exemption from certain guidelines shall be left to the discretion of the administration in situations such as Halloween, spirit week or other school-related dress-up days, dances, sports events, etc. These guidelines apply to both male and female students.

The following applies to all categories: Clothing which may be considered gang-related/violent or which displays inappropriate language, sexual innuendo, or advertisements for drugs/alcohol/tobacco is prohibited (ie: Cookies, Playboy, Hot Moms, Backwoods). Clothing shall not be excessively tight, revealing, or distracting. Undergarments shall not be visible—this includes, but is not limited to, see-through clothing, any part of a bra (including the straps), boxer shorts or the elastic waistband of underwear. Clothing which memorializes a person's life (ie:RIP) is prohibited.

Tops: Tops shall completely cover the torso (the stomach and lower back) at all times. No cleavage shall be visible at any time. Unacceptable tops include, but are not limited to, halter tops, off-the-shoulder tops, low-cut tops, bare-midriff tops, and fishnet tops. Sleeveless tops, spaghetti strap and tank tops shall not have extremely large arm holes, which will unnecessarily expose undergarments or bare skin.

Pants/Shorts: Sagging, or the wearing of pants/shorts below the waist and/or in a manner that allows underwear or bare skin to show, and "bagging", or the wearing of excessively baggy pants/shorts with low-hanging crotches are prohibited. No pajama pants are allowed. **Skirts/Shorts/Ripped Jeans:** Shorts, skirts and ripped jeans shall be no shorter than mid-thigh (standing and sitting). If shorts, skirts or ripped jeans have a slit/rip, the top of the slit/rip shall not go above mid-thigh (standing and sitting). **Dresses:** The guidelines for tops and skirts shall also apply to dresses.

Shoes: As a health and safety precaution, students must wear shoes. During recess and/or sports activities students should wear closed-toe shoes to protect their feet. All appropriate street shoes are allowed, including tennis shoes, sandals and other hard-soled shoes. Slippers are prohibited except for medical reasons or for specific short-term foot-related injuries.

Outerwear: Belts with more than 2 inches of excess length, spiked jewelry, and chains are prohibited.

Gang Related Clothing

Notice to parents: Harrison Middle School is committed to provide a safe & non-disruptive setting for your children. **Students will not be allowed to wear certain items** of clothing on the campuses of Sunnyside Public Schools during the school day and after-school/evening activities. These clothing items will include, but may not be limited to the following – Any Clothing or paraphernalia associated with gangs, the gang

lifestyle, or gang related activities such as:

1. **Solid** or combination colors of light or dark blue, brown, red, maroon or burgundy. Ex: Red shirt, red sweats, red shoes/laces, red belt or blue shirt, blue sweats, blue belt, etc. Zero tolerance on dressing with the same color (ex. Solid blue shirt and blue pants)
 2. Comedy/Tragedy (smile now/cry later) masks, or "Homie-like" gang members displayed on shirts. Also includes prison related pictures, murals or drawings. May include pictures of violence (ex. Scarface related clothing showing violence.)
 3. Monikers (Tag Names) or other gang markings like: XIII, 13, XIV, 14, XXI, 21, Old English or Gothic lettering, Sur, Southside, Norte, BGL, LVL, ESL, BSL, SGL, MS-13 'Lil Crazy Girl', 'Spooky', etc. will not be allowed at school.
 4. Bandanas or scarves of any color (including hairnets).
 5. Ben Davis attire and Dickies work clothing. NO Dickie pants.
 6. Wide/thick colored shoelaces. White or Black laces ONLY (no combinations).
 7. "Army" style long swinging canvas belts (cotton weave with slip buckle) *ALL Belts are to be tucked through loops and not to be hanging below shirt level. Buckles must also meet school expectations.... No Old English Letters, 13, 14, Block letter "B" (Looking like a 13), 8 Ball, 420, or inappropriate pictures.
 8. No shaving eyebrows 1 – 3, 1 – 4 or inappropriate letters in hair.
 9. No inappropriate gang writing on backpacks or notebooks.
 10. No group of students (three or more) may wear the same colors or clothing, unless they are associated with school activities or administrator approved.
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STUDENT INTERNET USER AGREEMENT

Network Acceptable Use Guidelines: Use of the District's electronic communications system and Internet by students and staff of Sunnyside School District shall be in support of education, the mission of the District, or school related business and operations. Network use is limited to those students and staff who have returned signed network contracts. Use will be in accordance with the District's Policy and Procedure 2022 on Electronic Communication Systems and Internet Safety.

1. Protect your password information. Do not let other students know or use your passwords.
2. Respect the privacy of other users. Do not use passwords other than your own.
3. Be courteous and ethical. Do not produce, send, save or publish information or communication which is profane, obscene, pornographic, hateful, harassing, discriminatory or demonstrate other antisocial behaviors.
4. Maintain the integrity of files and data. Do not access, change or copy files/data of other users without their consent.
5. Do not destroy, modify or abuse hardware and software in any way. Unauthorized access or 'hacking' into the network system and its information systems is prohibited.
6. Use the network in a way that does not disrupt its use by others. Certain uses or applications may be banned because they consume too many network resources at the expense of other users. Some examples are on-line gaming, chain letters, broadcast messages and file download/sharing programs (such as Napster, Gnutella, Morpheus).
7. Students should never provide personal information such as full names, addresses and telephone numbers without getting permission from their teacher and parents.
8. Students should never make appointments to meet other people in person without getting permission from their teacher and parents.
9. Students should notify their teacher if they see any information or communication that is profane, obscene,

pornographic, hateful, harassing, discriminatory, or makes them feel uncomfortable.

10. Do not use the network for commercial purposes.

11. Treat information created by others as the private property of the creator. Respect copyrights and give credit appropriately.

The District reserves the right to take disciplinary action or legal action for any illegal, unacceptable or unethical use of the network system. Violations can be cause for suspension of access to school computers, removal of network access privileges, other school disciplinary actions and/or appropriate legal action.

Employees of the Sunnyside School District are expected to conduct themselves in a responsible manner as a member of the school community.

EACH EMPLOYEE IS RESPONSIBLE TO:

Demonstrate Respect for Self and the Rights of Others

- act in a professional, respectful manner
- model cooperative and collegial relationships
- learn and understand diverse points of view
- develop a sense of one's personal ethnic and cultural identity
- follow applicable policies, laws and rules

Demonstrate a Shared Responsibility for Student Achievement

- set high expectations for achievement for all students
- involve parents and guardians in the educational process
- provide opportunities for all students to succeed
- use a variety of research based instructional strategies and academic interventions
- demonstrate flexibility in meeting the changing needs of students
- empower students to share responsibility for their learning
- continually evaluate current work strategies
- be open to new information and ideas

Demonstrate Respect for Individual Differences

- recognize and address prejudices
- create an environment that welcomes diversity
- use instructional materials and resources that demonstrate diversity
- appreciate diversity in learning styles and abilities
- use inclusive language (e.g., handicapped = person with disability: fireman = firefighter)
- respect others in relation to their race, gender, religion, ethnic origin, disability, sexual orientation, and individual differences

Contribute through Individual Actions to a Positive, Safe Learning Environment

- respond immediately to all prejudicial actions and harassing behaviors
- refrain from verbal & physical intimidation or harassment
- maintain a physically and emotionally safe learning environment for all students
- use an appropriate, equitable, and consistent discipline plan
- develop conflict resolution skills
- respect school property and the property of others
- take all concerns to the appropriate school/staff member

EACH STUDENT IS RESPONSIBLE TO:

Demonstrate Respect for Self and the Rights of Others

- treat others as you like to be treated
- use appropriate respectful language and conduct
- abstain from using, being under the influence of, possession of, or sale or distribution of alcohol, tobacco, or illicit drugs
- follow applicable policies, laws and rules

Demonstrate Individual Responsibility and Self Management

- share responsibility for achieving school success
- know and use positive conflict resolution
- attend school punctually and regularly
- behave in a non-disruptive manner
- pursue learning with honesty
- set high expectations for academic achievement
- make good and nonviolent choices
- ask for help and don't go it alone
- take all concerns to the appropriate school/staff member

Demonstrate Respect for Individual Differences

- appreciate diversity in learning styles and abilities
- actively work to learn about and overcome prejudices
- respect others in general and in relation to their race, gender, religion, Ethnic origin, disability, sexual orientation and individual differences
- use inclusive language (e.g., handicapped = person with disability: fireman = firefighter)

Contribute through Individual Actions to a Positive, Safe Learning Environment

- cooperate with school personnel
- exhibit zero tolerance for bullying, weapons, alcohol and drugs at school and school activities
- refrain from verbal and physical intimidation or harassment
- respect school property and the property of others
- give back through community service

Parents/guardians of the Sunnyside School District are partners for their child's education and we expect parents and guardians to follow operating principles and be a caring supportive school and community member.

EACH PARENT/GUARDIAN IS RESPONSIBLE TO:

Demonstrate Respect for Self and the Rights of Others

- act in a respectful manner
- model good citizenship at all times
- model cooperation and trust
- communicate constructive input or opinions in a responsible and respectful manner
- follow applicable policies, laws and rules

Demonstrate a Shared Responsibility for their Child's Achievement

- set high expectations for your student
- participate in the educational process
- meet with teachers or principals regarding the educational programs & student progress
- assist your student in creating a plan for the future
- help your student attend school regularly
- encourage your student to share responsibility for their learning

Demonstrate Respect for Individual Differences

- talk to your student about prejudice and respect of others
- appreciate diversity in learning styles and abilities
- respect others in relation to their race, gender, religion, ethnic origin, disability, sexual orientation, and individual differences
- use inclusive language (e.g., handicapped = person with disability: fireman = firefighter)
- recognize there are usually two sides to a conflict

Contribute Through Individual Actions to a Positive, Safe Learning Environment

- cooperate with school personnel
- encourage students to follow school rules
- exhibit zero tolerance for bullying, weapons, alcohol and drugs at school and school activities
- respect school property and the property of others
- take all concerns to the appropriate school/staff member

Annually Required Notifications to Families

Your Right to Know

Sunnyside School District receives funds for Title I programs that are part of the No Child Left Behind Act of 2001. Throughout the school year we will continue to provide you with important information about this law and your child's education.

You have the right to request information regarding the professional qualifications of your child's classroom teacher(s). If you request this information, the district or school will provide you with the following as soon as possible:

A: If the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;

B: If the teacher is teaching under an emergency status for which state licensing requirements have been waived;

C: The type of college degree major of the teacher and the field of discipline for any graduate degree or certificate;

D: If your child is receiving Title I services from paraprofessionals and, if so, his/her qualifications.

If you would like this information please contact your child's school.

Your FERPA Rights

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

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

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

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

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

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

If you wish for the school district to not release directory information about your student, you may fill out a non-release form at the district office (1110 S. 6th St.).

Nondiscrimination Statement

Sunnyside School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the district's Title IX Officer Debbie Holwegner, and/or Section 504/ADA Coordinator Cody Gardiner, Sunnyside School District, 1110 S. 6th Street, Sunnyside, WA 98944. Phone: (509) 837-5851.

Discrimination Complaint Procedure

Discrimination is the unfair or unequal treatment of a person or a group because they are part of a defined group, known as a protected class. Discrimination can occur when a person is treated differently, or denied access to programs, services or activities because they are part of a protected class. Discrimination can also occur when a school or school district fails to accommodate a student or employee's disability. Harassment (based on protected class) and sexual harassment can be forms of discrimination when it creates a hostile environment.

What is a Protected Class?

A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal and state laws. Protected classes defined by Washington State Law include:

- Sex
- Race/Color
- Creed/Religion
- National origin
- Disability or the use of a trained dog guide or service animal
- Sexual orientation
- Gender expression or identity
- Honorably discharged veteran or military status

What should I do if I believe my child is being discriminated against?

You should report your concerns to your child's teacher or principal immediately! This will allow the school to respond to the situation as soon as possible.

If you cannot meet with the teacher or principal, you can always contact your school district's main office. Each school district will have someone who is responsible for responding to complaints about discrimination. Sometimes this person is called the Title IX Coordinator or for issues related to disability, the Section 504 Coordinator.

What if I can't resolve the problem with the school?

If you cannot resolve your concern, you may wish to file a complaint with the school district. Anyone can file a complaint with the school district. You can file a formal complaint by writing a letter to your Superintendent that describes what happened and why you think it is discrimination. It is helpful to include what you want the district to do. Your letter must be signed.

The employee designated by the district to receive complaints will investigate your allegations and provide the superintendent with a written report of the complaint, and the results of the investigation. You and the district may also agree to resolve your complaint in lieu of an investigation.

The superintendent will send you a written letter within 30 calendar days which will either deny your allegations or describe the reasonable actions the district will take. The letter will include how to file an appeal with your school board if you do not agree with the Superintendent's decision.

Corrective measures must occur no later than 30 calendar days of the superintendent's letter.

What if I don't agree with the superintendent's decision or no one responds to my letter?

Your next step is to appeal to the school board. You can file an appeal by writing a letter to your school board. The letter must include the part of the superintendent's written decision that you would like to appeal and what you want the district to do. Your letter must be filed with the Secretary of your School Board by the 10th calendar day after you received the superintendent's response letter.

The school board will schedule a hearing within 20 calendar days after they receive your appeal letter. You may also all agree on a different date.

What will happen at the hearing?

You will explain why you disagree with the superintendent's decision. You may bring witnesses or other information that is related to your appeal.

The board will send you a copy of their decision within 10 calendar days after the hearing. The decision will include how to appeal to the Office of Superintendent of Public Instruction if you disagree.

What if I don't agree with the School Board's decision?

You may appeal the school Board's decision to the Office of Superintendent of Public Instruction (OSPI).

You can file an appeal by writing a letter to the Superintendent of Public Instruction. The letter must include the part of the school board's decision that you would like to appeal and what you want the district to do.

Your signed letter must be received by OSPI by the 20th calendar day of receiving the school board's decision. It can be hand-delivered or mailed to:

OSPI

Administrative Resource Services

P.O. Box 47200

Olympia, WA 98504-7200

Phone (360) 725-6133

OSPI will schedule a hearing with an Administrative Law Judge through the Office of Administrative Hearings (OAH). During this process you will be provided information about the hearing.

At the hearing you will explain why you disagree with the school board's decision. You may bring witnesses or other information that is related to your appeal. After the hearing, you will receive a copy of the judge's decision.

Homeless Assistance - McKinney/Vento Homeless Assistance Act

Sunnyside School District welcomes all of our families. Assistance is available to students who qualify under the Federal McKinney/Vento Homeless Assistance Act. If you are homeless, living in temporary or transitional housing, or are an unaccompanied youth, please let our staff know so we can help you through the enrollment process. If you are affiliated with an agency or caseworker, please feel free to have them contact us on your behalf. You may contact us at: Sunnyside School District, 1110 S. 6th Street, Sunnyside, WA 98944. Phone: (509) 837-5851.

Gun Free Zone

The Sunnyside School District has a gun-free schools policy (Policy 4219) that includes one- year mandatory expulsion for firearms, mandatory notification of student violations to parents/guardians and law enforcement, and allows the expulsion to be modified by the chief school district officer or designee on a case-by-case basis. Sec 4141(b)(1) and Sec 4141(h)(1).

Sexual Harassment

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

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

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

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures

- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

How do I report sexual harassment?
 You can report sexual harassment to any school staff member or to the district's Title IX Officer: Kris Diddens, 1110 S. 6th St., Sunnyside, WA 98944 or 509-837-5851.

For a copy of your district's Sexual Harassment policy and procedure, contact your school or district office. Sunnyside School District, 1110 S. 6th St., Sunnyside, WA 98944 or 509-837-5851.

Citizen Complaints Concerning Staff or Programs

Most complaints can be resolved by informal discussions between the citizen and the staff member. Should the matter not be resolved, the principal shall attempt to resolve the issue through a conference with the citizen and the staff member.

The following procedures apply to the processing of a complaint that cannot be resolved in the manner described above:

- A. If the problem is not satisfactorily resolved at the building level, the citizen should file a written complaint with the superintendent that describes the problem, and a suggested solution. The superintendent should send copies to the principal and staff member. Complaint forms can be obtained at the Superintendent's Office (1110 S. 6th St., Sunnyside, WA).
- B. The principal and staff member shall respond to the superintendent in writing or in person.
- C. The superintendent may conduct a hearing on the matter.

The superintendent will consider the legal merit, board policy, the results of a hearing if conducted, and administrative procedure before rendering a final decision

Parent and Family Engagement

The Sunnyside School District recognizes that family and parental engagement has a positive effect on student achievement. Therefore, it is our goal that 100 percent of families and parents are engaged. The basis for assessing the degree of family and/or parental engagement will be all six standards of the National Standards for Family-School Partnerships. Policy 4129 can be accessed on the SSD website's policy section (www.sunnysideschools.org) or the Superintendent's Office (1110 S. 6th St., Sunnyside, WA).

Affirmative Action Policy Statement

The Sunnyside School District No. 201 is an equal opportunity employer and has initiated an affirmative action program to correct deficiencies in the present employment profile. The program is designed to affect racial and ethnic minorities, women, the aged and the sensory, mentally or physically handicapped. The School Board recognizes that an affirmative action employment program is a sound educational practice and commits itself to this design of the program. It is the policy of the Sunnyside School District No. 201, while selecting the best qualified applicant, to recruit actively candidates from the protected groups (racial-ethnic minorities, women, the aged and sensory, mentally or physically handicapped) to fill vacancies as they arise. The responsibility for implementing this program will be assigned to the Superintendent, Administrative Assistant, Federal Coordinator and building principals who will be directly responsible to the Board. Progress reports on program achievements will be periodically submitted to the Board. An advisory committee will advise regarding policy making and planning and will assist in continued evaluation of this program. The 504 Officer is Cody Gardiner. The Affirmative Action and Equity Officer may be reached through the District Office.