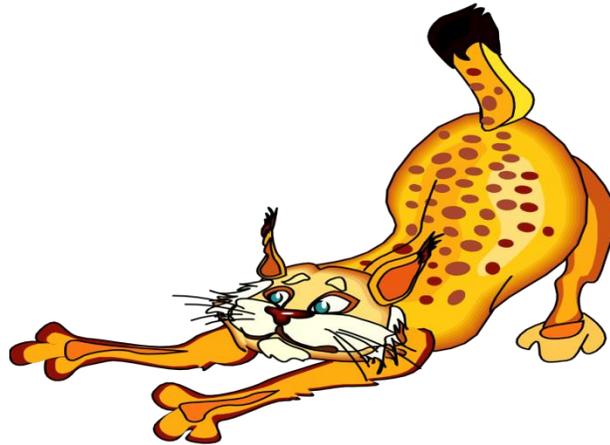


Southside School

Student/Parent Handbook

2018/2019



Southside School District

161 SE Collier Rd
Shelton WA 98584
(360) 426-8437
www.southsideschool.org

Student/Parent Handbook

Southside School District does not discriminate based on race, color, national origin, sex, sexual orientation including gender expression or identity, creed, religion, age, veteran or military status, disability, or the use of trained dog guide or service animal by a person with a disability and provides equal access to the Boy Scouts of America and other designated youth groups. The notice of nondiscrimination is disseminated in the language of national origin minority parents with limited English proficiency (LEP) in the district.

Title II of the American Disabilities Act (ADA), 28 CFR 35.107
Title IX of the Education Amendments of 1972 (Title IX), 34 CFR 106.9
Section 504 of the Rehabilitation Act of 1973 (Section 504), 34 CFR 104.8
Title VI of the Civil Rights Act of 1964 (Title VI), 34 CFR 100.6
Boy Scouts of America Equal Access, 34 CFR 108.6; chapter 28A.640 and 28A.642 RCW; WAC 392-190-060.
District Coordinator: Doris Bolender

Southside Staff for 2018-2019 (Updated 8/16/18)

Superintendent / Principal	Mrs. Doris Bolender	dbolender@southsideschool.org
Assistant Principal	Mrs. Robie Spaulding	rspaulding@southsideschool.org
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Title 1/LAP Teacher	Mr. JJ Nugent	jnugent@southsideschool.org
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Health Tech/Ed Asst.	Mrs. Laura Bell	lbell@southsideschool.org
Food Service /Ed. Asst.	Mrs. Liz Smith	lsmith@southsideschool.org
Educational Asst.	Mrs. Tracy Oppedahl	ttoppendahl@southsideschool.org
Educational Asst.	Mrs. Tess Thompson	tthompson@southsideschool.org
Educational Asst.	Mr. Alex Chaney	achaney@southsideschool.org
Educational Asst.	Mrs. Cheryl Ragan	cragan@southsideschool.org
Custodian/Maintenance	Ms. Lindsey Oberg	loberg@southsideschool.org
Custodial/Maintenance	Mr. Paul Christian	pchristian@southsideschool.org
Bus Driver	Mr. Adam Flint	aflint@southsideschool.org
Bus Driver	Mrs. Cathy Chappell	cchappell@southsideschool.org
	Mrs. Mary Ogg	mogg@southsideschool.org

SOUTHSIDE SCHOOL DISTRICT MISSION STATEMENT

The mission of the Southside School District, as a small, community-centered school, is to inspire lifelong learning and to empower students of all ages to become knowledgeable, contributing citizens by meeting the diverse needs of the whole person in a safe and nurturing environment.

BOARD OF DIRECTORS' MISSION STATEMENT

The mission of the Southside School Board is to ensure high quality, cost effective education for students in partnership with staff and community. We will perform our duties with integrity and sincerity as informed community members.

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General School Information

School Day

A regular full Southside school day is from 8:15 am to 2:45 pm. Students should arrive at school on time and stay until the end of the day. This maximizes the learning opportunity for all and minimizes the amount of disruption to classrooms. The first bell will ring at 8:10 a.m. to signal students that it is time to line up for class. All students should be on campus prior to this first bell.

Arrival Procedures

Students are to be in their seats and ready to begin the day with appropriate school supplies and materials promptly at 8:15 am. Students should arrive on the school grounds between 7:50 and 8:10 a.m. Students may put their items away in the building and go to the lunchroom or play area until time to line-up. If here for a prearranged appointment with a staff member, please check in at the office and the office personnel will assist you. If staying on campus after 8:15, please obtain a visitors pass in the office.

Drop Off/Pick-Up Procedures

Parents who drive their students to and from school should use the designated pick-up and drop-off areas only. If you are going to leave your vehicle please park in a parking space. Do not park in the pick-up/drop-off loop or behind other parked vehicles. Students entering a vehicle should only enter from the waiting area, marked with yellow lines, at the front of the school. At no time should a student cross in front of a vehicle while reporting to or leaving the school grounds unless accompanied by a parent/guardian or staff member. We also ask that adults refrain from smoking while picking students up and/or dropping them off. These procedures are in place to ensure the safety of our students. Your cooperation is greatly appreciated.

After School Activities Pick Up

Transportation home from after school activities should be arranged in advance. Students should be picked up promptly when after school activities are completed. Transportation issues may jeopardize or limit a student's ability to participate in after-school programs.

Students may only stay after school if participating in a school approved activity with a designated supervisor.

Early School Departure

If it is necessary for a student to be excused early from school, please send a note of explanation to the school office. When picking up a student for an early dismissal, the designated person will need to come to the school office and sign the child out. Please do not go directly to the classroom. Following this procedure enables school staff to ensure that students are released to the proper person and adheres to safe student practices.

Walking

There are no defined sidewalks or pathways in the area of our school, but with written notice from the parent, students are allowed to walk to and from the school campus. Parents are encouraged to instruct their children in proper walking safety. All students who walk are reminded that they must not arrive before 7:50 am as no supervision is available and school buildings may be locked until then. Staff members on campus before that time have work that must get completed during that time. Walkers must leave the campus at the end of the school day or participate in a supervised activity.

Bicycle Safety

Bus transportation is available for Southside students. With written notice from the parent/guardian, however, students may ride bicycles to school. The school will not accept responsibility for the safety of the bicycles. Students should dismount their bikes and walk them onto the school grounds when arriving at school and walk them off the grounds before mounting. A bicycle rack is available to park the bikes during the school day. Motorized bikes, skateboards and roller blades are not permitted. PLEASE HAVE YOUR CHILD WEAR A HELMET IF RIDING A BIKE TO SCHOOL.

Breakfast and Lunch

Breakfast will be served daily to those students who desire to have breakfast at school. Reduced/free breakfast and lunch application forms are included in the first day packet. If you feel you qualify for this program, please complete the form and return it to school as soon as possible. New forms must be completed annually. The application form pertains to both breakfast and lunch. We suggest you pay for lunches a week at a time. This greatly eases the record keeping. We are unable to extend any credit (charges) for either lunch or milk. Milk will be available for purchase at breakfast and lunch service times. If parents or other guests are planning to have lunch at school, we must be notified no later than 8:30 am on the day you plan to have lunch.

Parking

Parking is limited at Southside; however, for individuals who need to come inside the building, spaces are generally available in the parking lot various times throughout the day. In consideration of others, please do not park in the student drop-off zone or behind other parked vehicles.

Drills: Fire, Earthquake, Lockdown and other Emergencies

Students and staff shall participate in emergency drills or rapid dismissal for fire, earthquakes, lockdown, or other emergencies at least once a month during the school year. When the alarm is sounded, students must follow the direction of staff quickly, quietly, and in an orderly manner. In the case of a real emergency, check out procedures will be put into effect. Please make sure that student emergency information, including current email, is up to date and be prepared that staff must follow clearly designated procedures to insure the safety of all students and staff. **Students will not be released during a drill or event.**

Emergency School Closing Information

In case of hazardous or emergency conditions, the Superintendent may alter district and transportation schedules appropriate to the particular condition. Such alterations include closure of school or grade levels, delayed openings of school, and early dismissal of students. In the case of an emergency early release, we will call parents of all students in grades kindergarten through fourth grade. All students in grades fifth through seventh will be expected to follow the procedure on their EMERGENCY INFORMATION FORM. Please tune in to your local radio station, KMAS 1030 AM during extreme weather for information on school schedule changes. We will also attempt to post information on our website as soon as possible.

Use of the Internet and other Technology

Use of the internet and other technology at Southside are for educational purposes only as permitted by the Southside staff. Students shall adhere strictly to district policies regarding its use (please see the "Permission to use the Internet" form in the first day packet). Misuse may result in revocation of privileges and or disciplinary actions. Students have technology standards that they are also addressing so effective and proper use of the internet and technology is imperative and part of the learning expectations.

Program Exemptions

Students may be excused from a state required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district. An alternative program or learning activity for credit may be required. All requests should be directed to the principal by the parent/legal guardian in writing and include the reason for the request.

Money

Children should only bring money to school for specific reasons. Money is often lost, misplaced, or stolen and this causes the child to worry and be upset. The school cannot be responsible for lost money. Large sums of money should never be sent to school. If money is sent for field trips or classroom activities, please put it in a sealed envelope with your child's name on it and follow the procedures provided by the requesting party.

Lost and Found

Articles of clothing or other items found on the school grounds are brought to the lost and found, which is located in the gym. Staff will examine articles of clothing for a name in order to return item(s) to her/him. All personal belongings, including clothing that can be removed (sweatshirts, jackets), **SHOULD BE PLAINLY MARKED**. Periodic notices will be sent home reminding families to check the lost and found for misplaced items. Items that have been left for more than a month at the end of the school year may be donated.

Classroom Treats

Please make arrangements with the classroom teacher prior to bringing in treats for the class for safety and classroom disruption considerations.

All treats, that are brought from home, to share with other students such as for birthday and holiday celebrations, must be store bought. These treats cannot be homemade. Please make certain that our nurse, health tech, and teacher are aware of any allergies.

Student Recognition

Perhaps one of the most important aspects in creating an effective school learning climate is setting up a recognition system for student effort and accomplishment. Southside Middle School uses a variety of strategies to recognize student accomplishments and we welcome your ideas and participation in our recognition program. Strategies may include but are not limited to:

- Praise and encouragement – The Principal and staff will provide sincere praise for positive achievements and academic success.
- Classroom reinforcement programs
- School-wide recognition through Middle School Achievement Awards and Honor Level System

Put simply, students must be recognized for being good students and staff must be recognized for doing a good job of getting all students to achieve well.

Families are encouraged to highlight the positive endeavors at home as well as the accomplishments at school.

Withdrawals

Please notify the office, in advance, when you know you will be moving from our school service area. Giving us advanced notice will help this transition go more smoothly for all.

Change of Records

Please keep the office informed of any changes in address, phone numbers, emails, parent's employment, guardianship, and emergency information. If you plan to move, please let the office and teacher know as soon as possible.

Provision for Hearing to Challenge Content of Educational Records

Parents/legal guardians of a minor or eligible student (if 18 or older) may inspect and review the student's education records and request a correction if the records are inaccurate, misleading or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the contents of the records, the requester has the right to a hearing as follows:

1. Parent/legal guardian shall make a request for hearing in which the objections are specified in writing to the Principal/Superintendent.
2. The Principal/Superintendent shall establish a date and location for the hearing agreeable to both parties.
3. The hearing panel shall consist of the following:
 - a. The Principal/Superintendent or designated representative
 - b. A member chosen by the parent/legal guardian
 - c. A disinterested, qualified third party appointed by the school board
4. The hearing shall be private. Persons other than the student, parents or legal guardians, witnesses and counsel shall not be admitted.

The Principal/Superintendent or designated representative shall preside over the panel. He/she shall hear from the staff and from the parents/legal guardians to determine the point or points of disagreement regarding the education records. The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education record. Such actions are to be made in writing to the parents/legal guardians. If, after such a hearing is held as described above, the parents/legal guardians are not satisfied with the recommended action, the parents/legal guardians may appeal to the School Board where the action of the hearings panel may be reviewed and affirmed, reversed or modified. Procedure for the appeal beyond the local board follows the prescribed actions as set forth in federal regulations. The parent/legal guardians or eligible student may file a complaint with the Federal Family Compliance Office, United States Department of Education regarding an alleged violation of the Family Education Rights and Privacy Act. File complaints with the Family Compliance Office, U.S. Department of Education, Washington D.C., 20202.

Policies 3207 & 3210 – Sexual Harassment

The Southside School Board recognizes its responsibility to provide an environment for students and staff free from all types of discrimination, including sexual harassment. Sexual harassment is defined as deliberate verbal, visual or physical advances or comments, made within the school setting and unwelcome by the person for whom they are intended. All complaints should be filed with the Principal/Superintendent and will be thoroughly investigated.

Title IX/RCW 28A.640 and Discrimination Prohibition/RCW 28A.642 Statement of Assurance

Southside School District does not discriminate based on race, color, national origin, sex, sexual orientation including gender expression or identity, creed, religion, age, veteran or military status, disability, or the use of trained dog guide or service animal by a person with a disability and provides equal access to the Boy Scouts of America and other designated youth groups. The notice of nondiscrimination is disseminated in the language of national origin minority parents with limited English proficiency (LEP) in the district. This holds true for all district employment and opportunities and for students who are interested in participating in educational programs and/or all curricular and co-curricular programs and activities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A. 640 Officer and/or Section 504 and/or American with Disabilities Act Coordinator. The Title IX Officer/ADA Coordinator/Section 504 Coordinator is Doris Bolender. Telephone: 360-426-8437 or e-mail at dbolender@southsideschool.org.

Parent Questions and Concerns

If, at any time, you have questions or concerns about your child's progress, academically or behaviorally, please call and make an appointment with the teacher. It is important that you talk to the teacher first since the vital link in home-school communication is that link between parent and teacher. If you want to speak with an administrator after conferencing with your child's teacher, an appointment may be made with an administrator. We value your input and want to work with our families to support our students.

Special Education Public Participation / Notice of Availability

The district welcomes public participation and input regarding the planning and operating of the district's Special Education Program.

Any application and any required policies, procedures, evaluations, plans, and reports, related to the district's Special Education Program, are available for public review and comment through the district office. Please contact Joseph Ness, Robie Spaulding or Doris Bolender for further information.

Theft and Vandalism

Our school building and equipment represents a sizable investment on the part of the taxpayers. If a child should happen to damage something by accident or witness the damage of school property, it should be reported to a teacher or the office immediately. Students who destroy or vandalize school property may be required to pay for losses and damages. If a student willfully destroys school property, disciplinary action may also occur.

Attendance Information

Daily attendance and active participation in class is a critical part of the learning process.

The following policies and procedures are designed to help students learn responsibility and increase their potential for success. Students and parents or guardians must accept full responsibility for regular school attendance. Only the parent or legal guardian has the authority to request an approved absence. The Principal/Superintendent must determine if the excuse provided meets the excused absence requirements. All others are unexcused or truant.

1. Students are expected to attend class each school day. Teachers shall report absences and tardies to the school attendance office. The district reserves the right to verify excuses.
2. The following are reasons for excused absences and tardiness. Missed work assignments and activities from excused absences or tardies may be made up in the manner provided by the teacher within a reasonable amount of time.

School approved activities- To be excused, this absence must be pre-authorized by the school Principal/Superintendent or designee who will then inform the teacher.

Parental-requested activities/Pre-Arranged absences- Parents may request pre-arranged absences for a maximum of five school days per year. Special exceptions may be granted for educational opportunities. Requests should be submitted, in writing, to the Principal/Superintendent, at least ten days prior to the absences. Upon approval, arrangements for completion of assignments must be made with the teacher(s) at least three days in advance of leaving. The student shall assume all responsibility for turning in assigned work within the time lines set by the teacher(s).

Absence due to illness, health condition, or family emergency- The parent or guardian is expected to notify the school office, in the morning, on the day of the absence. The school

nurse or other designated staff member may contact the home to verify the nature and anticipated duration of the illness or family emergency during any absence. At the discretion of a school administrator, a physician's verification of illness may be required to excuse excessive absences when three or more occur in the same time period. Although medical and dental appointments are considered excused absences, parents are encouraged to make such appointments on non-school time.

Absences resulting from disciplinary actions or short term suspension- As required by law, students who are removed from a class or classes as a disciplinary measure, such as a short term suspension, shall have the right and responsibility to make up assignments or exams missed during the time they were denied entry to the classroom, if the missed assignments would result in a substantial lowering of the course grade. A student, who is removed, may be given an alternate but comparable assignment.

3. Notification of absences – If your child is absent from school, please call the office at 360-426-8437 or email ttyler@southsideschool.org prior to 8:30 am. The school secretary shall attempt to telephone the parents or guardians of any student absent from school unless there has been prior notification by the parent or guardian.
4. Unexcused absences: An absence remains unexcused until such time the parent or guardian notifies the office and it is excused by the Principal/Superintendent. Unexcused absences shall be deemed truant if not cleared as excused within one week after the student returns to school.
5. Truancy (any willful, unauthorized absence) shall be treated as a disciplinary matter. If any student who is required to attend school under the laws of the State of Washington, (commonly called the BECCA law), fails to attend school or classes without valid justification repeatedly or for an extended period of time, the building administrator shall:
 - Send a written notice to the student's parents or guardians indicating the extent and nature of the attendance problem. This notice will request that the parents or guardians contact the administrator to schedule a conference to discuss the attendance problem.
 - If within five days of sending the notice to parents or guardians a conference has not been scheduled, a second request for conference will be sent by certified mail. This letter will state the time and location of the conference and invite the parent or guardian to attend. The conference will be conducted by the building administrator, at which time solutions to the attendance problem will be explored. The district administrator may choose to involve other school personnel in the problem solving process and may suggest the use of professional services not connected with the school district.
 - If the parent or guardian does not attend the conference or if the program developed at the conference is not successful in reducing the student's absences, a Becca petition will be filed with the Juvenile Court to assume jurisdiction in the matter.
6. Tardiness- Students are expected to be in class on time. Tardies will be documented for students who do not meet the expectation and a staff member may assign a consequence. When a student's tardiness becomes frequent or disruptive, the student's parents and the Principal/Superintendent or designee shall be notified and administrative consequences may be applied. If attendance and tardiness do not improve, the student may be reported to the court as required by state law.

7. All sanctions imposed for failure to comply with the attendance policies and procedures shall be implemented in accordance with state and district regulations.

Health/Medical Information

Immunizations

All students must be fully immunized against certain diseases or must present a certificate or statement that for medical or religious reasons, the students should not be immunized. Any student not in compliance with the Washington statutes and rules related to immunization may be excluded from school until such time as he/she has met immunization requirements. Parents/legal guardians will be notified of the reason for the exclusion. A hearing will be afforded upon request.

Communicable Diseases

Parents/legal guardians, of a student with a communicable or contagious disease, are asked to telephone the school office so that other students who have been exposed to the disease can be alerted. A student with certain diseases or health issues is not allowed to come to school while in a contagious stage. Examples of health concerns that may limit a student's right to attend school include but are not limited to: chicken pox, diphtheria, measles, meningitis, mumps, lice infestations, whooping cough, plague, rubella, scabies, staph infection, strep infections and tuberculosis. Parents/legal guardians with questions should contact the school office.

Emergency Medical Treatment

A student who becomes ill or is injured at school must notify his/her teacher or another staff member as soon as possible. In case of serious illness or injury, the school shall attempt to notify parents/legal guardians according to the information on the Emergency & Illness Information Form. Parents/legal guardians are encouraged to update this information as often as necessary.

If the student is too ill to remain in school, the student will be released to the student's parents/legal guardian or to another person as directed by the parents/legal guardians on the student's emergency form.

School staff may administer emergency or minor first aid if possible. The school will contact the emergency medical personnel if necessary, and will attempt to notify the student's parents/legal guardians whenever possible. The school will follow the advice of emergency personnel if we are unable to contact the parents/legal guardians within a brief time period.

Medication

It is the policy of Southside School District and Washington State Law, to not give medicine to pupils at school, except at the request of both the physician and the parent. If a child needs medicine three times a day, this can usually be given before school, after school and at bedtime.

When it is necessary for the child to take medication during the school day, these procedures are followed:

- a. The parent obtains the request form from the school, completes and signs the form.
- b. The parent will send or take the form to physician for orders and signature.
- c. The parent will bring to the school, the completed form and the medicine in the original container. Students are not allowed to bring the medication on the school bus.

Note: Due to changes in the state law all medication both prescription and non-prescription fall under these same rules. The school will not administer any medication without a physician's signature, including the following over the counter medications:

- Antacids
- Advil / Tylenol
- Cold / Flu Medication

Students who do not follow the medication at school procedures run the risk of a drug violation. Thanks for adhering to these procedures and working to keep all students and staff safe.

Getting Involved at Southside

Parents/Guardians Contribute to School Success

The family is the child's first teacher. Good behavior habits and positive attitudes towards school begin at home. Parents/Guardians can contribute to their child's success in school by:

Ensuring prompt and regular school attendance and complying with attendance rules and procedures.

Talking with your child daily about school activities and taking an active interest in their assignments.

Provide a regular time and place for homework assignments.

Teaching the child about respect for the law, those in authority, the rights of others, and for private and public property.

Working with the school in carrying out recommendations made in the best interests of the child.

Visiting School

All visitors are to sign in at the office upon entering the building and must have administrative approval prior to entering a classroom. Please do not go directly to the classroom. This practice is to minimize classroom disruptions and ensure the safety of all students. Your cooperation is greatly appreciated.

Parents are welcome and encouraged to visit Southside. We appreciate parents contacting your child's teacher prior to visiting the classroom and that administrative approval has been granted. All visitors, including parents, must first check in at the office unless it is designated conference week and appointments have been clearly assigned.

Individual conferences should not occur during class time since teachers are responsible for teaching children and adhering to schedules. An individual conference appointment may be made through the teacher. The building principal may attend any parent conference. Parents may also make an appointment through the building administrator who will confer with the teacher.

Volunteers (Parents/Grandparents/Community Members/Business Partners)

As partners in education, volunteers are always needed to assist students and teachers in a variety of ways. Don't be shy! Lend a helping hand at school and help make a difference. Please come into the office to sign up. We need you. Volunteer forms are sent home with each child and can also be picked up at the office.

Parent-Guardian/Student/Teacher Conferences and Report Cards

Students receive three report cards during the year. Two of them include parent conferences. These are two of the most important meetings for you to attend during the school year. An appointment time is sent home the week prior to conferences. These conferences provide your child with the opportunity to share their achievements and challenges and are a perfect opportunity for you to show you are

interested in what they do in school and to share their successes and set new goals. If for some reason you cannot make your appointment, you are encouraged to reschedule for another date or time as needed. You can make appointments with staff anytime throughout the year. Appointments are not limited to conference week; however teacher availability may have more conflicts during other weeks. Your involvement matters.

Booster Club

Southside School's Booster Club plays a vital role in providing special programs and opportunities for our students. All Southside family members are welcome to attend the club meetings and encouraged to provide input. The Booster Club actively seeks parents to help with fundraisers such as Oysterfest and the Community Festival. Look for a few additional activities this coming school year that will provide fun and benefits for the family as well as Southside School District. For more information on how you can get involved with the Parent Group and the students at Southside School, contact the school office. Being active on the Booster Club allows parents a chance to meet a wide variety of parents. This is a recommended practice for all families. Booster club contact information is posted on the school website or may be obtained from the school office.

Communication between the School and Home

We believe communication between school and home is essential to helping your child succeed in school. Several ways in which the Southside staff communicates information are listed below.

1. School Calendar - Your school calendar will provide you with important dates.
2. Southside School Web Site- Check us out on-line at www.southsideschool.org We will be prioritizing this as a communications tool this school year. Watch our progress. If you have expertise in websites and want to volunteer your service, we would welcome your assistance.
3. Classroom Newsletters - Many teachers send home newsletters with information on homework and classroom events. This may be done electronically, via email, or as a hard copy. Ask your child's teacher if they will be sending regular newsletters.
4. **Electronic Notes** – Email is the most common form of communication between staff and parents. Please help by keeping the school informed of a current email address.
5. **Daily or Weekly Pieces** – Some grade levels will send home information on a daily or weekly basis such as notes, pieces of students work, or homework. Most often this information is sent in a child's backpack. Parents should check their child's backpack on a regular basis.

School Rules / Behavior Expectations

Philosophy

At Southside Elementary School we believe that students have the right to learn in a safe environment free from physical or emotional harm. Staff, students, parents and administrators make this environment a reality when operating under the premise that everyone should be treated with respect and dignity. Behaviors that help students grow and mature academically and socially will be encouraged. Behaviors or actions, which interfere with another person's opportunity to learn will be questioned and may be a cause for disciplinary measures. If we all work hard and collaborate together, every student at Southside will reach his/her potential.

Goals

1. Communicate, teach, model, and reinforce appropriate behaviors.
2. Recognize and encourage students' appropriate behavior choices.
3. Provide learning experiences to help students develop the skills to make good choices.
4. Teach students to act responsibly and to assume responsibility for their actions.
5. Reduce student behaviors that are inappropriate and that interfere with learning or the rights of others.

Role of Students

- Continue to learn and grow academically and socially.
- Follow the classroom/school/district rules and state/federal laws.
- Speak and respond to staff reasonable requests.
- Demonstrate respect for self, others, and property.

Role of Parents

- Teach and model socially appropriate behavior at school or any school sponsored event.
- Send the child to school prepared for the school day: clean, rested, fed, and with appropriate school materials, ready for success.
- Communicate with teachers or the administrator to discuss progress or any possible concerns.
- Work with the teacher or administrator to reinforce school rules and encourage appropriate behavior.

The Role of Teachers

- Model and teach appropriate behaviors and decision-making skills.
- Promote an emotionally safe climate that supports learning and does not tolerate put-downs, insults, and disrespectful actions such as harassment or bullying.
- Work diligently to support academic success for all students.
- Let students be responsible for their actions and experience natural consequences when possible.
- Provide communication to parents regarding academic and behavioral progress or problems. Do not wait for problems to escalate to serious levels before communicating.

The Role of Administration

- Promote growth in academic learning and positive behaviors.
- Establish appropriate school-wide rules and expectations.
- Monitor and take actions to enforce the school rules including consequences for violations of the rules and reinforcement for positive behaviors.
- Monitor the behavior management strategies used by staff.
- Provide assistance to staff, students and/or parents.
- Encourage parent communication and involvement.
- Support staff and parents in recognizing exemplary behaviors.

Student Expectations for Success

Area	Be Safe	Be Respectful	Be Responsible
General Expectations	Follow directions of adults in a prompt and courteous manner. Obey state and federal laws and school, classroom, and bus rules. Act appropriately for the activity and place. No pushing or play fighting.	Be respectful to all persons and property. Respect the right of everyone to learn. Practice safety and respect for the well-being of self and others.	Keep hands and feet to self. Use appropriate and respectful language and mannerisms.
Morning Arrival	Arrive between 7:50 & 8:10 Drop belongings at classroom Be on the playground with recess staff until the 8:10 bell	Use kind words and actions Keep hands, feet and other objects to self	Go directly to the playground or to breakfast. No hanging out in hallways or restrooms Line up when bell rings
Arrival/Dismissal	Walk at all times Walk bikes until off campus Keep hands and feet to self	Use kind words and actions Touch only your own belongings	Follow staff directions. Go directly to destination Get tardy pass if you're late
Pick up/Drop off	Wait with staff until ride arrives Cross only with adult supervision Walk bike off school property Wait for wheels to stop before entering vehicle	Wait patiently on sidewalk Keep hands and feet to self. Listen and follow directions of staff	Watch for your ride Meet your walking buddy in front of school
Bus	Go directly to bus. Walk at all times Wait calmly in line to board Follow bus rules	Use kind words and actions Keep hands and feet and other objects to self	Follow staff directions and school bus guidelines. Go directly to destination
Doors	Use the In and Out Doors Keep doorways open to traffic	Hold doors open for others	Open doors with hands
Hallways	Walk with hands at sides Stay to the right Face forward Walk in a single file line Use hall pass when unaccompanied Avoid slapping walls, ceilings or hallway objects	Walk quietly Yield to younger children Leave appropriate space between you and others Smile as you pass others	Walk directly to your destination
Restrooms	Use for intended purpose Keep water in sink Wash hands with soap and water Put used towels in garbage Walk	Cleanup after yourself Give others privacy	Use bathroom equipment correctly Always flush toilet after use Report problems to office Return to class or playground promptly Do not waste paper towels or soap
Classroom Transitions	Be on time to next class	Use soft voices in hallway	Be seated and ready to learn at the bell.

Student Expectations for Success

Area	Be Safe	Be Respectful	Be Responsible
Playground/ Recess	<p>Walk to and from playground Follow playground rules Avoid mud and puddles On “Big Toy” or equipment do not climb up the slide or use in an unsafe manner. Ball play in designated areas only No TAG or CHASE Get a hall pass to go into building Leave rocks, sticks and debris on ground Use jump ropes for jumping only (no swinging or wrapping around) We are a weapon free zone – this includes toys that resemble weapons or anything used to cause physical harm.</p>	<p>Solve conflicts positively Keep hands and feet to self Be kind Share equipment</p>	<p>Take coat with you Put away playground equipment Follow staff directions Follow rules of the game you are playing Keep expensive or breakable items at home as you are responsible for personnel items.</p>
Lunchroom	<p>Remain seated until dismissed Report spills. Eat only your own food Walk quietly</p>	<p>Allow others to sit next to you. Wait patiently in line Use good manners Follow staff directions Wait to be dismissed</p>	<p>Clean up tables and floor Place silverware in container, empty milk container and then dump and stack trays</p>
Assemblies/ Special Events	<p>Walk to designated area. Stay seated unless directed otherwise Ask permission to use bathroom</p>	<p>No talking unless prompted Keep feet quiet Use appropriate voices and audience manners.</p>	<p>Focus on the presentation Respond appropriately</p>
Office/Health Room	<p>Open doors slowly</p>	<p>Wait patiently at counter or desk</p>	<p>Ask permission from staff member before going to office or health room. Bring pass with you.</p>
Computer Lab Chromebooks	<p>Only be in lab with adult supervision Carry Chromebook with 2 hands Carefully return Chromebook Follow internet use guidelines</p>	<p>Access only your own files Follow teacher instructions Do not change computer settings</p>	<p>Honor your computer contract Use equipment correctly Report problems Leave area neat Log off before leaving</p>
Safety Drills	<p><u>Listen and follow staff directions</u> Keep doorways clear Do not open a door for anyone if door is locked. They will have a key if they need to come in. Walk with hands at sides STAY QUIET Stay single file</p>	<p>Make sure last person closes door Leave appropriate space between you and others, when possible.</p>	<p>Open doors with your hands Listen for directions</p>

SOUTHSIDE RULES AND REGULATIONS FOR STUDENTS

The Big Five: Hats / Gum / Electronics / Energy Drinks / Body Spray

The following five items are the most common things that students have questions about bringing to school.

Hats – Students may not wear hats in any school buildings, including the gym. This includes hoods, knit hats, and bandanas. Students may wear hats outside and remove them when entering a building.

Gum – Students may not chew gum at school. The only exception to this rule is during the state testing period.

Electronics – Students are not to bring electronic devices to school. Exceptions may be made for long distance fieldtrips or with teacher or administrative approval. The school is not responsible for items brought from home.

Energy Drinks – Students are not allowed to consume energy drinks at school, on fieldtrips, or at any school events. Energy drinks are beverages such as Tilt, Monster, Red Bull, Rock Star, etc. Drinks may be confiscated if brought on campus and emptied if already open.

Body Spray – Due to allergies, students are not to apply body spray, perfume, or cologne at school. Students may be asked to wash off strong scents and asked not to utilize the substance again prior to attending or at school.

CELL PHONES/Electronic Communication Devices

Elementary Students (K-4): Phones/electronic communication devices must be turned off and remain in the student's backpack during the school day. Students are not to use their phones/devices during the school day unless it is a supervised educational activity or staff directed.

Middle School Students (5-7): Phones/electronic communication devices must remain silent and in the student's locker during all class times. Students may not take cell phones into any of their classrooms unless requested by a staff member for academic reasons. Students will be allowed to use their cell phones before/after school, during passing time and during their lunch period provided they do not engage in any form of bullying behavior via text, voice mail, or other electronic medium or if they are viewing inappropriate content or causing a disruption. Students are not to take pictures or videos of other students at school.

If students are in violation of these guidelines, their cell phone or electronic communication device will be confiscated and must be picked up at the office by a parent or guardian. Repeated violations may result in the child losing the privilege of bringing a cell phone to school and/or additional disciplinary measures. (Teachers may use discretion based on circumstances.)

NON-NEGOTIABLE BEHAVIOR

Students have the right to go to school without being hit, kicked, pushed, or shoved. If a student puts their hands or feet on another student in a harmful way, (as determined by the administration), that student will spend time removed from the other student and receive disciplinary action up to Suspension or Expulsion. If a student makes any verbal or written comments, threats, or intimidations which mention death, weapons, killing, or causing physical harm to another individual, that student will

spend time removed from the other students and will also receive disciplinary action. Washington State law requires that students will be expelled for no less than one year for bringing any fire arm or other type of dangerous weapons on the school grounds. If a student does so, it is mandatory that the school notify the parents/guardian of the student as well as law enforcement. Parents have the right to appeal this expulsion, in writing, to the Superintendent's office.

General Rules, Corrective Actions and Definitions

Students shall comply with all federal, state and local laws, school district policies, school bus rules, athletic and activity codes, and with reasonable expectations or directions from Southside staff. Criminal acts are prohibited. The following list of offenses contains prohibited acts, but is not intended to be exclusive. Each is specifically prohibited on school grounds, on school sponsored transportation, at school events off school grounds, and off school grounds if the conduct materially and substantially affects the educational process or district operations.

No list of rules can foresee, or is intended to anticipate every possible type of infraction. The following regulations are for student guidance, and they are as complete as they can be within the limits of space and practicality. No action that is unacceptable in any normal circle of society will be tolerated on the part of Southside School District students.

1. Each student is responsible for his/her conduct. Students are responsible for the decisions they make and must accept the consequences of their behavior.
2. Teachers **and other Southside staff members have the authority and obligation to correct improper situations and to expect respect and courtesy from all students.**

The following, while not necessarily criminal in nature, shall result in corrective action up to and including suspension and/or expulsion by school officials when violations occur at school, on school property, or at school-sponsored events. Consequences may vary depending upon the age of the child and circumstances of the incident. Southside will be creating and following discipline matrices created for a K-4 and a 5-7 grade levels.

Behaviors marked with an asterisk (*) are considered "exceptional misconduct" and will result in immediate suspension and possible expulsion.

***ALCOHOLIC BEVERAGES AND DRUGS (RCW 69.50.400/435):**

Southside School District (SSD) supports abstinence by all students so that they will not be impaired by these substances in attempting to reach their full intellectual, emotional, social, and physical development. Student use of alcohol and other mind-altering drugs is harmful, illegal, and will not be tolerated. The use and/or possession of alcoholic beverages or dangerous drugs is prohibited by law to minors, and SSD will comply with the Minor in Possession Law.

In addition, the following regulations shall be applicable to students of Southside while they are in school, on school grounds, or at school-sponsored events. Such offenses are cumulative during the student's school years. Any student subject to disciplinary action under the categories listed below may instead be subject to emergency expulsion if the student's presence poses an immediate and continuing danger to the student, other students or school personnel, or an immediate and continuing threat of substantial disruption of the educational process.

1. THE SELLING AND/OR DISTRIBUTION of alcoholic beverages, dangerous or controlled substances, or any substances purported to be such is a major violation. Students who knowingly do so will receive a long-term suspension of up to 90 school days or expulsion with loss of credit. Legal authorities will be notified.
2. STUDENTS USING, IN POSSESSION OF, OR UNDER THE INFLUENCE of any alcoholic beverages, marijuana, hallucinogens, amphetamines, barbiturates, narcotics (opiates or synthetic narcotics), cocaine, legend drugs, (a **legend drug** is any drug that requires a prescription), non-prescription diet pills, caffeine pills, hallucinogenic mushrooms, or any "look alike" substances purported to be such will result in a suspension of up to 90 school days.
3. POSSESSION OF DRUG PARAPHERNALIA is in violation of Southside School District rules. This material will be confiscated. The first violation will result in a short-term suspension. Subsequent violations may result in long-term suspensions. There may be notification of legal authorities.
4. POSSESSION OF LIGHTERS AND/OR MATERIALS THAT ARE A DISRUPTION TO THE EDUCATIONAL PROCESS is in violation of Southside rules. Lighters or disruptive items will be confiscated and violations may

result in after school detention, short-term Suspension and/or long-term suspensions.

5. **MEDICATION (PRESCRIPTION OR NON-PRESCRIPTION):** Prescribed or over-the-counter medication may be dispensed to students on a scheduled basis upon written authorization from a parent accompanied by written instructions from a licensed physician or dentist. Requests shall be valid for not more than the current school year. The prescribed or non-prescription medication must be properly labeled in the original container with the student's name on it. The medication is to be stored in the nurse's office (no more than a 20-day supply). The parent shall agree in writing that because of the office's schedule and other responsibilities it is permissible for a dosage or dosages to be delayed or missed. **Under NO circumstances should a student carry, self-administer, or share over-the-counter or prescription medication at school without prior consent from the principal (in consultation with the school nurse.) Misuse, distribution or unlawful possession of prescription or non-prescription drugs will be subject to an immediate suspension and possible expulsion.** A copy of this policy shall be provided upon parental request for administration of medications in school. (School Board Policy #3416P).

APPLICATION FOR MODIFICATION OF DRUG AND ALCOHOL-RELATED DISCIPLINARY ACTIONS

Students given a school suspension under the provisions of Section 2 above may have the suspension period reduced but not eliminated entirely if they provide evidence of having completed, or of having scheduled at the earliest possible date, a drug/alcohol use assessment by a state certified drug/alcohol agency which meets Southside's criteria for assessment, and following the treatment recommendations based on the assessment. The student may be readmitted on a probationary basis for the balance of the suspension period or the student's educational opportunities may be continued in some other appropriate way. In order to return to school, students will also be required to state where and how they obtained the drug or alcohol.

***ARSON:** Knowingly and/or maliciously causing a fire or explosion.

***ASSAULT:** The threatened or attempted use of force or violence upon another person. This violation includes fighting. Striking another student with an object, whether intentional or accidental, if a reasonable person could conclude that the negligent actions could cause harm or injury, is considered assault.

ATTENDANCE: Daily punctual attendance is required in accordance with state law and school board policy. Students shall attend regularly scheduled classes unless officially excused. (See also section **A** attendance.)

ASSEMBLY/CONCERT CONDUCT: Assemblies are held for the education and enjoyment of students, families, and faculty. Talking, shouting, being disruptive or other types of discourtesy are not permitted. Courtesy to the speaker or presenter(s) and to the program is expected. Students who fail to act appropriately or violate the above rules shall be removed from the event and directed to another area where they will be supervised until the activity concludes.

CAFETERIA CONDUCT: We expect the Lunchroom and Courtyard to be pleasant places to eat. Students must do their part to clean up after themselves and maintain an atmosphere suitable for enjoyment by all.

CHEATING: Cheating clearly violates the educational purpose of an activity. Age appropriate consequences will be given to students who are determined to be cheating by staff and administration.

CLASSROOM CONDUCT: Students are expected to:

1. Arrive to class on time with all appropriate materials.
2. Comply with the teacher's reasonable requests.
3. Demonstrate respect for self, others, and property.

COMPUTERS AND INTERNET: Students must comply with the district's Acceptable Use Guidelines for access to all electronic information systems. Please refer to the AUG document for further information.

DISRESPECT: Students are expected to act in manner that encourages respect for self, others and property. Students and staff must be guaranteed an environment that is safe. Mutual respect is the underlying principal in the classroom, in the hallways and on school grounds. Failure to behave in such a manner may result in disciplinary actions.

DISTRIBUTION OF MATERIALS: Distribution of non-school materials requires prior-approval from the Principal/Superintendent.

DRESS AND APPEARANCE: All students are expected to dress comfortably in a manner that is appropriate for the school setting. Student dress and appearance must not present health or safety problems or cause disruption of the educational process. A student's attire sets the tone for both attitude and atmosphere. Students are expected to come to school well-groomed and appropriately dressed. Clothing should fit appropriately and reflect an environment that is conducive to learning. The following are guidelines in selecting appropriate apparel:

- All students must be fully dressed and appropriately covered including with shoes.
- Clothing which carries a vulgar or offensive message is prohibited. (This includes references to drugs, alcohol, tobacco, weapons, violence or is sexually suggestive, displays inappropriate pictures or writing or sexual connotations.) Clothing which carries gang connotations or affiliations is prohibited. (This includes any bandanas, 'do-rags, and baggy—or sagging—pants.)
- Clothing which bares the midriff, reveals an undergarment, or exposes the body in a way disruptive to the educational environment is prohibited. (Pants with excessive or strategic holes will not be permitted.)
- Skirts and shorts should extend to the middle of the thigh or longer. Exposure of underwear or buttocks is not permissible.
- Sleeveless tops must have straps that rest on the shoulder, do not show undergarments or a cleavage for older children. A width of at least two inches is recommended or tops less than that be worn with a cover.
- Chains may not hang from clothing (only chains manufactured as jewelry may be worn.)
- Hats and hoods are prohibited in any building unless part of a spirit day, a set religious practice, or for health purposes. Exceptions must have administrator or designee approval. Please remember that respect and decorum dictate removal of hats in professional and formal settings.

Any student believed to be in violation of this dress code may be asked to change their attire and/or sent to the main office where parents may be contacted to bring a change of clothing prior to the student returning to class.

Repetition of these concerns will be considered willful disobedience.

It is understood that individual teachers in consultation with the building administration may restrict appearance and attire with special consideration for safety, cleanliness, or class requirements. The above standards are not inclusive, but are intended as a guide to parents and students to make appropriate decisions about what to wear and bring to school. Parents should carefully monitor what students wear and consider the effect their clothing may have on the educational process.

***EXCEPTIONAL MISCONDUCT:** Exceptional misconduct is misconduct which the school district has judged:

1. to be of such frequent occurrence, notwithstanding past attempts of district personnel to control such misconduct through the use of other forms of corrective action and/or punishment, as to warrant an immediate resort to long-term suspension or expulsion, and/or
2. to be so serious in nature and/or serious in terms of disruptive effect upon the operation of the school as to warrant an immediate resort to long-term suspension or expulsion.

Exceptional Misconduct will not include absenteeism.

***EXPLOSIVES:** Possession or use of anything tending or serving to explode with force or violence, such as firecrackers, bullets or pipe bombs. See also Weapons.

***EXTORTION/BLACKMAIL/COERCION:** Obtaining money or property by violence or threat of violence, or forcing someone to do something against their will by force or threat of force.

FIGHTING/PHYSICAL CONFRONTATIONS/THREATS: Fighting will not be tolerated. Any student involved in a fight, in the building or on school grounds, will face suspension from school for not less than three days. Any subsequent involvement in a fight may lead to long-term suspension and/or ultimate expulsion. Double penalties will be imposed whenever "group" or "gang" fighting is involved. "Group" or "gang" fighting as used herein, shall mean two (2) or more

individuals who are involved in one side of a physical confrontation/fight. Pursuant to RCW 28.A.635.090 students who interfere by force or violence with school personnel or other students are subject to immediate suspension or expulsion. Failure to disperse at the scene of a fight will result in disciplinary action. See Assault, Intimidation.

FOOD/DRINKS IN CARPETED AREAS: Food and beverages are to be consumed in the lunchroom or outside designated areas only. Eating and drinking is prohibited in the classrooms or hallways unless staff approved. Violators are subject to after-school campus cleanup. Flagrant violations (repeated offenses), shall result in more severe corrective action (i.e., detentions).

FORGERY: A student shall not make any false entry or alter any school document used or intended to be used in connection with the operation of the school.

FREEDOM OF EXPRESSION:

1. Students are entitled to express their personal opinions verbally and in writing provided such opinions do not interfere with the freedom of expression of others. Obscenities or personal attacks are prohibited. Distribution or content of written material must not interfere with or disrupt the educational process and such expression must be signed by the student taking responsibility for its dissemination.
2. Student meetings in school buildings or on school grounds may function only as a part of the formal educational process or as authorized by the principal.
3. Freedom and peaceful assembly is regulated in time and place by the building administrator. Demonstrations which interfere with the operation of the school or classroom are prohibited.
4. Uncensored publication and distribution of leaflets and handbills require the principal's determination of time and place and student responsibility for contents.
5. Libel, obscenity, personal attack, advocacy of the violation of existing statutes or ordinances, established laws or official school policy, or rules or regulations, are prohibited in all publications.
6. Commercial solicitation is not allowed unless authorized by the principal.
7. Student distribution of unlawful materials in the school building or on school grounds is prohibited.
8. Any violation by any student(s) of the limitations of FREEDOM OF EXPRESSION may subject the student to such discipline as may be deemed necessary by the school authority, provided that such discipline occurs only for just cause and in accordance with due process of law.
9. Students may not assemble in areas designated as off-limits during the school day, such as the front of the building, the stadium, or the parking lot.

***GUNS:** According to Washington state law, students who possess a firearm, facsimile, or dangerous weapon on school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools may be immediately expelled. Students who possess a firearm must be expelled without an opportunity for readmission for at least one year. Additionally, local law enforcement agencies will be notified.

HALL PASS AND HALL CONDUCT: Hall passes are required for students in the hallways while classes are in session. These passes must be obtained from the teacher from whose class the student is being excused. When using a hall pass, a student shall be considered "skipping" unless he/she goes directly to the intended destination and returns in a timely fashion.

HARASSMENT/INTIMIDATION/BULLYING: No student should be subjected to harassment, intimidation, or bullying at school for any reason by any student or staff member. All students and employees will deal with all persons in ways which convey respect and consideration for individuals regardless of race, color, marital status, national origin, creed, religion, gender, age, or disability. Act of harassment, hostility, or defamation (whether verbal, written, or physical), will not be tolerated and constitute grounds for disciplinary action including long-term suspension and/or expulsion from school. Legal agencies may be contacted.

Sexual harassment includes all unwanted, uninvited, and non-reciprocal sexual attention; as well as the creation of an intimidating, hostile, or offensive school or work environment. Examples of behavior that may be sexual harassment include but are not limited to: sexually suggestive looks or gestures; sexual jokes, pictures or teasing; pressure for dates or sex; sexually demeaning comments; deliberate touching, cornering, or pinching; attempts to kiss or fondle; threats, demands, or suggestions that favors will be granted in exchange for sex or tolerance of sexual advances; objectionable,

offensive, or disruptive apparel (e.g. slogans, graphics, that are of sexual nature).

If you believe you have been harassed by another student or staff member,

1. Inform any staff member who will, in turn, immediately report the concern to a building administrator.
2. A building administrator will then meet with the aggrieved student(s) and review the complaint process, to ensure that they know what to expect, including the right of protection from retaliation for reporting the alleged sexual harassment. The District's Sexual Harassment Officer will be contacted immediately and informed of the nature and status of the complaint.
3. The building administrator will conduct a thorough investigation, and work to quickly and judiciously resolve the concern.
4. After initiating an informal complaint, a student will not be required to meet with or work out the problem directly with the person alleged to be the harasser.
5. Students who pursue an informal grievance may end the process at any time, and begin the formal stage of the complaint process.
6. An informal complaint may become formal at the request of the student or parent or because the district believes the complaint needs to be more thoroughly investigated.
7. The District's Sex Harassment Compliance Officer (Principal/Supt.) shall receive and investigate all formal, written complaints of harassment, or information made available that is believed to require further investigation.
8. If sexual harassment is not found, Southside may still determine that the conduct was inappropriate and require that such conduct be stopped.
9. For counsel and assistance in resolving matters of harassment, students and/or parents should contact the Principal/Superintendent at 360.426.8437.
10. **ANTI-BULLYING POLICY:** At no time will bullying behavior be tolerated on the campus of the Southside School District. According to the Washington State "Anti-Bullying" law (SHB 1444), harassment, intimidation, or bullying is defined as: "any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by ... [race, color, religion, ancestry, national origin, gender, sexual orientation, or mental, physical, or sensory handicap], or other distinguishing characteristics, when the intentional written, verbal, or physical act: (a) physically harms a student or damages the student's property; or (b) has the effect of substantially interfering with a student's education; or (c) is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or (d) has the effect of substantially disrupting the orderly operation of the school." Students engaged in such behavior will be disciplined up to and including removal from school.

HAZING: Students shall not participate, conspire to participate, or conspire for others to participate in harassing acts that injure, degrade or disgrace, or tend to injure, degrade, or disgrace other individuals.

IDENTIFICATION: Students must identify themselves and are required to show identification upon any request from school district personnel.

INAPPROPRIATE BEHAVIOR: The following behaviors are inappropriate for the classroom or academic setting, and will result in disciplinary consequences: vulgarity and profanity, obscenity, spitting, extortion, horseplay or play-fighting, immoral conduct, gambling, lighting matches or lighters, littering, or any other behavior as defined by the classroom teachers or administration.

***INTERFERENCE WITH AND/OR INTIMIDATION OF SCHOOL AUTHORITIES:** Students shall obey lawful instruction of school district personnel. This includes aides, custodians, secretaries, student teachers, and anyone hired by the district. It is a criminal act to insult or abuse a teacher. Any student, singly or in concert with others, should not intimidate by threat of force or violence any administrator, teacher, classified employee, or student of any common school, or other person legitimately on school grounds, who is in the peaceful discharge or conduct of his or her duties or studies (RCW 28.A.635).

LEWD CONDUCT/PROFANE LANGUAGE: Any lewd, indecent, or obscene acts or expressions shall be grounds for corrective action. The use of foul or abusive language or gestures on campus is strictly forbidden. Students violating this policy may receive campus clean up, detention, or suspension depending on severity and manner of occurrence.

OFF CAMPUS EVENTS: Students at school sponsored events shall be governed by school district rules and

regulations as if the event were at their home school, and are subject to the authority of the school district officials.

OFF LIMITS AREAS: For student safety and supervision, student congregation is permitted only in designated areas. The parking lot is off limits to all students during school hours, except with administrative written permission or escort. **Deliveries must be brought to the school office for distribution to students, including flowers and balloons, lunches, and athletic equipment.**

During lunchtimes, the main building hallways are off limits. Students may not be permitted in classrooms without supervision.

PUBLIC DISPLAYS OF AFFECTION: Students are to refrain from acts of affection that embarrass others and should be based on self-control and respect for the reputation of one another.

***ROBBERY:** Stealing from an individual by force or threat of force will face strong disciplinary measures.

ROLLER BLADES AND SKATE BOARDS: Roller blades and skate boards are not permitted in the building or on school grounds at any time. Violations of this rule shall result in such items being confiscated and shall require the parent to come to school for the return of the item(s). Repeat violations shall be grounds for disciplinary action.

SALES: Sales of materials or products not authorized by the school are prohibited.

SEARCH AND SEIZURE:

1. In General, a building administrator may search a student, the student's possessions, or a student's locker if the administrator has reasonable grounds to suspect the search will yield evidence of the student's violation of the law or school rules.
2. The scope of the search is proper if the methods used are reasonably related to the objectives of the search and not excessively intrusive in light of the age and gender of the student and the suspected infraction. Under no circumstances may an administrator subject a student to a strip or body cavity search as defined by state law.
3. Student lockers, desks, computer data files, and storage areas remain the property of the school district, and no right or expectation of privacy exists for any student as to the use of any such property assigned to the student by a school. In addition to the circumstances described in section 1 above, a building administrator or designee may search all student lockers at any time without prior notice and without reasonable suspicion that the search will yield evidence of a particular student's misconduct. If, as a result of such general search, a building administrator or designee develops reasonable suspicion that a container in a student locker may contain evidence of student misconduct, the administrator or designee may search the container in accordance with the provisions in section 1 above.

SUBSTANTIAL DISRUPTION OF SCHOOL: A student shall not intentionally cause the substantial and material disruption of any school operation. This may include but is not limited to the following:

1. Copycat acts
2. Contributing to, or knowing involvement in a potentially dangerous activity and failing to report the misconduct. This shall include a passive resistance and any overt act toward the commission of a crime.

THEFT: The unauthorized carrying away of the personal property of another person or the property of the school district. The theft of personal items should be reported to administration; however, the student is discouraged from bringing items unrelated to learning. Students caught stealing will be subject to school discipline and the police may be called. Southside School District and its employees are not responsible for any personal items brought to school.

TRESPASSING: Being present in an unauthorized place or refusing to leave when ordered to do so. Violations shall result in consequences ranging from warning, no trespassing letter, police contacted, and possible suspensions.

***TOBACCO PRODUCTS:** No student shall be permitted to use, display, or possess tobacco products or look-alike products including e-vapes while on school grounds or at school-sponsored activities. Violations shall result in a short-term suspension (up to ten days), and parent notified.

***VERBAL ABUSE:** The use of disrespectful or threatening language to school personnel or other students. Violations shall result in possible removal from class, after-school detention, in-school suspension and/or suspensions.

VIOLATION OF SUSPENSION: During the period of any suspension from school, students shall not enter upon any real and personal property that is owned, leased, rented or controlled by the school district without the express prior approval of a building principal or designee.

VISITORS/GUESTS: Southside School District welcomes parents, guardians, and visitors who have business with school officials to visit our school during school hours. All visitors must check in at the main office if on campus between 8:15 and 2:45 and receive a visitor's identification badge. Any visitor that wants to go into a class that is officially meeting must have the supervisory staff member and principal/superintendent or designee approval prior to attending. This practice keeps our students safe and minimizes disruption to their education. Prior arrangements with staff may be made via their e-mail or through phone contacts.

WEAPONS/DANGEROUS INSTRUMENTS: A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon. This rule does not apply to normal school supplies like pencils, rubber bands, or compasses **unless used as a weapon.** It does apply to any air, aerosol, gas or pump action chemical agents or firearms, any explosive (including firecrackers), num chucks, throwing stars, clubs, any knife, air gun, BB gun, sling shot, metal knuckles, dirks, as well as other dangerous or homemade objects of no reasonable use to the student at school and objects similar in form or use to those listed above. **Any item used with the intent, or perceived intent to threaten, intimidate, or harm another person shall be considered a weapon.** Blunt or heavy objects used or displayed during a physical confrontation/fight may be considered weapons for purposes of enforcing this policy. Possession, use, or threat of use of any of the above items will constitute good reason for long term suspension or emergency expulsion. Administrators shall use discretion and may select alternative disciplinary measures when investigating incidents involving small pocketknives not used or displayed as a weapon. **Look-alike, unloaded and/or inoperable firearms or explosives remain a firearm or explosive for purposes of this section, and violating students will be subject to discipline including a one-year expulsion from school. However, the superintendent may modify the one-year expulsion on a case-by-case basis.**

WILLFUL DISOBEDIENCE: Willful disobedience is defined as the blatant and intentional defiance of a direct and reasonable order given by any school personnel. Such behavior is insubordinate to the orderly operation of the school, and as such, may warrant serious disciplinary consequences.

CORRECTIVE ACTIONS AND DISCIPLINE PROCEDURES

The Southside School District seeks to provide opportunities and experiences which assist students in becoming responsible, self-controlled individuals, capable of and willing to fulfill their roles as participating citizens. It is intended that students will learn to respect rules and regulations of conduct.

The Southside School District believes that parents and guardians are important partners in the process of corrective action. To this end, school authorities shall make a reasonable attempt to involve the parent and the student in the resolution of student misconduct problems.

The corrective action policies of the Southside School District are progressive and use discipline matrices that are based on humanitarian principles and ideals that recognize the dignity and worth of each student. District policies support the concept that discipline is essential to the maintenance of school programs and the positive development of the total individual. It is expected that students will conduct themselves as responsible citizens.

A copy of all applicable board policies, procedures, statutes and regulations mentioned herein may be obtained from the Office of the Superintendent or found on-line.

STUDENT DISCIPLINE- Southside School District has school wide rules and expectations for student behavior. Those rules and expectations can be found in this handbook. Staff will attempt initial intervention through work

with the student. Further issues or more serious issues may require contacting the parent, use of a solution room, if available, and other appropriate measures. If this is ineffective, then referral will be made to the Principal/Superintendent. Referrals are to be taken very seriously. A problem-solving approach along with appropriate consequences are attempted in order to avoid future occurrences. In severe cases, parents will be notified by phone and/or in writing and will be asked to support the school in taking appropriate action to change the student's behavior. Any conduct which materially and substantially interferes with the educational process is prohibited and students may be subject to immediate suspension and/or expulsion for a first-time offense. (See Board Policy 3240p)

DEFINITIONS: (See Board Policies for Students Rights and Responsibilities and Corrective Action)

Discipline- all forms of corrective action or punishment other than suspension and expulsion and shall include the exclusion from a class for a period of time not exceeding the balance of the immediate class period. Discipline shall also mean the exclusion of a student from any other type of activity conducted by or on behalf of a school district, including its athletic program and transportation.

Emergency Expulsion- the immediate denial of school attendance for an indefinite period of time due to an immediate and continuing danger to the student, other students, or school personnel or an immediate and continuing threat of substantial disruption of the educational process.

Emergency Removal- the immediate removal of a student from a class, subject, or activity when the student's presence poses an immediate and continuing danger to the student, other students, or school personnel or an immediate and continuing threat of substantial disruption of the class, subject, activity, or educational process of the student's school.

Expulsion- a denial of attendance at any single subject or class or at any full schedule of subjects of classes for an indefinite period of time.

Long-term Suspension- a suspension that exceeds ten (10) days.

School Business Day- any calendar day except Saturdays, Sundays and state holidays, upon which the office of the superintendent of the school district is open to the public. School business days shall be concluded upon the closure of the superintendent's office for the calendar day.

Short-term Suspension- a suspension for any portion of a calendar day up to and not exceeding ten consecutive school days.

Suspension- denial of attendance, other than for the balance of the immediate class period for corrective action purposes, at any single subject or class or at any full schedule of subjects or classes for a stated period of time.

PROVISIONS APPLICABLE IN GENERAL:

Teachers, school administrators, school bus drivers, and other designated school employees shall have the authority to: (1) impose discipline on any student for misconduct in accordance with the procedures specified in this brochure; (2) temporarily remove a student from a class, subject, or activity as provided for herein; and (3) make recommendations to appropriate school authorities for the suspension or expulsion of any student. Except as otherwise provided for, only a building administrator, the superintendent, or such person's designee may impose a suspension or expulsion.

1. Students with disabilities are subject to the same rules of student conduct and corrective action procedures as other students. However, when a proposed corrective action constitutes a significant change in placement, special procedures shall be employed as required by law. (See district policy "Due Process Procedures under Individuals with Disabilities Education Act".)
2. Corporal punishment, which generally is defined as any act which willfully inflicts or willfully causes the infliction of physical pain, is prohibited by state law and board policy. Exceptions are defined in WAC180-40-235(3).
3. Notwithstanding any other provision of this Handbook to the contrary, Certificated staff members are

empowered to exclude any student who created a disruption of the educational process in violation of building disciplinary standards from their classroom for all or any part of the school day or until the Certificated staff member has conferred with the principal, whichever occurs first. Prior to excluding a student, except in emergency circumstances, the teacher shall have attempted one or more corrective actions.

SHORT-TERM SUSPENSIONS:

1. Prior to the short-term suspension of any student, a conference must be conducted with the student. At this conference, the student must be provided with: (1) an explanation of the alleged misconduct and rule violations; (2) an explanation of the evidence in support of the allegations; (3) an explanation of the corrective action which may be imposed; and (4) an opportunity to present an explanation regarding the alleged misconduct.
2. In the event a short-term suspension exceeds one calendar day, the parent of the student will be notified of the reason for the student's suspension and the duration of the suspension orally and/or by letter deposited in the mail as soon as reasonably possible. Parents/guardians have the right to an informal conference to discuss the suspension with the Principal/Superintendent.
3. Any student subject to short-term suspension shall be provided the opportunity upon return to school to make up assignments or tests missed by reason of the suspension if such assignments or tests have a substantial effect on the student's semester or trimester grade or failure to complete such assignments or tests would preclude the student from receiving credit for the course(s).

LONG-TERM SUSPENSIONS AND EXPULSIONS:

1. Prior to the long-term suspension or expulsion of a student, a written notice of an opportunity for a hearing shall be delivered in person or by certified mail to the student and parent.
 - A. Specify the student's alleged misconduct and the school district rule alleged to have been violated;
 - B. Set forth the corrective action proposed by the district and the right of the student or parent to a hearing for the purpose of contesting the allegations;
 - C. Inform the student and parent that a written request for such a hearing must be received by a designated school district employee on or before the expiration of the third school business day after their of the notice; and
 - D. Indicate that if such a timely request is not received, that the right to a hearing may be deemed waived and the proposed corrective action may be imposed without further opportunity for the student or parent to contest the matter.

A schedule of "school business days" potentially applicable to the exercise of such a hearing right should be included with the notice.

2. The student or parent must request such a hearing within three school business days after the date of their receipt of the notice imposing the corrective action. If a timely request for a hearing is not received, the school district may consider the student and parent to have waived the right to a hearing and the proposed corrective action may be imposed as of the fourth school business day following receipt of the notice imposing the corrective action.

School Bus Information

School Bus Guidelines

Students who ride the bus to and from school should be at the appropriate stop approximately five minutes before the scheduled arrival time of the bus. Once aboard the bus, all students are expected to follow the directions of the bus driver and all of the bus safety guidelines outlined below. Please keep in mind that the primary concern of each driver is the safe transportation of your child to and from school.

Student Conduct on Bus

Bus Stop Rules

1. Students must stand completely off the roadway while waiting on the bus.
2. Students must cross in front of the bus and must wait for the drivers hand signal.

3. Students are the responsibility of the school district from the time they board the bus at their designated stop until they disembark at their designated stop.
4. Students are only allowed off at their designated stop without a bus pass signed by the School Office.

Rules for Riding School Buses

1. The driver is in full charge of the bus and passengers.
2. Passengers must obey the bus driver promptly and courteously.
3. Drivers will determine seat assignments for students on the bus.
4. Students are to remain seated, face the front of the bus and keep aisles and exits clear at all times.
5. Classroom conduct must be displayed: sitting properly in the seat, keeping hands and feet to self, no throwing of any items, and being courteous to fellow passengers.
6. Profane language and gestures are not allowed.
7. Fighting, tripping, shoving, etc. are not allowed.
8. Bus riders are expected to keep the bus clean by packing off any items that they brought on the bus.
9. Possession of drugs, alcohol, tobacco or vape products, lighters, etc is prohibited.
10. Hazardous articles such as: large or bulky objects, glass containers, animals, balloons, skateboards, or bulky backpacks are not allowed on the bus.
11. Windows must only be opened to a level approved by the driver and students will keep all body parts (i.e. head, hand or arms) and objects inside the window while on the bus.
12. Emergency exit procedures will be conducted per state law and district policy.
13. When buses stop at railroad crossings, passengers must be quiet.
14. Students and buses must yield to emergency vehicles.

Bus Passes

If you would like your child to ride the bus to another location other than his/her regular destination, please send a written request to the office. The office will complete a bus pass to give to the student for the bus driver records. Riding the bus is a privilege that may be suspended at any time for poor or dangerous behavior. Student misconduct will be sufficient reason for transportation to be discontinued. Incidents which endanger the safety of students, driver, or others, may result in immediate loss of bus privileges as determined by an Administrator.

Bus Discipline Procedures

Our intent is to keep students riding the bus and correct unacceptable or unsafe behaviors if needed. If problems occur, the driver will work with the student using different methods to prevent recurring problems such as assigned seat or sitting in one of the front seats, etc. If problems continue, the driver will attempt to contact the parent by phone to ask for their help, and if that proves unsuccessful, a referral notice will be issued and sent to the office. Parents will be contacted by either the bus driver or administration at this time. If misconduct is not corrected the following progression of disciplinary action will be imposed, although some infractions may warrant skipping a level or a more serious consequence.

Number of Bus Referrals	Consequences
1st Referral	Administrator/Designee will meet with parent and students. Consequences may range from a warning up to 3 days bus suspension
2nd Referral within 30 school days	Administrator/Designee will meet with parent and students. Consequences: 1-5 school days bus suspension
3rd Referral within 30 school days from previous referral	Administrator/Designee will meet with parent and students. Consequences: 5-10 school days bus suspension
4th Referral within 60 school days from previous referral	Administrator/Designee will meet with parent and students. Consequences: 10-20 school days bus suspension

Southside School District is part of a transportation co-op. Thanks for working to keep our students safe on our buses.

Middle School (Grades 5-7)

HONOR LEVEL SYSTEM

Southside's Honor Level System is designed to encourage students to stay out of trouble and follow school and classroom expectations through the use of special recognition, incentives, and activities. A major theme of this model is that students always have the opportunity to earn their way back to Honor Level One.

Honor Level One: Students who have no referrals – These students rarely get in trouble and have no more than 1 D and no Fs. They are awarded privileges such as special assemblies, field trips, etc.

Honor Level Two: Students who have no severe referrals and up to two moderate referrals – These students maintain privileges such as lunch recess, breaks between classes, regularly scheduled assemblies or activities. They do not however participate in special assemblies or field trips designed for Honor Level One students.

Honor Level Three: Students who are having difficulty staying out of trouble – They have had three or more moderate referrals and/or a severe behavior referral. These students will not enjoy privileges such as social lunch break, school assemblies, or field trips. Fortunately, this is a small number of students and they will always have the opportunity to work their way back to Honor Level One.

Honor Level Four: Students who have earned more than 5 days of suspension per trimester or school year. These students will not enjoy privileges such as social lunch break, school assemblies, or field trips. These students lose the right to attend end of trimester or year-end assemblies or activities such as a field trips.

Suspensions during the last 6 weeks of school may be applied from the end of the year backwards to maximize their learning opportunity.

How does the Honor Level system work?

- Honor Level One students have special celebration activities each trimester, including special field trips, assemblies, and other activities.
- Moderate referral forms are used for minor infractions such as tardiness, not following classroom rules, behavior issues, etc. In order to be on Honor Level One, a student must have no referrals in the last ten school days.
- Students who commit a severe infraction such as theft, harassment, fighting, etc. are automatically on Honor Level Three.
- Students always have the opportunity to earn their way back to Honor Level One or Two by following school and classroom expectations.
- A student will move up an honor level after 10 consecutive school days of good behavior. Students who reach Honor Level Four and/or exceptional misconduct may have consequences that impact allowable activities the rest of the year.

SOUTHSIDE MIDDLE SCHOOL LOCKER GUIDELINES

GOAL: Students will use lockers at the appropriate time and will utilize lockers to store books and materials needed for school.

Rules and Expectations:

- Students are welcome to go to their lockers before school, during passing periods, before lunch, after lunch, and at the end of the day. Students should not be in their lockers at any other time of the day without permission.
- Lockers are school property and are subject to search consistent with Washington State Law. RCW28A.600.210 RCW28A.600.220, RCW28A.600.230, RCW28A.600.240
- In addition to the provisions in RCW28A600.230, the school Principal, Vice Principal, or Principal's designee may search all student lockers, at any time, without prior notice and without a reasonable

suspicion that the search will yield evidence of any particular student's violation of the law or school rule.

- If the school Principal, Vice Principal, or Principal's designee, as a result of the search, develops a reasonable suspicion that a certain container or containers in any student locker contain evidence of a student's violation of the law or school rules, the Principal, Vice Principal, or Principal's designee may search the container or containers according to the provisions of RCW28A.600.230(2).

ELECTION GUIDELINES FOR CAMPAIGNING AND SPEECHES

Southside has times during the year when students are encouraged to run for a position such as ASB officers and/or Mayday/Forest Festival Court. To ensure a smooth and fair election process each position has established campaigning and position requirements. Please make sure you check the specific guidelines for the position being sought before taking any action.

Examples of possible requirements include:

- Applications deadlines
- GPA and Behavior expectations
- Poster and Speech Requirements
- Restrictions on the distribution of campaign incentives such as stickers and items of value.

Questions regarding campaigning should be addressed with event advisor.
Any violations of guidelines may result in disqualification.

Student Handbook Addendum 2018-19

DISCRIMINATION

Southside 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, 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 employee(s) has been designated to handle questions and complaints of alleged discrimination:

Doris Bolender, DBolender@southsideschool.org, 161 SE Collier Road, Shelton WA., 360-426-8437

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: <http://southsideschool.org/files/2015/01/3210-Non-Discrimination.pdf>

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, 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, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: **[Insert link to policy on website when approved]**

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 or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to revolve your concerns.

Complaint to the School District

Step 1. Write Our Your Complaint

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

Step 2: School District Investigates Your Complaint

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

Step 3: School District Responds to Your Complaint

In its written response, the district will include a summary of the results of the investigation, a

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

Appeal to the School District

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

Complaint to OSPI

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

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

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

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

For more information, visit our [website](#), 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 | [OCR Website](#)

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | [Human Rights Commission Website](#)