

McMurray Mustangs



McMurray Middle School 2018-2019 Student / Parent Handbook

9329 SW Cemetery Road
Vashon Island, Washington 98070
206-463-9168

www.vashonsd.org/mcmurray

McMurray Middle School is focused on preparing all students during the transition from elementary school to high school and expecting them to engage, thrive and contribute. We engage students in a rich core curriculum, implement dynamic instruction, and provide challenge and support for all students. Our rich elective and exploratory courses cultivate student's intellectual, creative, kinesthetic, and social development.

We are committed to developing positive relationships so that our students have a sense of belonging and connectedness to school. We challenge and support all students to make significant growth in essential life and academic skills. Students routinely explore their affective and whole selves, while all students are held accountable for respect, responsibility and contribution to our culture.

Growth, curiosity, empathy and social-emotional development are essential aspects of the McMurray program. Strong relationships for learning promote our sense of purpose to establish a building culture of positive communication, collaboration and accountability.

Our highest priorities for the year will be:

- *Promoting curiosity, engagement, critical thinking, academic growth for all students continue as our highest priorities.*
- *Developing a safe and positive school climate will be emphasized throughout the year, with a particular focus on fostering empathy, inclusion, responsibility and respect.*
- *Enhancing positive collaboration with students, home and the community through a variety of outreach, volunteerism, and communications.*

Resolving Concerns through a Commitment to Respectful Engagement

As faculty, staff, students, and parents we commit to the following attributes of respectful engagement as we resolve our concerns:

- We share a common interest in the engagement and thriving of all members of our learning community.
- We desire to know and communicate concerns immediately so that issues do not build over time.
- We commit to "going to the source" by approaching people directly regarding our concern to resolve it most quickly and effectively.
- We act with integrity and treat each other with respect.
- We approach problem resolution in cooperation with one another and with a team mindset.
- We endeavor to resolve concerns in an open, effective, and timely way.
- We avoid attempting conflict resolution through email and prefer to problem-solve by telephone or in person during a mutually arranged meeting.

Process for Resolution of Problems and Concerns

1. Be clear, calm and fact-based in communicating your concern/complaint. Be open to receiving new information regarding your concern.
2. Approach the person directly and respectfully with whom you have the concern
 - a. Seek the help of the supervisor (i.e. Principal, counselor) to facilitate a face to face meeting, if necessary.
 - b. Remember, face to face is the preferred method.
3. If the problem persists despite attempts at resolution then contact a supervisor directly to share your concern.
 1. On the rare circumstance when problems cannot be resolved at the school level the please contact the Superintendent's Office.
 2. Safety, illegal activities or health concerns should be shared directly with a supervisor immediately.

Student Rights and Responsibilities

Vashon Island School District #402 Student Rights and Responsibilities sets forth the general policy of the district regarding student conduct. The school district has passed specific rules and regulations which describe the rights and responsibilities of students.

The rules and regulations describe the disciplinary actions which may be imposed by the district if the student should violate district policy or specific rules and regulations. Disciplinary action may include suspension, expulsion, or emergency action. The due process rights of students regarding notice of intended disciplinary action and hearing procedures available to the student are also included.

GENERAL INFORMATION

Where to go.....

Main Office (Ms. Vickers and Ms. Jensen): locker information or help, report a theft, admit slip, early dismissal slip, bus note, bulletin note, school fees, visitor's pass, and address/email change, grade reports, Family Access information, scholarship requests, Exploratory Week, fundraising

Counselor: (Ms. Zike & Ms. Butler) in the portable: request transcript, register or withdraw, student mentors, personal/crisis counseling, student testing and interpretation, scheduling requests

Athletics (Ms. Jensen): forms, fees, eligibility, transportation

Custodian (Ms. Albright): locker problems, clean-up, repairs

After School Clubs/Programs

McMurray offers a number of free after school clubs for all McMurray students. To join a club refer to the club posters and school websites. All students must have a completed and signed by a parent or guardian athletic/afterschool form turned into the main office. School day rules and expectations apply to after school programs. Students who attend clubs and ride the bus home can take the CES bus home on club days - students must follow **Bus Conduct Code**.

Athletics

7th and 8th grade students interested in participating in our interscholastic sports program must have a physical signed by a physician (good for 24 months), a signed parent permission form, signed activities code, paid the \$100 sport fee and purchase a \$40 ASB card. The fees must be paid during the first two weeks of practice. Check with the main office if you think your physical is still good. If a scholarship is needed, please contact the main office staff.

Our eligibility policy states that students must be passing all classes and display responsible behavior in order to remain eligible. Should you become ineligible, you will be restricted from participating in the next scheduled event, but you must still attend practice.

6th grade students may practice and travel with the teams, but are not allowed to compete with the team, except for wrestling, where they may only compete against other 6th grade students. In order for a 6th grade student to participate he/she must provide all completed paperwork and purchase an ASB card, but is not required to pay the sport fee unless he/she is allowed to compete (wrestling only).

An athlete arriving after first period on game day without a prearranged or excused absence (medical, dental or family emergency), may not participate in that day's game. Sleeping late or missing the bus is not an excused absence.

Attendance Policy

Under the Washington State Compulsory Attendance Law, parent or guardians have the primary responsibility for keeping their students in regular attendance. In order to optimize learning, a student needs to attend class and be on time. When students are aware they are going to be absent, it is their responsibility to ask for assignments 2 weeks before the absence occurs (Pre-Arranged Absence Form).

Requests for make-up work must be made on the day the student returns to school following an excused absence, and completed within a number of days equal to the excused absence (not counting the day of return). If a student does not make up the work in the allotted days, it is no longer the obligation of the teacher to allow the student to make up the work. If the classroom teacher has an established deadline for an assignment or project, being absent (excused or not) will not change that deadline. Students need to make arrangements to get the assigned work in on time.

It is also understood that make-up work does not substitute for classroom participation and make-up work need to be accepted for any unexcused absence.

- **It is expected** that students will attend class on every school day. All teachers will take and keep a record of absences and tardies.
- **Make-up work** will be allowed for all excused absences. Make-up work is not allowed for unexcused absences or trancies.
- **Parents should call** the main office before 9:00 am on the day their student is absent from school without prearrangement. The school will attempt to telephone each absent student's parent/guardian whom we have not heard from by that time.
- **Students who are absent** from more than one of their scheduled classes on the day of a co-curricular activity will not be allowed to participate in that activity. Exceptions will be made for verified doctor or dental appointments and school related activities where prior approval is obtained through the office.
- **If parental contact is not made**, a note of verification is required from the parent or guardian. Excuses must contain the date of the absence, reason of absence, and signature of parent or guardian. Excuses are turned in to the office on the morning following each absence.
- **Pre-arranged absences.** Parents must request approval for a pre-arranged absence by completing the Pre-Arranged Absence Form and getting Principal approval 2 weeks before the planned absence. If the procedures for pre-arranged absences are not followed the absences may be considered unexcused.

Becca Bill

RCW 28A.225 requires the following actions when student have an unexcused absence:

1. Notification of the parent or guardian by phone or in writing on the first unexcused absence.
2. Written notification of the parent or guardian and a conference with the parent/guardian and student on the second unexcused absence.
3. On the seventh unexcused absence in any month or the tenth unexcused absence in the school year, a truancy petition must be filed with the juvenile court. Written notification to the parent or guardian and a conference with the parent/guardian and student with administration will be mailed by the school. The parent/guardian will also be notified by the juvenile court system.

Backpacks

Backpacks are not allowed in classrooms and should be placed in lockers upon arrival at school. The one exception to this rule is that backpacks may be allowed in 6th period classes if it is approved by the 6th period teacher.

Bus Riding Conduct

Riding the bus is a privilege. Students are responsible for making the bus a safe environment for everyone on the bus. The bus driver has a big responsibility to see that all students get to and from school safely. Students are expected to not distract the bus driver and respect other riders. All students should use level 1 - 2 voices and remain seated in seat until

disembarking. Misbehavior may result in discipline and possible loss of bus riding privilege. Items brought on bus must be appropriate for school and must be able to fit in a backpack or athletic bag.

Students may ride a different bus or get off at an alternate stop if the student has a note signed by his/her parent or guardian, has a bus pass from a pre-arranged activity at school, or has a bus pass obtained from the school office. Bus passes must be obtained before the end of the lunch period.

Closed Campus

McMurray is a closed campus. The following expectations are in effect and will be strictly enforced:

- All students must sign out in the office if leaving campus during the school day and must have specific permission from the office to leave campus.
- This permission may be obtained with a note from a parent or a telephone call home.
- Leaving school without permission will be considered truancy.
- **Visitors on Campus:** All visitors must sign in at the main office. A visitor's badge must be worn in clear view for the duration of the stay on campus. McMurray prohibits students not currently enrolled in our district from visiting our campus when school is in session unless the visit has been approved in advance by the principal.
- Student visitations of a purely social nature are strictly prohibited.

Commons Area/MPR/Front of School

Our school hallways are for travelling from classroom to classroom. Students are asked to socialize in other supervised common areas at the appropriate times (break, lunch, before and after school). During scheduled break and lunch, students are expected to remain in the lunchroom, commons, or may participate in activities outside. Student behavior in the MPR and commons is expected to be safe, respectful and responsible.

- Walk to the MPR and be courteous to others while waiting in line.
- Visit with friends. Refrain from shouting or disruptive behaviors.
- Dispose of garbage in the appropriate recycle bins or trash cans and leave the area clean. Assist with spills or other messes.
- Respectfully follow directions of the lunch staff and campus monitors.

Contacting Your Child during the Day

If parents need to get a message to their child during the school day, they may contact the main office at 206-463-9168 and ask that a message be delivered to the student. Parents may ask that the student come to the office between classes, are at break or lunch, to phone home. If your student carries a cell phone please reference the Electronic Devices policy in this handbook.

Dances

McMurray dances are held following the school day from 2:45 to 4:30. Dance dates will be announced. Students may not leave the school then return to the dance without permission from an adult. Students are expected to follow all school expectations at all after school events.

Dress Code

We want our students to understand the importance of education, to take it seriously, and to be prepared for their eventual transition to high school and the professional workplace. Students are expected to use good judgment in dressing appropriately while promoting a positive school culture. Our goal is to monitor the dress code fairly and in a way that does not increase negative stereotypes for any gender or group.

The following types of clothes **may be worn** at McMurray Middle School:

- Pants that are worn at, or above the hips, and are properly secured.
- Shorts, skirts, or torn pants that come to mid-thigh.
- Shirts that cover the whole torso and cover undergarments.

- Shoes that have hard soles (other requirements may be made for specific classes i.e. science; PE)
- Hats or hoods may be worn in the building and must not cover the face or eyes.

Examples of clothing that **should not be worn at school** are:

- Clothing that does not represent our McMurray commitment of respect and inclusion.
- Clothing that exposes excessive skin or undergarments.
- Clothing that covers the face.
- Clothing that references drugs, alcohol, weapons, sex, or vulgar language.
- Clothing that references gang activity.

The dress code will be monitored by all staff. Students dress that may be in violation of the dress code will be given a note by a staff member directing them to the office. Administration or office staff will make a determination of the appropriateness of students' attire in an appropriate and respectful manner. In every case we will work to remedy the attire so that the student can return to class as soon as possible. Violations of the dress code may result in disciplinary response and parental contact. Exceptions to dress code may be made for spirit days or at the administrator's discretion.

Emailing and Phoning Teachers

During the school day teachers are focused on student instruction and are unable to retrieve phone and email messages. For this reason, we ask that you allow up to three days for teachers to reply to email or phone messages. To email a staff member simply use this format: teacher's first initial followed by last name@vashonsd.org (i.e. gallison@vashonsd.org)

Energy Drinks & Soda Pop

Highly caffeinated beverages (Rockstar, Monster, Red Bull, Starbucks Energy, etc) and/or beverages containing high amounts of specific vitamins which increase anxiety, restlessness, etc. (5 Hour Energy, ZipFizz) are not allowed at school and will be confiscated and thrown out. Soda Pop is not allowed in classrooms or hallways - can be consumed at lunch.

Extra Help

If you do not understand an assignment, if the work is difficult, or if you have been absent and have missed assignments and class discussions, you may arrange a conference with your teacher before or after school. Many teachers provide after school hours for additional support - check with your teacher.

Family and Student Access

McMurray staff recognizes that many parents would like to play a greater role in their child's education. To make it easier for you to get involved and help keep you informed in your child's education, we are providing you with the ability to view student information (schedule, grades, attendance, demographic home information, transcripts, food service account balances, and standardized test results) anytime. Parents frequently use the "gradebook" feature for individual classes to see how students scored on assignments, as well as listing missing assignments. Teachers ask that you allow up to two weeks between assignment due-date and the posting of assignment grade. Contact Ms. Jensen (bjensen@vashonsd.org) for your login and password.

Fees (All fees are subject to change)

Elective fees are due each semester. Sport fees are due during the first two weeks of practice and are per sport. Contact one of our counselors, Mr. Allison or Ms. Jensen if a scholarship is needed.

McMurray Fees

Art , Graphic Art	\$30	ASB card	\$40
Ceramics, Fiber Art, Photo	\$35	Dances	\$5
Food 101 & 102	\$30	Intro to Woodworking	\$25
Exploratory Week	\$50 - \$200	Sport Fee	\$100 per sport

Design It, Build It

\$25

Yearbook

\$40

Food Service

Breakfast \$1.75 or \$.30 reduced

Lunch \$2.50 or \$.40 reduced

Fines

During the school year we will periodically check for lost or damaged books. Fines may be levied at that time. You are responsible for the book checked out to you. Fines may range from \$2.00 for damage to full replacement cost. Students may also be levied a fine for lost padlocks or damage to lockers.

First Aid

School personnel are trained to handle first aid for minor injuries. In case of serious injury or illness parents will be contacted immediately. If parents cannot be reached, and a parental consent form has been checked authorizing the school to seek emergency treatment, the child will be taken to the local clinic. Please make sure your emergency phone number is on file in the office. 911 will be called in extreme emergencies.

Grading

Mid-term and semester grades may be viewed through Family Access. No grade reports will be mailed unless specifically requested. The standardized transcript is based on a marking/grading system that reports the grades earned by students as follows:

A 4.0	B+ 3.3	C+ 2.3	D+ 1.3	F .0
A- 3.7	B 3.0	C 2.0	D 1.0	
	B- 2.7	C- 1.7	D- .7	

Humanities classes meet for two periods so that grade is counted twice when calculating a grade point average. Math and Science Teachers use Standards-Based Grading system. Students receiving an incomplete grade have fourteen calendar days at the end of the grading period to complete the work. If the work is not completed within the fourteen days, the incomplete grade reverts to an "F" grade. In exceptional circumstances the principal may extend the time period allowed to complete the course.

Homeroom Period

Homeroom is intended to serve as a period to enhance student skill and help develop a positive school climate. Three - four days each week the homeroom period will be dedicated to supporting literacy with a building-wide sustained silent reading response (SSRR) program for at least the first six weeks of school. Identified students may receive focused and guided support during this time. One - two day(s) each week homeroom will focus on specific lessons designed to help improve our overall school climate. These lessons will include social emotional learning, bullying prevention and student-led conference preparation.

Homework Requests

If a student is absent please check teacher websites at www.vashonsd.org/mcmurray/teacherweb or Family Access for homework.

Internet Use

Computers are available in the library and classrooms for student use. Priority is given to students using the computers for class related projects and research. Students must have a signed Responsibility Contract on file in order to access the internet.

Lockers

Each student is assigned a locker and a lock. Students are not allowed to bring their own locks for lockers. Lockers and locks are the property of the school district. As property of the school, lockers may be inspected by school officials at any time. Lockers are not to be written on or in any way vandalized by students. The cost of repairing any damage to a locker or a fee for a lost lock will be charged to the student. The school does not assume liability for stolen items.

Loss of or Damage to School Property

A student or his/her parent or guardian shall be responsible for the cost of property which is lost or willfully damaged.

Lost and Found

If you have lost or found an item, contact the school secretary in the office or check in the Lost and Found area in the lunchroom. Unclaimed lost and found items will be donated periodically during the school year.

Medication / Health Conditions

According to state law and district policy, if it is necessary for your child to receive oral medication (prescription or non-prescription) during school hours, a medication form must be filled out and signed by both the physician and parent. These forms are available in the school office. All medication must be kept in the most current pharmacy container and will be kept locked in the school office. To ensure safety, parents are encouraged to have an adult deliver the medication to school. Washington State Law RCW 29.10 Section 1 requires that all students with life threatening health conditions have the needed medical orders, medication and/or equipment and a nursing care plan in place before the child may attend school. Forms are available in the school office.

Parent Conferences

Parents may make appointments for conferences with teachers, the counselor, or building administrator by telephoning the school office. See "Student-Led Conference" section for information about this program.

Part-time Students

Students arriving after regularly scheduled start time (8:00 am) must sign in at the main office. Part-time students must sign in upon arrival and sign out when leaving. They are required to leave campus after their regularly scheduled classes.

Personal Effects / Valuables

Students are cautioned not to bring large amounts of money, expensive electronics, mobile phones or cameras to school. Students, not the school, are responsible for their personal property. Parents are reminded that the school district cannot be responsible for loss or damage to personal property brought to school by students. Students who bring personal belongings to school do so at their own risk. **Unattended backpacks are not secure storage for your valuables.**

Personal Technology at School

Technology and cell phones are a valuable resource, however, these items can be disruptive to the school learning environment. McMurray allows students to use privately owned electronic devices to access the VISD wireless network. Connecting to the VISD wireless network with personal devices is a privilege, not a right, and it is not a requirement for students. Permission to bring and use privately owned devices is contingent upon adherence to VISD Technology Contract, which must be signed by student and parent and returned to the school.

If a student chooses to bring personal technology to school, they must be turned off (not on vibrate) and stored out of sight. **Electronic devices may be used outside the building and in the MPR/commons before and after school, break and lunch. Sound needs to be off when inside the building. Use of technology in the hallways and classrooms is not allowed. This includes headphones and earbuds as well.** Students who choose to use electronic devices during these approved times are responsible for stowing them out of sight as they walk through the building.

Inappropriate use of electronic devices will result in the following consequences:

- **First Offense:** Electronic device is held in the office until the end of the day, when the student can claim it.

- **Second Offense:** Electronic device is held in the office until the end of the day and can be claimed by a parent at his or her convenience.
- **Third Offense:** Electronic device is held in the office until the end of the day and can be claimed by a parent following a check in with administration.
- **Repeated Offenses:** may result in a contract or plan for the use of the personal devices

If parents need to contact their child during the school day they may do so via the front office. See “**Contacting your Child during the Day**” for more information.

Public Displays of Affection

Public displays of affection are not allowed at McMurray. Hugging, kissing, embracing, hand-holding or any other sexual contact is prohibited and subject to school discipline. Hugging in a non-sexual way is allowed within reason.

Recreation Equipment

The foosball tables, ping pong table and the pool table should not be used during passing period or class time unless directly supervised by a staff member as part of a class activity. Please do not sit on the game tables.

Restrictive Health Conditions

If your child develops a health condition restricting school activities, e.g. broken bones, sprains or other short term disability, the school secretary or counselor should be notified immediately, followed by written instructions from your physician.

RTI (Response to Intervention)

RTI is a McMurray model helping students with additional support in math, reading and behavior. Identified students will report to small groups during Homeroom on non-homeroom lesson days.

Skateboards and Bicycles

Skateboards may not be ridden during the school day, **but may be ridden after school in the lower parking lot only. Helmets must be worn at all times while riding.** Bicycles are not to be ridden on campus during the school day except during class when enrolled in the Mountain Biking elective. After hours use is a user’s risk. Users must wear helmets. Vashon Island School District accepts no responsibility for accidents occurring during after hour’s unauthorized use. Users will be held financially responsible for any damage to school district property.

Snow Days

During periods of bad weather, radio and television stations will report closures and changes of schedule. If information is not mentioned, school will be held as usual and transportation will not be changed. When school is closed, all activities planned for public school buildings will be cancelled.

Student-Led Conferences

Student-led conferences are designed to help our students become more invested in their academic progress by setting and achieving their goals and developing a portfolio of best works. Twenty minute conferences will be scheduled for March 21 and 22 where students will discuss their portfolios, goals, and reflections on the year. Students are required to attend the conferences. No McMurray classes will be held on conference days.

Supplies

We encourage students to maintain these supplies throughout the school year. We maintain some supplies at school for students who have a financial need.

3-ring binder with dividers	Eraser	Colored pencils or fine-point felt pens
White, lined paper	Pencils	Other items as required by teacher(s)
Ruler (metric / standard)	Scissors	Combination/key lock for PE basket
Blue or black ball-point pens	Protractor, Calculator, Compass	Zippered notebook pouch

Tardiness

Students who arrive late to class disrupt the educational environment for student and staff. Reporting to class on time is defined as being prepared and ready to begin class when the bell rings. After ten minutes of class time has passed, a tardy becomes an absence. If a teacher or staff member causes a student to be tardy, the student is expected to ask the teacher to write him/her a note. That tardy will be removed from the school records. Excessive tardiness may result in disciplinary actions and parent contact.

Visitors on Campus

All visitors must sign in at the main office. A visitor's badge must be worn in clear view for the duration of the stay on campus. McMurray prohibits students not currently enrolled in our district from visiting our campus when school is in session unless the visit has been approved in advance by the principal. Student visitations of a purely social nature are strictly prohibited.

NONDISCRIMINATION AND SEXUAL HARASSMENT

DISCRIMINATION

Vashon Island School District (VISD) 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, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights Compliance Coordinator - Amy Sassara, asassara@vashonsd.org, (206)463-8529

Section 504 Coordinator - Kathryn Coleman, kcoleman@vashonsd.org, (206)463-8532

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Compliance Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of VISD's nondiscrimination policy and procedure, contact your school or district office or view it online at: Policy No. 3210 - Non Discrimination

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 during a school-sponsored activity.

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, emails, 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 Compliance Coordinator, who is listed above. You also have the right to file a complaint (see below). For a copy of VISD's sexual harassment policy and procedure, contact your school or district office, or view it online at: **Policy No. 3205 - Sexual Harassment of Students Prohibited**

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal. Such a report will be treated informally and need not be reported to the Title IX Coordinator unless you request a meeting with the Title IX Coordinator or unless the report is converted into a formal complaint. You may also request an informal meeting with the principal and/or the Title IX Coordinator. This is often the fastest way to resolve your concerns.

Complaint to the School District

Step 1. Write Out Your Complaint

In most cases, complaints must be filed within one year from the date of the incident or conduct that is in most cases the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to any school or district administrator.

Step 2: School District Investigates Your Complaint

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

Step 3: School District Responds to Your Complaint

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

Appeal to the School District

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within ten calendar days after you received the school district's response to your complaint. The school board will conduct an impartial hearing, and send you a written decision within thirty calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: Equity@k12.wa.us **Fax:** 360-664-2967

Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

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

Other Discrimination Complaint Options

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

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr

Prohibition of Harassment, Intimidation, Bullying

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

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

Has the effect of substantially disrupting the orderly operation of the school. Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying.

"Other distinguishing characteristics" can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status and weight.

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

Behaviors/Expressions

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

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

Harassment Complaint Process

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

Status of Reporter

- a. Anonymous...Individuals may file a report without revealing their identity. No disciplinary action will be taken against an alleged aggressor based solely on an anonymous report. Vashon Island School District contracts with Anonymous Alert for reporting incidents anonymously. Possible responses to an anonymous report include enhanced monitoring of specific locations at certain times of day or increased monitoring of specific student or staff.
- b. Confidential...Individuals may ask that their identities be kept secret from the accused and other students. Like anonymous reports, no disciplinary action will be taken against an alleged aggressor based solely on a confidential report.
- c. Non-Confidential... Individuals may agree to file a report non-confidentially. Complainants agreeing to make their complaint non-confidential will be informed that due process requirements may require that the district release all of the information that it has regarding the complaint to any individuals involved in the incident, but that even then, information will still be restricted to those with a need to know, both during and after the investigation. The district will, however, fully implement the anti-retaliation provision of this policy and procedure to protect complainants and witnesses.

Nondiscrimination Statement

The Vashon Island School District does not discriminate based on race, color, national origin (including language), sex, sexual orientation including gender expression or identity, creed, religion, age, veteran or military status, disability, or the use of a trained dog guide or service animal by a person with a disability in any district programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The Vashon Island School District is an equal opportunity employer. Vashon Island School District is tobacco-free, drug-free and weapons-free. Appropriate fingerprint screening results are required for employment.

For specific information, contact:

VISD Title IX and ADA/504 Coordinator- Kathryn Coleman, P.O. Box 547, Vashon, Washington 98070, [\(206\) 463-8532](tel:(206)463-8532), kcoleman@vashonsd.org.

VISD Compliance Coordinator for 28A.640 and 28A.642 RCW, Amy Sassara, Human Resource Director, P.O. Box 547, Vashon, WA 98070, [\(206\) 463-8529](tel:(206)463-8529), asassara@vashonsd.org

DISCIPLINE CODE

Procedure Student Conduct Expectations and Reasonable Sanctions Purpose

This procedure sets forth the District's expectations for student conduct and possible sanctions for violations of such expectations. For procedures and legal requirements related to the imposition of discipline, suspensions, and expulsions, see Policy and Procedure 3241, Classroom Management, Discipline and Corrective Action.

I. Compliance with Rules

All students must obey the written rules and regulations established for the orderly operations of the District and the reasonable requests, instructions, and directives of district staff. For purposes of this procedure, the term "district staff" includes all adults, including contractors and volunteers, authorized to supervise student activities. Failure to do so may be cause for disciplinary action. All students will submit to reasonable discipline by the district and its representatives for violations of policies, regulations, and rules.

II. General Principles

- A. The goal of student discipline is to teach students to behave in ways that contribute to academic achievement and school success and to support a school environment where students and staff are responsible and respectful.
- B. Successful school discipline is guided by the following principles:
 1. Effective and engaging instruction and classroom management are the foundation of effective discipline.
 2. School discipline is best accomplished by preventing misbehavior before it occurs, and using effective interventions after it occurs.
 3. School safety and academic success are formed and strengthened when all school staff and personnel build positive relationships with students and are actively engaged in their lives and learning.
 4. School staff should promote high standards of behavior by teaching, modeling, and monitoring behavior, and by fairly and consistently correcting misbehavior as necessary.
 5. School discipline that is paired with meaningful instruction and guidance offers students an opportunity to learn from their mistakes and contribute to the school community, and is more likely to result in getting the student re-engaged in learning.
 6. Effective school discipline maximizes the amount of time students spend learning and minimizes the amount of time students are removed from their classrooms due to misbehavior.

- C. Appropriate discipline may be imposed when students violate school rules and regulations or otherwise commit criminal acts in the following locations:
 - 1. On school property,
 - 2. In school-provided transportation, or any other place while under the authority of school personnel;
 - 3. Off school property at a school activity, function, or event;
 - 4. Off school property if the actions of the student materially or substantially affect or interfere with the educational process; or
 - 5. Off school property but with a detrimental effect upon the maintenance and operation of the schools or the district.

III. Reasonable Consequences

- A. The district will make every reasonable effort to correct student misbehavior through school-based interventions at the lowest possible level and to support students in learning the skills necessary to enhance a positive school environment and avoid negative behavior.
- B. The vast majority of disciplinary issues should be addressed at the classroom level by teachers.
- C. Sanctions for offenses may vary depending on the severity of the misconduct, the nature and circumstances of the violation, the disciplinary record of the student, and other relevant factors.
- D. In all instances, school discipline should be reasonable, timely, fair, age-appropriate, and should match the severity of the student's misbehavior.
- E. The methods employed in enforcing the rules of student conduct involve professional judgment. Such judgment should be:
 - 1. Consistent from day to day and student to student;
 - 2. Guided by appropriate classroom management strategies;
 - 3. Balanced against the severity of the misconduct;
 - 4. Appropriate to the student's circumstances and prior behavior;
 - 5. Fair to the student, parent/guardian, and others; and
 - 6. Effective.

II. Minimizing Use of Out-of-School Suspensions and Expulsions

The district aims to minimize the use of measures such as out-of-school suspensions and expulsions that exclude students from school. Exclusionary discipline should be reserved for infractions that cannot be appropriately addressed through other interventions and disciplinary responses.

III. Non-Discrimination

School district staff responsible for implementing this policy shall do so without discrimination based on ethnicity, race, color, religion, national origin, ancestry, gender, sexual orientation, age, or disability.

IV. Individual School Rules and Code of Conduct

Schools may adopt their own school rules and Codes of Conduct so long as they are consistent with Policy 3240 and this procedure. Any such rules or codes shall be approved by the Superintendent or a designated district official and will be made available to students and their parents/guardians in a manner consistent with this policy.

Table 1			Levels of Interventions and Disciplinary Responses				
			Minimum Action Examples		Maximum Action Examples		
Level 1	<ul style="list-style-type: none"> Teacher/Student Conference Reminders and Redirection Teaching of Expectations and Skills Written Apology 	<ul style="list-style-type: none"> Reflective Essay or Other Reflective Activity Independent Study Role-Play 	<ul style="list-style-type: none"> Any Lower-Level Interventions Parent/Guardian Outreach In-Class Time-Out Seat Change Self-Charting of Behaviors Daily Report Card on Behavior, Task Completion, and Achievement 	<ul style="list-style-type: none"> Reprimand by Administrator Removal from Class to Supervised Time-Out in Another Classroom Loss Of Privileges (e.g., exclusion from group lunch or extra activities) Mini-Course/Training (e.g., conflict resolution, anger management, social skills, or appropriate behavior) 	<ul style="list-style-type: none"> Community Service Mentoring Program Peer Mediation Referral to School-based Health/Mental Health Clinics Referral to Community-Based Services Substance Abuse Treatment Services Modification of IEP (if applicable) 	<ul style="list-style-type: none"> Teen Court/Peer Jury Restitution Out-of-School Suspension - 1-3 days 	
							<ul style="list-style-type: none"> Any Lower-Level Interventions Student/Teacher/Parent Conference Referral to Support Staff (e.g., guidance counselor, social worker, psychologist, or nurse) Short-term Behavioral Progress Reports Behavioral Plan Change in Schedule/Class Referral to After-School Program In-School Suspension - 1 day
Level 4	<ul style="list-style-type: none"> Any Lower-Level Interventions Detention Saturday School Restorative Justice In-School Suspension - 1 to 3 days 	<ul style="list-style-type: none"> Any Lower-Level Interventions Student/Teacher/Parent Conference Referral to Support Staff (e.g., guidance counselor, social worker, psychologist, or nurse) Short-term Behavioral Progress Reports Behavioral Plan Change in Schedule/Class Referral to After-School Program In-School Suspension - 1 day 	<ul style="list-style-type: none"> Community Service Mentoring Program Peer Mediation Referral to School-based Health/Mental Health Clinics Referral to Community-Based Services Substance Abuse Treatment Services Modification of IEP (if applicable) 	<ul style="list-style-type: none"> Teen Court/Peer Jury Restitution Out-of-School Suspension - 1-3 days 			
					Level 5	<ul style="list-style-type: none"> Any Lower-Level Interventions Out-of-School Suspension - 4 to 10 days (and may be extended as necessary) 	<ul style="list-style-type: none"> Any Lower-Level Interventions Student/Teacher/Parent Conference Referral to Support Staff (e.g., guidance counselor, social worker, psychologist, or nurse) Short-term Behavioral Progress Reports Behavioral Plan Change in Schedule/Class Referral to After-School Program In-School Suspension - 1 day

- a. Table 2 comprises a list of examples of potential inappropriate or disruptive behaviors and indicating the appropriate level of intervention for each behavior. Note that this list is not intended to be exhaustive and the use of additional interventions and disciplinary responses that are consistent with this policy and its goals are allowed where appropriate.

Table 2

Note: On the first instance of an inappropriate or disruptive behavior, use one or more interventions from the lowest level indicated for that behavior, or any lower level. If the same behavior is repeated during the same school year, one or more interventions or disciplinary responses from the next highest level may be used. Lower-level interventions may always be used, but interventions or disciplinary responses from the shaded boxes may never be used.

Inappropriate or Disruptive Behavior	Levels				
	1	2	3	4	5
Alcohol (including beer, wine, spirits) -Under the influence, using, or possession			•	•	
-Distributing, sharing, selling				•	
Arson - Intentional setting of fire or causing an explosion				•	•

Assault or battery -Simple assault (assault is a harmful or offensive intentional touching of another person regardless of whether any injury occurs) or simple battery -Assault with a weapon or battery causing serious injury				•	
					•
Burglary - Entering or remaining unlawfully in a district building with intent to commit a crime			•	•	•
Bus Disruptions -Minor disruptions on the bus (e.g. eating, drinking, being too loud, standing, throwing objects for the bus) -Serious disruption on the bus	•	•	•		
				•	
Cheating - For example, copying, copyright violation, computer software violation, plagiarism, and falsifying records or scores	•	•	•		
Classroom disruption - e.g. talking out in class or talking out of turn, throwing objects, and other behavior that distracts from student learning	•	•	•		
Defiance of Authority and/or insubordination (e.g. non-violent/non-physical, talking back to school staff, failure to follow directions, failure to respond to school staff questions or requests, refusal to participate in classroom activities, etc. Two violations of willful disobedience in of school personnel in violation of RCW 28A.635.020 within three (3) years is grounds for long-term suspension or expulsion	•	•	•		
	•	•	•	•	•
Disrespectful or disruptive behavior - e.g. verbal insults or put-downs, including the use of profane or offensive language; picking on, bothering, teasing, or distracting other students; making inappropriate gestures or comments; and other behavior that is rude or disrespectful	•	•	•		
Dress Code Violation	•	•			
Extortion, Intimidation, Blackmail, Coercion, Threats - e.g., obtaining money or property by violence or threat of violence, or forcing or attempting to force another to do something against his or her will by threat of force				•	•
False activation of a fire alarm			•	•	
Fighting -Physical aggression (e.g. pushing and shoving) -More serious fighting (may include incidents involving minor injuries)		•	•	•	
				•	
Gambling		•	•	•	
Harassment - Intimidating or harassing a member of the school community based on that person's race, color, national origin, ethnicity, sex, gender, sexual orientation, disability, or religion - Harassment in violation of chapter 9A.46 RCW where violence is threatened or occurred		•	•	•	
				•	•
Illegal drugs or controlled substances -Under the influence, using or possessing -Distributing, sharing, selling			•	•	
					•
Lying to, giving false information to, or misleading school personnel	•	•	•		
Portable electronic devices use at unauthorized times	•	•	•		
Property Damage -Intentional damage or defacement of another person's or school property (less than \$50) -Intentional damage or defacement of another person's or school property (more than \$50)		•	•	•	
				•	
Robbery - Taking another's property from another's person or presence by force or threat of force				•	•
Sexually-based behaviors -Consensual sexual activity -Sexual harassment (e.g. unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, or physical conduct of a sexual nature) -Conduct amounting to a sex offense under RCW 9.94A.030, including Sexual Assault	•	•	•		
		•	•	•	
					•

Tardiness -Persistent or excessive tardiness to class/school	•	•	•		
Theft - Less than \$50		•	•	•	
-Greater than \$50				•	
Trespassing		•	•	•	
Tobacco possession or use including smoking, chewing tobacco, and vapor devices.	•	•	•		
Unauthorized use of school equipment	•	•	•		
Unexcused absence from school or class cutting	•	•	•		
Weapons, firearms, and explosives	•	•	•		
-Bringing or possessing fireworks				•	
-Igniting fireworks					•
-Bringing, possessing, or using other explosives (non-fireworks)					•
-Threat or false report related to explosives					•
-Bringing, possessing, or using firearms					•
-Bringing or using other deadly weapons					•
-Possessing other deadly weapons				•	

Exceptions to Table 2

Mandatory expulsion for possession of a firearm: Any school student who is determined to have carried a firearm onto, or to have possessed a firearm on, public school premises, public school-provided transportation, or areas of facilities while being used exclusively by public schools, will be expelled from school for not less than one calendar year pursuant to RCW 28A.600.420 with notification to parents/guardians and law enforcement.

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