



***BELIEVE ♦ SUPPORT ♦ ACHIEVE***

**Sierra Vista Middle School**

Student/Parent Handbook

2018-2019

**Welcome to Sierra Vista Middle School!**  
**SVMS is a great school because of our excellent staff and students.**  
**Falcons Believe in and Support each other so we can all Achieve!**

**Some facts about SVMS....**

Phone Number:	836-8500
School Hours:	7:45 - 2:15
School Colors:	Green & Gold
Team Name:	Falcons
Principal:	Julie Perez
Assistant Principal:	Tyler Rice
6th Grade Counselor:	Angela Gonzalez
7th Grade Counselor (A-L):	Angela Gonzalez
7th Grade Counselor (M-Z):	Lupe Fraga
8th Grade Counselor:	Lupe Fraga
School Resource Officers:	Erica Rollinger & Chris Sparks
Security Liaison:	Tyler Scherer

**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 among its members.

**ASB Officers**

1. President: Roman Tobias
2. Vice President: Alex Zieske
3. Treasurer : Maria Herrera
4. Secretary: Mario Lopez
5. Program Chair : Andres Garcia

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

**School Supplies**

Students should obtain all needed supplies before class begins.

<p><b><u>Student supplies for SVMS (Recommended):</u></b></p> <ul style="list-style-type: none"> <li>● 1 large 2 inch 3-ring binder with stiff cover</li> <li>● 2 packages of pencils (2 - 2 1/2 lead),</li> <li>● 1 large eraser</li> <li>● 1 pencil sharpener with shavings catcher</li> <li>● 2 blue or black ballpoint pens</li> <li>● White notebook paper</li> <li>● 1 12" ruler with regular and metric measure</li> <li>● 1 set of eight dividers</li> <li>● 1 small box of colored pencils</li> <li>● 3 composition books</li> <li>● 1 pack of Post It notes</li> </ul>	<p style="text-align: center;"><b><u>Health &amp; Fitness:</u></b></p> <p>The following clothing will be required for fitness class:</p> <ul style="list-style-type: none"> <li>● Athletic shorts</li> <li>● Tennis shoes</li> <li>● White socks</li> <li>● T-Shirt</li> </ul> <p><i>All items will be marked with student's first and last name by the fitness teacher the first day of class. For safety/health reasons tennis shoes are required. Students will be required to borrow shorts and t-shirt when not having their own clothing.</i></p>
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### **At Sierra Vista Middle School we believe...**

The personal, social, and academic growth of students is a responsibility shared by our students, their parents, the Sierra Vista staff, the school district, and the community in which we live.

#### **Counseling Department**

The counseling department, consisting of Mrs. Gonzalez and Mr. Fraga, offers many services and opportunities to all SVMS students and their parents. The counselors are available before and after school daily; they can be reached by calling SVMS. Parents are welcome to call to discuss concerns or to schedule a conference. We hope that you will find the counseling office a positive, important, and useful part of Sierra Vista Middle School.

**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), principal or assistant principal. Our doors are always open to talk with you. You must have teacher permission and a pass to be released during a class period to see a counselor or to resolve conflicts with other students.

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#### **Report Cards and Mid-Term Grades**

Reports cards will be issued to students quarterly, in November, January, April and June. All quarterly report cards and any below average mid-term reports will be mailed home. These reports are also available in the counselors' offices upon request. Students and parents are encouraged to contact the counselors for this information.

**SVMS Grading Policy** The basic grading scale for SVMS is A-, A, B-, B, B+, C-, C, C+, D-, D, D+, F, S (satisfactory), and U (unsatisfactory). Although individual teachers may vary somewhat in the method of determining the grade, there are more similarities than differences among them.

#### **GRADING SCALE**

<b>Letter</b>	<b>Percentage</b>	<b>Grade Point Average (G.P.A.) Value</b>
A	93 – 100%	4.0
A	93-100%	4.0
A-	90-92%	3.7
B+	88-89%	3.3
B	83-87%	3.0
B -	80-82%	2.7
C+	78-79%	2.3
C	73-77%	2.0
C -	70-72%	1.7
D+	68-69%	1.3
D	63-67%	1.0
D-	60-62%	0.7
F	0-59%	0.0
S	Passing	Does not affect GPA
U	Failing	Does not affect GPA

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## **BASIC INFORMATION**

**Breakfast and Lunch – Free for all Students** Free breakfast is available for all students between 7:00-7:40 A.M. in the cafeteria. Lunch times are designated by grade level.

**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** Cell Phones and other electronic devices may be used during lunch time or with teacher permission for a specific class activity. Students are warned that these items are easily lost or damaged when brought to school. SVMS is **NOT** responsible for lost, stolen, or damaged items. Sunnyside School District is not responsible for repaying any of these items. Inappropriate equipment may be confiscated by staff and/or administration and will need to be picked up by parents.

Students on school property or while attending school-sponsored events or school related activities shall not use personal telecommunication devices including but not limited to pagers, beepers, and cellular phones in a manner that poses a threat to academic integrity, disrupts the learning environment or violates the privacy of others. Students shall not send, share, view or possess pictures, text messages, emails or other material of 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. (See last page for more info. on school board policy No. 3245.)

**Clean Campus** All students have a responsibility to keep their school clean and free of litter. Remember no foods or beverages are to be open or consumed in the hallways. Food and drinks may be consumed only in classrooms with the teacher's permission and under teacher supervision. Beverages brought onto campus must be in sealed containers or consumed prior to entering to the building. Drinks that cannot be sealed (coffee drinks or soft drinks in cups with lids, etc.) are not allowed into the building.

**Identification & A.S.B. Cards:** Each student will be given a SVMS Identification Card. Students are required to possess the ID card while on campus and must present the card to staff members if asked. These not only provide identification, but also are used to purchase lunches and to check out library books. We also encourage all students to support Sierra Vista Middle School A.S.B. by purchasing an A.S.B. sticker for \$20.00. This purchase is required to participate in co-curricular activities without paying an equipment user fee of \$10.00 It also entitles you to a reduced rate at middle school activities, such as dances, and free entry into high school athletic events.

**Lockers** School locker assignments are handled through a student's teachers. Any student who wishes to have a locker at school will be issued one. 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 for any school or district property in the locker (as defined in RCW 28A.600.210-240). The sharing of lockers is not allowed.

*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. Students should keep lockers locked at all times. Students should not leave large amounts of money or items of value in their lockers. Students will be held responsible for lost, stolen, or damaged books. Do not share your locker combination or key with anyone.*

**Messages** Although not encouraged, we will make our best effort to deliver student messages promptly. Emergency messages will be handled accordingly.

**Student Drop-off and Pick-up:** Please pull forward to drop-off/pick up your student at the curb in the designated student drop-off/pickup area as marked by the signs. Dropping off/ picking up your student in this area is best for their safety. Additionally, this allows for proper traffic flow into and out of our parking lot and greatly reduces traffic problems.

**Textbooks** All basic textbooks are loaned to the students for use during the year. Textbooks are to be kept clean and handled carefully. Be sure that your name and grade are written in the books. We do charge fines for abuse, misuse, or loss of books.

**Visitors:** When a visitor arrives on campus, they must immediately register in the office. Student visitors are not permitted on campus during the school day. If a parent or guardian wishes to observe a classroom we have a procedure in place that will require prior approval. Please contact the office with any questions about visiting your child's classroom or teacher.

**Yearbooks:** Yearbooks will be available prior to the end of school. Price for yearbook will be determined and announced at the beginning of the school year.

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## **ATTENDANCE POLICIES: PROCEDURES AND INTERVENTIONS**

### **Attendance Policy**

Regular attendance is essential for the ongoing social and academic growth of a student. Excessive absences often leave a student feeling behind and overwhelmed, but it may also mean that he/she has missed the introduction or development of important skills. State law requires students between the ages of six and 18 to attend school every school day (RCW 28A.225.010).

Sometimes there are extenuating circumstances that cause a student to miss school. An illness or health condition, a family emergency, a religious observance when requested by the parent(s), a pre-arranged medical appointment, a pre-arranged principal/parent approved absence, or other absences deemed appropriate by the administration are considered excused. When such an absence occurs, the student must bring a note from home explaining the absence. The note must be brought to the attendance secretary no later than three (3) days after the absence. It should be dated and signed by the parent/guardian and should state the number of days absent and the cause of the absence. A parent/guardian may choose to call the secretary within three days instead of sending a note.

### **Truancy/BECCA Bill**

State law dictates that when a student accumulates two (2) unexcused absences, a conference with the parent/guardian will be requested (RCW 28A.020). When a student accumulates five (5) unexcused absences in a month or ten (10) unexcused absences in a year, a petition will be filed with the Yakima County Juvenile Court (RCW 28A.030). Both student and parent may be held to the petition order. We ask the help and support of parents/guardians in seeing that our students learn the importance of regular attendance so that the consequences of a court petition may be avoided.

### **Excused and Unexcused Absences**

- Students will be expected to be in attendance 173 days.
- Students are considered absent after 10 minutes into the class period.
- All absences should be excused within three (3) 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(s), pre-arranged medical appointment, school-approved absences, and other absences deemed appropriate by the administration.
- if a student brings a forged excuse note they will no longer be allowed to bring written notes. A parent must make face-to-face contact with the attendance office to excuse.

**Unexcused absences shall be defined as follows:**

- Absences not falling under the above definition of excused.
- Failure to submit any type of excuse statement signed by the parent, guardian, or adult student.
- Truancy and/or unverified absences will be cause of disciplinary action and/or legal action.

**Checking in and Checking Out of School**

***For the safety, wellbeing, and protection of our students, cooperation in the following areas is essential:***

- Parents/guardians checking out a student may call or come into the main office and sign the student out. Student check out after 2:00 p.m. will be attempted but cannot be guaranteed before the end of school.
- Adults other than the parent or guardian picking up a student must be listed as a contact on the student's registration form, if the adult is not listed, notification from the parent is required.
- If a student forgets his/her note, the school must speak directly to a parent or guardian and give verbal permission for the student's release.
- When a student is being picked up, he/she must attend class until the attendance office calls him/her for check out. The parent/guardian must come to the attendance office and request that the student be released.
- If a student leaves school and wants his/her absence excused, he/she must check out at the attendance office. Failure to check out upon leaving will be treated as truancy. Explanations from the student or parents will not be accepted in lieu of signing out.
- There are no exceptions to the above requirements. The school is not held liable for student actions who do not follow the check-out procedures.

**Truancy**

- Failure to submit any type of excused statement signed by a parent/guardian/adult student.
- Leaving school or class without proper authorization.
- Obtaining a pass to go to a certain place and not reporting there.
- Coming to school but not attending class(es) (staying in the restroom or other area on campus instead of reporting to the office)

**Other Attendance Expectations**

- When a student has been called out of one class and is held over and is late for his/her next class due to conferring with the nurse, a counselor, administrator, or other adult in authority, it is the student's and adult's responsibility to clear the tardy or absence with the attendance office and take an excuse to both (all) of the teachers involved.
- The distinction of Perfect Attendance is given to those students who have been present and on time to every class, every day. Class, athletic, and counseling absences are not calculated against Perfect Attendance.

**Levels of Attendance Interventions**

SCHOOL DISCIPLINE/ALTERNATIVE PLACEMENT: If the student violates the contract and continues to have unexcused absences, further interventions may result that may include further attendance interventions, **loss of school activity/ceremony participation privileges**, school discipline, and alternative academic placement.

**ATTENDANCE CONTRACT:** If a student has excessive unexcused absences, an attendance conference will be arranged with the parent. This attendance conference will include: starting an attendance contract between the school, the student and the parent. The goal of the attendance contract is to improve attendance and academic performance.

**TRUANCY COURT:** State law dictates that when a student accumulates two (2) unexcused absences, a conference with the parent/guardian will be requested (RCW 28A. 020). When a student accumulates five (5) unexcused absences in a month or ten (10) unexcused absences in a year, a petition will be filed with the Yakima County Juvenile Court (RCW 28A.030). Both student and parent may be held to the petition order. We ask the help and support of parents/guardians in seeing that our students learn the importance of regular attendance so that the consequences of a court petition may be avoided.

**Withdrawing from School** Students who find they must withdraw from school should notify the office as soon as possible. On the last day of attendance at school, the office staff will give the student a Withdrawal Form to be taken to each teacher and the Media Center for signatures. The form should be returned to the office as early as possible during the last period of the day. A copy of the Withdrawal Form will be given to the student to present to the “new” school

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## **ATHLETICS**

All students who participate in athletics must have a current physical examination, insurance on file, and a current ASB card (or pay an athletic user fee of \$20.00 per sport). A physical is good for 24 months. School insurance is available for purchase and covers students at school, as well as at athletic events.

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

**Fall** - Boys Football, Girls Volleyball, Boys Soccer,

**Winter 1** - Boys Basketball

**Winter 2** - Boys & Girls Wrestling, Girls Basketball

**Spring** - Boys & Girls Track, Boys Baseball, Girls Fast Pitch, Girls Soccer

### **Basic Athletic Eligibility Requirements\***

1. Athletic members at the middle school must be 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.
2. If the student falls behind in schoolwork, extra help and teacher conferences take precedence over any extra-curricular activity.
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 are encouraged to monitor the academic and social progress of their athletes on a regular basis.

\*The Sunnyside S.D. Athletic Code provides specific information regarding athletic eligibility requirements

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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 the following information on file **before 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.

**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 Health Care Practitioner (HCP) 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 a professional reg. nurse at the school the skill level necessary to self-administer the medication as prescribed; The HCP has formulated a written treatment plan for the student manage 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 incidence of 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.

### **Medical Insurance**

School insurance is available for those who wish to purchase it. It provides minimal 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.

**Migrant Students:** The Sunnyside School District provides medical insurance for the students who qualify for our migrant program. The insurance is subject to change yearly; therefore, if you would like the current information, contact the Sierra Vista office.

**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.



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## **SVMS Codes of Conduct**

### **SVMS students are RESPECTFUL, RESPONSIBLE, and SAFE**

Our school-wide system of Positive Behavioral Interventions and Supports, PBIS, focuses on several important areas to help students achieve behavioral and academic success. We have placed our behavioral expectations which are “**Be Safe, Be Respectful, and Be Responsible**” throughout the school so they can be visible. We call these clearly defined behavioral expectations the “3 B’s”. During the school year all students will receive instruction concerning behavioral expectations in the classroom and for areas outside the classroom like the restroom, hallways, and commons.

At Sierra Vista we will recognize and reward great behavior and students who make great choices. Students may be recognized through positive affirmation and/or with Golden Falcon tickets for positive behavior both in the classroom and in other areas throughout the school. Students could also receive recognition for consistently completing homework or for being responsible citizens. Golden Falcon tickets winners have the opportunities to earn special prizes, assemblies, ice cream parties, or other incentives created by staff and student ASB.

We will continue to maintain high expectations as we practice our Positive Behavior system. We believe that developing self-discipline and the ability to make good choices will lead to the achievement of personal and academic goals.

Our Positive Behavior support system has many benefits:

- It creates a safe environment where learning takes place for all.
- Establishes a school climate that is calm and positive.
- It helps students learn to be responsible citizens.
- Increases in attendance at school for students.
- Reduces the number of students who engage in behavioral disruptions.

At Sierra Vista Middle School our Positive Behavioral Interventions and Supports Systems are designed to maximize the learning for all students, to help all students be successful in school academically and socially, and to insure the safety and welfare of all students and staff.

### **SVMS Discipline Procedures**

Progressive discipline is part of the Sierra Vista Middle School philosophy. Various forms of corrective action may be taken for violation of the student’s rights and responsibilities. The determination of consequences will be made with consideration given to the violation and individual circumstances. Normal discipline progression might include:

- Prompt (verbal)
- Refocus
- Detention (lunch or after school)
- Loss of Privilege (library/ internet use, buses, assembly attendance, hall pass)
- Parent conference with Teachers (w/ verbal or written behavior agreement)
- Academy - Three refocuses in one week will result in an Academy (After School Detention). Student will need to come prepared to Academy with a minimum of a book to read or any unfinished work. A parent/ guardian will be required to pick up a student who has been assigned Academy.
- Office Referral - if a student is involved in any major disruptions or offenses that cause a student to be removed from educational setting.
- In-school suspension (ISS)
- Short-term suspension (STS)
- Long-term suspension (LTS)

- Emergency Expulsion (immediate removal from school) (EE)
- Expulsion

\*Note: Administration, parents and/or teachers may request a meeting at any time during this process to discuss classroom and school-wide expectations.

**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-house 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 police to face criminal charges.**

**Discipline Steps:** *for minor ongoing behaviors*

**Warning:** Prompt of expected behavior

**Step 1**

- 1<sup>st</sup> Re-focus (time-out to think about behavior)

**Step 2**

- 2<sup>nd</sup> Re-focus (time-out to think about behavior)
- Parent notification after 2<sup>nd</sup> Re-focus in a week
- Team meeting with student/ teachers/counselor (*optional*)

**Step 3**

- Tuesday Academy: *assigned after 3<sup>rd</sup> Re-focus in week*
  - Tuesday, 2:20 – 3:25 PM
  - Parents will be notified by Office.
  - Students will be escorted to the Tuesday Academy room.
    - *If student does not attend, they will receive one day of In School Suspension*

**Step 4**

- Office Referral: for 4<sup>th</sup>+ re-focus in a week
  - Progressive Discipline: may include
    - After School Detention
    - In School Suspension (ISS)
    - Short Term Suspension (STS)
    - Long Term Suspension (LTS)

**Exceptional Misconduct Procedure**

The following behaviors constitute substantial disruptions of the educational process and also pose serious threats to security and safety to both the students and staff of the Sunnyside School District. Therefore, they constitute exceptional misconduct under WAC section 180-40-260 (2)(B) and WAC 180-40-295. Participation in any of these acts may result in an immediate short-term suspension, long-term suspension, or emergency expulsion and referrals to law enforcement for criminal prosecution. Individual extraordinary circumstances may be considered before a final determination is made.

**1. Harassment, Intimidation and Bullying (HIB)** (RCW 28A.300.285) (See School Board Policy 3207)

- **Sexual Harassment** (RCW 28A.640.020, RCW 10.14.02) (See Sunnyside School Board Policy 6590P)

- **Hazing** (to humiliate either physically or verbally; to punish, harass or bully by forcing unnecessary acts, duties, tasks, or activities on a student.)
- **Initiation** (the ceremonies by which one is admitted to a group, club, team that attempts to humiliate or inflict, intimidate, coerce, or the actual infliction or bodily harm to any student – such as piling on).
- **Bullying** (negative actions which are intentional, repeated, negative, show a lack of empathy, and a power imbalance)

**2. Possession, sale, use of, and/or consumption of tobacco products.** (See School Board Policy 3251) (RCW 70.155.080)

**3. Possession, use, or distribution of alcoholic beverages, or substances represented as alcohol.** Suspicion of being under the influence of alcohol or substances represented to be alcohol.

**4. Possession, use of, or distribution, of any controlled drug or narcotic substance.** Suspicion of being under the influence of drugs or substances represented to be drugs.

- This includes any use, possession or distribution of any prescription or over-the-counter medication. (e.g., aspirin, cough syrups, caffeine pills, nasal sprays)
- This includes any use or possession of drug or narcotic paraphernalia.

**5. Any incident that is a considered a violent offense.**

- **Fighting** (hitting, slapping, pushing, shoving, and/or kicking)
- **Assaults** (physical or verbal) on students and/or school personnel.
- **Making threats of harm or violence to self and others.**

**6. Possession or control of a gun, knife, or other dangerous weapons/explosives.** (RCW 9.41.010, RCW 9.41.280, RCW 28A.600.420) Look-alike weapons, INCLUDING toys, are included in this section.

**7. Substantial Disruptions to the Educational Process** (including, but not limited to)

- Continual defiance of school authority
- Tampering with school documents, property, or technology
- Unsafe or reckless behavior on school property. Example: pulling a fire alarm.
- Willful disobedience as an individual or part of a group
- Willful disobedience in non-compliance about D/A aftercare.
- Continual gang activity (behavior, dress, writing)
- Lewd conduct

**8. Criminal acts against the school, students, and/or personnel during the school day.** This includes criminal acts committed off-campus during school hours.

**9. Other areas as determined by the Citizens Ad Hoc Committee** (WAC 392-400-260).

The superintendent, independent counsel, the building principal or designee in accordance with WAC 180.40.240 will handle suspension, expulsion, and expulsion appeals.

**No Tolerance for Violence and Fighting at Sierra Vista Middle School**

Sierra Vista Middle School has a “no fighting” policy under the exceptional misconduct under section 180-40-260 (2)(B) and WAC 180-40-295. This simply means that no student will be allowed to resort to fighting or hitting for any reason on the way to school, while at school, on the way home from school, or at any school event. Our policy states that any student or students who engages in fighting or uses violence will immediately be subject to school discipline and referral to law enforcement for disorderly conduct and/or causing a disruption to the educational process. In addition, ***students who document the fight with cell-phones or other recording devices will be subject to school discipline and arrest for participating and promoting the fight as well as students who watch and prevent school personnel from stopping the fight.***

### **Substance Abuse Discipline Procedure-Alcohol & Drugs**

SMVS is a suspicion-based drug testing school. There are times when it may appear that a student is under the influence of drugs and/or alcohol during the school day, on school property, or at school sponsored events. For the safety of the student and those around him/her, school officials reserve the right to refer to field-test for symptoms for drug/alcohol use. If a student meets 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 screening or testing by the student or parent can constitute willful disobedience and will be understood as admitting to be positive for use and be subject to discipline under the exceptional misconduct procedure outlined above.

The sale, possession, use, or being under the influence of alcoholic beverages, drugs, or possession of drug paraphernalia in or on school property, including inside vehicles, is prohibited. The sale or distribution of such substances or paraphernalia, on school property at any time, will result in school discipline and a referral to law enforcement for further action. Any student that appears or is found to be under the influence of drugs and/or alcohol during the school day (on or off-campus) while in attendance at school or at a school sponsored function, activity, or trip will be subject to school discipline. Multiple offenses against the policy may result in a full expulsion from Sierra Vista Middle School.

Students who are disciplined as a result of drug/alcohol or tobacco violations must as a condition of returning on campus agree to a district-approved substance abuse assessment and complying with the recommendations of the assessment as a condition of returning and remaining in an on-campus placement. Students who agree to screening but do not follow through with the recommendations of the drug and alcohol assessment may be subject to a re-examination of an on-campus placement.

### **Vandalism and School Property Damage**

Students who damage, destroy or vandalize school property will be required to pay for losses or damages. If students willfully damage or destroy school property, school discipline may occur with possible referral to law enforcement for further action.

### **Student Searches**

A school principal, vice principal, or principal's designee may search a student, the student's possessions, and the student's locker, if the principal, vice principal, or principal's designee has reasonable suspicion or probable cause to suspect that the search will yield evidence of the student's violation of the law or school rules. A search is mandatory if there are reasonable grounds to suspect a student has illegally possessed a firearm in violation of RCW 9.41.280, the scope of the search is proper if the search is conducted as follows: (a) The methods used are reasonably related to the objectives of the search, and (b) is not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction.

### **School Assembly Conduct**

Student behavior should be school appropriate and courteous at all times. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. During Pep assemblies the noise expectations are different from that of a program assembly. You are allowed to yell/shout when appropriate (not when someone is speaking on the microphone) during a pep assembly. However, during a program assembly this type of behavior is unacceptable. Other unacceptable conduct during a program includes whistling, uncalled for clapping, boisterousness, talking, or any other distracting or rude behavior. Creating a disruption, fight, non-compliance with staff instructions, or other severe disorderly conduct at an assembly is equivalent to inciting a riot and will be subject to school discipline and possible referral to law enforcement for further action.

### **Student Conduct on Buses**

Any misconduct by a student, the bus driver or bus supervisor, determines is detrimental to the safe operation of the bus, shall be sufficient cause for referral for school discipline and for the principal or designee as a part of the discipline to suspend bus-riding privileges.

**SSD Board Policy and WAC 392-135** set forth behavior expectations for students riding school buses. The school bus ride is considered an extension of the school day and students are expected to behave in a way that

is consistent with school/classroom expectations. School Bus Drivers are responsible for the supervision of students from the time the bus arrives at the bus stop in the morning, until the time the students are safely unloaded at the school in; and from loading at the school in the afternoon until students are safely unloaded and across the street (if applicable). Violation of the rules of conduct on buses will be dealt with in a progressive way. Lower level violations will be reported directly to parent by drivers and discipline applied on the bus (i.e assigned seats, etc.). More serious or exceptional misconduct will be reported to school principals and discipline applied by the principal. Discipline for major misconduct and repeated minor violations may include suspension and or revocation of the student's bus riding privilege, as well as in-school discipline. **SSD Policy/Procedure #6605**

## **PROHIBITION OF SEXUAL MISCONDUCT, HARASSMENT, INTIMIDATION AND 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; or
- has the effect of substantially disrupting the orderly operation and/or safety of the school.

**Sexual Misconduct includes, but is not limited to:**

### **(1) Sexual offenses**

Verbal (including telephone), non-verbal, written (including electronic 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, non-verbal 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 and
- 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 cannot 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.**

#### Online Reporting System - Safe Schools Reporting

The Sunnyside School District has developed a website called “Safe Schools” to assist students, parents and staff in the reporting of any incident involving Harassment, Intimidation and/or Bullying. To access the website go to Sunnyside School District login page [www.sunnysideschools.org](http://www.sunnysideschools.org) and under news and announcement click on Safe Schools Alert or go directly to <https://sunnyside-wa.safeschoolsalert.com/>

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#### 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. Clothing shall not be excessively tight, revealing, or distracting. Undergarments shall not be visible—this

includes, but is not limited to, see-through clothing, any part of a bra (including the straps), boxer shorts or the elastic waistband of underwear.

**Tops:** Tops shall completely cover the torso (the stomach and lower back) at all times. Sleeveless tops and tank tops shall not have extremely large armholes, 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.

**Skirts/Shorts/Skort:** Shorts, skirts and skorts shall be no shorter than mid-thigh (standing and sitting). If shorts, skirts or skorts have a slit, the top of the slit shall not go above mid-thigh (standing and sitting).

**Dresses:** The guidelines for tops and skirts shall also apply to dresses.

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

**Outerwear:** As a matter of common courtesy and respect, gloves and all head coverings, including hats, caps, bandanas, and scarves, must be removed upon entering the school building and may not be worn at any time while inside the building, except for when there are specific instructional, safety, religious, or medical reasons. Belts with more than 2 inches of excess length, spiked jewelry, and chains are prohibited.

#### **Gang Related Clothing**

**Notice to parents:** Sierra Vista 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, 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 solid 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 or other gang markings like: XIII, 13, XIV, 14, XXI, 21, Old English or Gothic lettering, Sur, Southside, Norte, BGL, LVL, ‘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.
6. Wide/thick colored shoelaces
7. “Army” style long swinging canvas belts (cotton weave with slip buckle) other than white or black are not acceptable. \*Belts are to be tucked through loops and not to be hanging below shirt level. Buckles must also meet school expectations.
8. No shaving eyebrows 1 – 3, 1 – 4 or inappropriate letter 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.

***As styles change, we may specify changes throughout the year as to what is not allowed. We ask for your support in this process to keep your children safe.***

## **SUNNYSIDE SCHOOL DISTRICT POLICIES**

### **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 Affirmative Action and Equity Officer may be contacted through District Office.

### **Sunnyside School District #201 Health Guidelines for Parents**

**Health Information:** A Sunnyside School District Registration Form with a health update must be completed each school year on each student. If your child has a health problem please indicate so in writing and contact the school nurse.

**Life-Threatening Health Condition:** Prior to the attendance of school, each child with a life-threatening health condition shall present a medication or treatment order addressing the condition from their licensed health care provider. A life threatening health condition means a condition that will put the child in danger of death during the school day if a medication or treatment order, providing authority to a R.N, and a nursing plan are not in place. Once this is submitted to the school nurse, she will, develop a nursing care plan. Students who have a life threatening condition and no medication or treatment order presented to the school shall be excluded from school, to the extent that the district can do so consistent with federal requirements. It is the parents' responsibility to contact the school nurse prior to attendance of school to obtain a necessary Health Care Plan. It is also the responsibility of the parent to notify the school nurse of any changes in their child's health status or new diagnosis during the school year. Parents of students with a Life-Threatening condition may be required to attend field trips with their child.

**Medications at School:** Sunnyside School District has a no drug policy, which includes any over-the-counter medication, herbal medication, and prescription medication. In the event that there exists a valid health reason, which requires the administration of any medication to a student during the school hours, proper notification and authorization must be completed in compliance with RCW 28A.210.260 and the Washington State Nurse Practice Act. For any over-the-counter medications, prescription medications (including asthma inhalers and epipens), and herbal medications, both the parent and licensed health care provider must complete the **Authorization For Medication Form**, which is available in each school office from the school nurse. This form must be on file in the nurse's office and be for the current school year, unless a shorter period is specified. Medication must be brought to school by the parent in the pharmacy bottle, or original packaging for over-the-counter meds. No medication brought to school in baggies or envelopes will be accepted.

**Food Allergy/Special Diet:** We do not have a licensed dietician at school. Students with food allergies or other medical problem needing special dietary accommodations must have a **Dietary Prescription Form** completed by their Licensed Health Care Provider and signed by the parent. This Dietary Prescription Form is available from the school nurse. No accommodations or substitutions will be provided by the cafeteria staff without this form on file with the school nurse. We strongly recommend that students with severe food allergies eat only carefully examined food brought from home.

**Activity Accommodations:** Students who need a modification in Physical Education (PE classes) or mobility at school due to a temporary or chronic problem must have their licensed health care provider



write a prescription specifying the limitations, and the date of return to normal activity if appropriate. This form must be on file in the school office for the accommodations to be made.

**Asthma/Severe Allergies:** Students with asthma or severe allergies, will be allowed to carry and self-administer their inhaler or epipen on their person with written parent and licensed health care provider, and school nurse permission. If self-carrying, a second dose will need to be ordered through the health care provider. The first dose will be kept in the school office accessible to the student at all times. The licensed health care provider is also required to provide the school with a written treatment plan.

**Transportation:** Bus Drivers are unable to carry medications for students on their person or on the bus because of temperature fluctuations, frequent route changes etc. Bus drivers are trained in first aid. In the event of an emergency the bus driver will pull over and call 911 for assistance. Parents may want to make arrangements for alternative transportation for students that are unable to self-administer and/or carry their emergency medication.

**Diabetes:** Students with diabetes are required to have an Individualized Health Care Plan on file, developed by the school nurse, parent, licensed health care provider, and student. This plan will include the level of independence of this student, the emergency care plan, as well as the licensed health care providers orders for medications to be administered, and diet prescription form. The family is required to provide the school with all needed supplies, including non-perishable snacks.

**Disasters:** In case of disaster, the school nurses will make every effort to reunite medically fragile students with their family or emergency medical services as soon as possible. Some resources recommend a 3 - day supply of daily medicines to be kept at school. This may not be practical if there are frequent dosage changes or the medicines expire. Please discuss your child's situation with the school nurse.

**Field Trips:** All students attending field trips out of town require a field trip permission form to be signed by the parent. Any medications sent on field trips (prescription or over-the counter) must have an **Authorization for Medication Form** completed with written parent, health care provider and school nurse permission. Contact the school nurse 2 weeks prior to the trip.

**Immunizations:** Students may not be enrolled in school unless a completed Certificate of Immunization Status (CIS) form is submitted. The Washington State Immunization Law requires that students immunizations be current. A copy of the Department of Health Immunization requirements is available in each school office. If the parent objects to immunizations for person or religious reasons they must indicate so in writing on the CIS form for the student to be exempt. Following proper notification, the school shall exclude the student for noncompliance with immunization laws pursuant to the appeal process procedures for student expulsion.

## **ANAPHYLAXIS PREVENTION**

For students with a medically diagnosed life-threatening allergy, the district will take appropriate steps for the student's safety, including implementing a nursing care plan.

### **Parent/Guardian Responsibility**

Prior to enrolling a student, the parent/guardian will inform the school in writing of the medically diagnosed allergy(ies) and risk of anaphylaxis. Upon receiving the diagnosis, school staff will contact the parent/guardian to develop a nursing care plan. A nursing care plan will be developed for each student with a medically diagnosed life-threatening allergy.

### **Nursing Care Plan**

The written plan will identify the student's allergies, symptoms of exposure, practical strategies to minimize the risks and how to respond in an emergency.

The principal or designee (school nurse) may arrange a meeting (or telephone call) with the parent/guardian prior to the first day of attendance to develop and discuss the nursing care plan. The plan will be developed by the parent, school nurse and appropriate school staff. If the treatment plan includes self-administration of medications, the parents, students and staff will comply with model policy and procedure 3419, Self-Administration of Asthma and Anaphylaxis Medication.

Annually and prior to the first day of attendance, the student health file will contain: 1) a completed nursing care plan; 2) a written description of the treatment order, signed by a licensed health care provider; and 3) an adequate and current supply of auto-injectors (or other medications). The school will also recommend to the parents that a medical alert bracelet be worn by the student at all times. The parents/guardians are responsible for notifying the school if the student's condition changes and for providing the medical treatment order, the auto-injectors and medications.

Students who have a medically diagnosed life-threatening allergy and no medication or treatment order presented to the school, shall be excluded from school to the extent that the district can do so consistent with federal requirements for students with disabilities under the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, and pursuant to the following due process requirements:

1. Written notice to the parents, guardians or persons in loco parentis is delivered in person or by certified mail.
2. Notice of the applicable laws, including a copy of the laws and rules.
3. The order that the student shall be excluded from school immediately and until medications or a treatment order is presented.

### **Communications Plan and Responsibility of School Staff**

After the nursing care plan is developed, the school principal or a designee will inform appropriate staff regarding the affected student. The school nurse (R.N.) will train appropriate staff regarding the affected student and the nursing care plan. The plan will be distributed to appropriate staff and placed in appropriate locations in the district (class room, office, school bus, lunchroom etc.). With the permission of parents/guardian and the student, (if appropriate), other students and parents may be given information about the student's condition.

### **In-service Training**

Annually, each school principal will provide an in-service training on how to minimize exposure and how to respond to an anaphylaxis emergency. The training will include a review of avoidance strategies, recognition of symptoms, the emergency protocols to deal with an anaphylaxis episode and use of an auto injector.

Student specific training and additional information will be provided (by the school nurse) to teachers, teacher's assistants, clerical staff, food service workers and bus drivers who will have known contact with a diagnosed student.

### **Controlling the Exposure to Allergens**

Controlling the exposure to allergens requires the cooperation of parents, students, the health care community, school employees and the board. The district will inform parents of the presence of a student with life threatening allergies in their child's classroom and/or school and the measures being taken to protect the affected student. Parents will be asked to cooperate and avoid including the allergen in school lunches and snacks or other products. The district will discourage the sharing of food, utensils and containers. The district will take other precautions such as avoiding the use of party balloons or contact with latex gloves. Additionally, play areas will be specified that are lowest risk for the affected student.

The district will also identify high-risk events and areas for students with life-threatening allergies, such as foods and beverages brought to school for seasonal events, school equipment and curricular materials used by large

numbers of students (play-dough, stuffed toys, science projects, etc.) During school-sponsored activities, appropriate supervisors, staff and parents will be made aware of the identity of the student with life-threatening allergies, the allergens, symptoms and treatment. The lead teacher will ensure that the auto-injector is brought on field trips.

### **Parties/ Celebrations**

Sunnyside School District policy states that due to students with food allergies only commercially prepared foods (with label identification) will be distributed during school hours in the classroom for administration approved parties, celebrations and seasonal events.

### **Balloons/ Items going home on bus**

As a result of latex allergies, only mylar balloons will be allowed on school grounds. Students that receive deliveries of flowers, balloons, etc. for birthdays and/or holidays will not be able to take these items home on the bus. District policy states that students shall not carry or have in their possession items that can cause injury or which may be hazardous in the event of an accident or emergency stop.

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## **Students and Telecommunication Devices Policy No. 3245**

While on school property or while attending school-sponsored or school-related activities students shall not use personal telecommunication devices including but not limited to pagers, beepers and cellular phones in a manner that poses a threat to academic integrity, disrupts the learning environment or violate(s) the privacy rights of others.

Students in possession of telecommunications devices and other related electronic devices shall observe the following conditions:

Telecommunication devices shall be turned on and operated only before and after the regular school day unless an emergency situation exists that involves imminent physical danger or a school administrator authorizes the student to do otherwise.

1. 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.
  2. 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. In addition, an administrator may confiscate or with reasonable cause search the device, which shall only be returned to the student's parent/guardian. Content or images that violate criminal laws will be forwarded to law enforcement.
  3. By bringing a cell phone and other electronic devices to school or school sponsored events, the student and parents consent to the search of the device when school officials have a reasonable suspicion that such a search will reveal a violation of school rules.
  4. 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.
  5. Students shall comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices.
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## **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. 6<sup>th</sup> Street, Sunnyside, WA 98944. Telephone: (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 case worker, please feel free to have them contact us on your behalf. You may contact us as at: Sunnyside School District, 1110 S. 6<sup>th</sup> Street, Sunnyside, WA 98944. Telephone: (509) 837-5851.

#### **Gun Free Zone**

The Sunnyside School District has a gun-free schools policy (Policy 4219) that includes one- year mandatory 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

You can report sexual harassment to any school staff member or to the district's Title IX Officer: Debbie Holwegner, 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](http://www.sunnysideschools.org)) or the Superintendent's Office (1110 S. 6th St., Sunnyside, WA).

## **Dear Parent/Guardian,**

This year, the state of Washington and Sunnyside School District are placing great importance on student attendance. Attendance has a huge impact on academic success. Below you will find information regarding the efforts the Sunnyside School District will make to ensure there are no barriers to your student attending school regularly.

When your student is absent, please contact your child's school. We will track attendance daily, communicate with you regarding unexcused absences, and identify barriers and supports available so your student can attend school regularly. The Sunnyside School District has many people prepared to assist with challenges your student may face in attending school regularly or on time. More information can be found online at [www.sunnysideschools.org/attendance](http://www.sunnysideschools.org/attendance).

The Becca Bill, our state law for mandatory attendance, requires children ages 8 to 17 to attend a public or private school, or a district-approved home school program. While children ages 6 or 7 years old are not required to be enrolled in school, if they are, the student must attend full-time. Those 16 or older may be excused from attending public school if they meet certain requirements. <http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.225>

If your student has two unexcused absences in one month, state law (RCW 28A.225.020) requires a conference to be scheduled for you and your student. A plan will be developed that may require an assessment, to determine how to support your student's attendance.

In elementary school, after five excused absences in any month, or ten or more excused absences in the school year, the school district is required to schedule a conference to identify the barriers and supports available to you and your student. No conference is needed if a doctor's note is provided, the absences are pre-arranged, and plans have been made to support the student's academic progress while absent. If your student has an Individualized Education Plan or a 504 Plan the team that created the plan needs to reconvene.

Seven unexcused absences in any month or ten unexcused absences within the school year, requires the District to file a petition with the Juvenile court, alleging a violation of RCW 28A.225.010, the mandatory attendance laws. The petition may be automatically stayed and your student and family may be referred to a Community Truancy Board, or you and your student may need to appear in Juvenile Court. If your student continues to be truant, you may need to go to court.

In the Sunnyside School District, we have established the following rules on attendance that will help you ensure your student is attending regularly. School policies and procedures on excused and unexcused absences, and tardies, can be found on the Sunnyside School District website at [www.sunnysideschools.org/attendance](http://www.sunnysideschools.org/attendance).

***Kevin McKay, Superintendent***



## **DID YOU KNOW?**

- Starting in kindergarten, too many absences (excused and unexcused) can cause children to fall behind in school.
- Missing 10 percent (or about 18 days) increases the chance that your student will not read or master math at the same level as their peers.
- 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.
- By 6th grade, absenteeism is one of three signs that a student may drop out of high school.
- By being present at school, your child learns valuable social skills and has the opportunity to develop meaningful relationships with other students and school staff.
- Absences can be a sign that a student is losing interest in school, struggling with school work, dealing with a bully or facing some other potentially serious difficulty.
- By 9th grade, regular and high attendance is a better predictor of graduation rates than 8th grade test scores.

## **WHAT YOU CAN DO**

- Set a regular bed time and morning routine.
- Prepare for school the night before, finishing homework and getting a good night's sleep.
- Find out what day school starts and make sure your child has the required immunizations.
- Don't let your student stay home unless they are 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.
- Avoid appointments and extended trips when school is in session.
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Keep track of your student's attendance. Missing more than 9 days could put your student at risk of falling behind.
- Talk to your student about the importance of attendance.
- Talk to your students' teachers if you notice sudden changes in behavior. These could be tied to something going on at school.

## STUDENT INTERNET USE AGREEMENT

*(Students must have student and parent signature agreement on file before using the Internet.)*

We are very pleased to bring this access to Sunnyside School district and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

Sunnyside School District has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. Sierra Vista Middle School firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

If a Sunnyside School District user violates any of these provisions his or her account will be terminated and future access could possibly be denied. The signature(s) at the end of the document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

### Internet – Terms and Conditions

1. **Acceptable Use** – Use of your account must be in support of education and research and consistent with the educational objectives of the Sunnyside School District. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.
2. **Privileges** – The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student who receives an account will be part of a discussion with a Sunnyside School District faculty member pertaining to the proper use of the network.) The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of Sunnyside School District may request the system administrator to deny, revoke, or suspend specific user accounts.
3. **Downloading** of software of any kind is prohibited on Sunnyside School District Computers. Not all software is compatible with every computer and operating system. If software is needed for a class put in the request to a staff member for the software. If you are found to be downloading software you will lose your computer privileges for the remainder of the year.
4. Sunnyside School District makes **no warranties** of any kind, whether expressed or implied, for the service it is providing. Sunnyside School district will not be responsible for any damages you suffer. This include loss of data resulting from delays, non-deliveries, or service interruptions by it's own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Sunnyside School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
5. **Security** – Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet, as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.
6. **Vandalism** – Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to the NSFNET Internet backbone. This includes, but not limited to, the uploading or creation of computer viruses.

*Sierra Vista Middle School*  
**Teacher/Parent/Student Compact**  
**School Year 2018-2019**

***The staff will...***

- a. Attend school and be prepared for instruction.
- b. Create an environment that is safe and conducive to learning.
- c. Maintain open lines of communication with students, parents and administrators.
- d. Provide quality instruction and encouragement.
- e. Follow guidelines in the student handbook.
- f. Provide parent opportunities to volunteer & participate.
- g. Involve parents in the planning, review and improvement of parental involvement policy.

***The parents will...***

- a. Have their student attend school everyday, on time and ready to learn.
- b. Organize an area, and time, at home where the student can complete homework.
- c. Communicate with classroom teachers to monitor student progress.
- d. Be involved at ***Sierra Vista Middle School*** by attending parent conferences, meetings and school functions.
- e. Read through and understand the contents of the student handbook.
- f. Will attend as many building Parent Advisory Committee meetings as possible.

***The student will...***

- a. Attend school everyday, on time and ready to learn.
- b. Complete all assignments to the best of his/her ability
- c. Allow other students to learn by obeying classroom rules and maintaining self-control.
- d. Show respect and cooperation with all adults and fellow students.
- e. Read through and understand the contents of the student handbook.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
(Date)