Sultan Middle School

Student and Family Handbook
2022-2023

Skyhawks SOAR when:

INSTRUCTION
ENGAGE ALL STUDENTS

LEARNING
FOR EVERY STUDENT

PLC'S
RESPONSIVE TO ALL STUDENT NEEDS

BEHAVIOR
SUPPORT ALL STUDENTS

RELATIONSHIPS: SUPPORTING EVERY STUDENT'S SOCIAL & EMOTIONAL NEEDS

SMS Empowers ALL students with skills and knowledge to prepare them for careers, college & productive citizenship.

SSD: Working Collaboratively, to achieve excellence for all learners.

website: www.sultan.k12.wa.us/sms
Facebook: Sultan Middle School
Twitter: @SMSSkyhawks

Mr. Chaplik
Superintendent

Mr. Chapple
Principal

Ms. DuFloth
Assistant Principal

Mr. Sifferman
Athletic Director

Ms. Broughton
Admin. Secretary

This Handbook Belong To: ________________________________
Sultan Middle School  
301 High Avenue  
Sultan, WA  98294  

Main Office (360) 793-9850  
Attendance Line (360) 793-9851 ext. 4  
School Closure Information (360) 793-9851 ext. 8  
Fax (360) 793-9859  
Transportation (360) 793-9820  

**SULTAN MIDDLE SCHOOL STAFF DIRECTORY**  

<table>
<thead>
<tr>
<th>ROLE</th>
<th>Name</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRINCIPAL</td>
<td>Brett Chapple</td>
<td></td>
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<tr>
<td>ASSISTANT PRINCIPAL</td>
<td>Jill DuFlotoh</td>
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</tr>
<tr>
<td>ATHLETIC DIRECTOR</td>
<td>Scott Sifferman</td>
<td>EXT 1016</td>
</tr>
<tr>
<td>COUNSELOR</td>
<td>Robert Richert</td>
<td>EXT 1542</td>
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<tr>
<td>NURSE</td>
<td>TBD</td>
<td>EXT 1516</td>
</tr>
<tr>
<td>LIBRARY TECHNICIAN</td>
<td>Tonia Boyd</td>
<td>EXT 1530</td>
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<tr>
<td>STUDENT SUPPORT ADVOCATE</td>
<td>TBD</td>
<td>EXT 1645</td>
</tr>
<tr>
<td>SECRETARIES</td>
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<tr>
<td>ADMINISTRATIVE SECRETARY</td>
<td>Cindy Broughton</td>
<td>EXT 1506</td>
</tr>
<tr>
<td>OFFICE CLERK</td>
<td>Elizabeth Emmons</td>
<td>EXT 1501</td>
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<td>OFFICE CLERK</td>
<td>Tiffany Asper</td>
<td>EXT 1500</td>
</tr>
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<td>TEACHER:</td>
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<td></td>
</tr>
<tr>
<td>Andrews, Heather</td>
<td>Special Education</td>
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<td>Science/STEM</td>
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<td>Broughton, Blair</td>
<td>Social Studies/AVID</td>
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<td>Browder, Margaret</td>
<td>Math</td>
<td></td>
</tr>
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<td>Buhler, Bret</td>
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<td>Claypool, Jamie</td>
<td>Special Education</td>
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<td>Coles, Lee</td>
<td>Math/Science</td>
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<td>Harder, Heidi</td>
<td>Math/WSH</td>
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</tr>
<tr>
<td>Hoffman, Amber</td>
<td>Science</td>
<td></td>
</tr>
<tr>
<td>Johnson, Sara</td>
<td>Math</td>
<td></td>
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<td>Jones, Russell</td>
<td>Math</td>
<td></td>
</tr>
<tr>
<td>Kelly, Allison</td>
<td>Physical Education/Health</td>
<td></td>
</tr>
<tr>
<td>Koehler, Matthew</td>
<td>Physical Education</td>
<td></td>
</tr>
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<td>Lambert, Quinn</td>
<td>ELA</td>
<td></td>
</tr>
<tr>
<td>Lomans, Brooke</td>
<td>Language Arts/World History</td>
<td></td>
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<tr>
<td>Mejorada, Annie</td>
<td>ELA</td>
<td></td>
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<tr>
<td>Miller, Riley</td>
<td>Science</td>
<td></td>
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<td>Monreal, Candice</td>
<td>Consumer Science</td>
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<td>Motta, Lucille</td>
<td>Art</td>
<td></td>
</tr>
<tr>
<td>Munn, Shannon</td>
<td>Special Education</td>
<td></td>
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<td>Murphy, Darci</td>
<td>Health</td>
<td></td>
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<td>Pellham, Karen</td>
<td>Special Education</td>
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<td>Riehle, Pete</td>
<td>US History/AVID</td>
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<td>Sifferman, Scott</td>
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<td>Smith, Kimbra</td>
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<td></td>
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<tr>
<td>Suter, Emily</td>
<td>Music</td>
<td></td>
</tr>
<tr>
<td>Swift, Brian</td>
<td>Social Studies</td>
<td></td>
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</tbody>
</table>

**EDUCATIONAL ASSISTANTS:**  
Rowena Ahles, Sashia Ambriz, Tessa Boury, Lisa Carberry, Polly Cunningham, Liz Kirkman, Aniliese McIntosh, and Betty Valera-Gonzalez
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>Covid-19 Health and Safety Policies</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>X.1 Health and Safety Protocols</td>
<td>5</td>
</tr>
<tr>
<td>1</td>
<td>Student Responsibilities</td>
<td>6</td>
</tr>
<tr>
<td>1.1</td>
<td>Responsibilities</td>
<td>6</td>
</tr>
<tr>
<td>1.2</td>
<td>Skyhawk B.E.S.T.</td>
<td>7</td>
</tr>
<tr>
<td>1.3</td>
<td>Behavioral Reinforcement (Major/Minor) Matrix</td>
<td>8</td>
</tr>
<tr>
<td>1.4</td>
<td>Discipline Matrix and Consequences</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>PBIS</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Restorative Practices</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Lunch Workshops</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>Friday School</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>Short-Term OSS</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>Long-Term OSS</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Expulsions</td>
<td>12</td>
</tr>
<tr>
<td>1.5</td>
<td>General School Rules</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>Accessory and/or Accomplice</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>Affectionate Behavior</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>Bikes</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>Cell Phones/Personal Electronic Use</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>Dress and Appearance</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>PE Uniforms</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>Food and Beverages</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Off-Limits Areas</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Skateboards, Scooters, Roller-Skates, Roller-Blades</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Squirt Guns, Water Balloons, Snow Balls, etc.</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Telephone Procedure (Office)</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Textbooks</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Toys, Balloons, Gifts, etc.</td>
<td>14</td>
</tr>
<tr>
<td>2</td>
<td>School Policies</td>
<td>15</td>
</tr>
<tr>
<td>2.1</td>
<td>Alcohol, Chemical Substances, and Tobacco Products</td>
<td>15</td>
</tr>
<tr>
<td>2.2</td>
<td>Attendance Rules</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Excused Absences</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Unexcused Absences</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Reporting an Absence</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Prearranged Absences</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>Early Dismissals</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>Illness During the School Day</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>Truancy</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>Tardy Procedures</td>
<td>16</td>
</tr>
<tr>
<td>2.3</td>
<td>Bus Expectations</td>
<td>17</td>
</tr>
<tr>
<td>2.4</td>
<td>Dangerous Objects &amp; Weapons</td>
<td>17</td>
</tr>
<tr>
<td>2.5</td>
<td>Fines</td>
<td>17</td>
</tr>
<tr>
<td>2.6</td>
<td>Gang Activity</td>
<td>17</td>
</tr>
<tr>
<td>2.7</td>
<td>Harassment/Intimidation/Bullying</td>
<td>17</td>
</tr>
</tbody>
</table>
2.8 Sexual Harassment 18
2.9 Threats 19
2.10 Trespassing 19

3 Student and Family Rights 19
3.1 Sultan School District Statement of Belief 19
3.2 Rights and Responsibilities 20
3.3 Non-Discrimination 20
3.4 School District Policy and State Law 24
3.5 Records 25
3.6 Release of Student Information & Photo Release “Opt Out Form” 25
3.7 Report Cards & Progress Reports 26
3.8 Visitors 26

4 Student Opportunities 26
4.1 After School Events 27
4.2 A.S.B. Council 27
4.3 Athletics and Activities 27
   Athletics Participation Policy 27
   Activities/Clubs 27
4.4 End-Of-Year Activities Participation 27
4.5 Honor Roll and High Honors 28
4.6 National Junior Honor Society 28

5 Student and Family Supports 28
5.1 Building Hours and Bell Schedule 28
5.2 Cafeteria/Food Services Policy and Expectations 28
   Breakfast 28
   Meal Prices 28
5.3 Counseling 28
   ParentHelp123.org 29
   Helpful Agencies 29
5.4 Insurance 29
5.5 Lost and Found 29
5.6 Medication at School 29

6 Technology/Electronics Policies 30
6.1 Personal Electronic Devices 30
6.2 Technology Responsible Use 31

7 Safety Procedures 32
7.1 Earthquake Procedure 32
7.2 Emergency Evacuation Procedures 32
7.3 Fire Alarm Procedures 32
7.4 Lock Down 33
NOTE: ALL COVID19 SAFETY POLICIES ARE SUBJECT TO CHANGE AS DETERMINED BY THE WASHINGTON STATE AND SNOHOMISH DEPARTMENT OF HEALTH

Please refer to the SSD Website for the latest information regarding COVID protocols.

https://www.sultanschools.org/cms/one.aspx?portalId=6753986&pageld=9654613

Best Practice Safety Guidelines

• If you are ill, please stay home.
• Physical distance as much as possible.
• Wash hands with soap and water frequently.
• Mask wearing is encouraged and optional.
Responsibilities of
Students/Staff/Parents/Guardians

Sultan Middle School holds the following expectations of students, staff, and parents/guardians in order to provide for a learning climate that holds the maximum possibility for student achievement:

**Students:**

- Demonstrate respect for all persons in the school community—staff, parents, and other students.
- Come to school/class every day, on time, prepared to learn and achieve at the highest levels.
- Learn what you are expected to know and do.
- Do your best at all times and ask for help when you need it.
- Read, understand, and commit to following our school’s
  o Responsibilities and Rights (pp. 21-27)
  o School Rules (pp. 14-16)
- Keep school clean and litter free.
- All students must honor and respect all reasonable requests made by the staff.

**Staff:**

- Demonstrate respect for all persons in the school community—students, parents, and other staff.
- Begin school/class on time every day with purposeful activities.
- Set clear expectations for student achievement and behavior.
- Teach what students are expected to know and in accordance with grade level expectations.
- Develop a partnership with parents and the student to support the student’s education.
- Communicate regularly with each student and parent regarding student progress and achievement, especially as this relates to promotion requirements.
- Pay attention to student performance and connect with students and parents if/when students begin to fall behind.
- Read and understand the Responsibilities and Rights booklet, our school rules and apply policies and rules.

**Parents/Guardians:**

- Demonstrate respect for all persons in the school community—students, staff, and other parents.
- Send your student to school/class every day on time and prepared to learn.
- Oversee your student’s work and always expect his/her best effort.
- Develop a partnership with the teacher to support your student’s education. Know that your student is on course for promotion.
- Communicate regularly with teachers regarding your student’s progress and achievement.
- Uphold and abide by the Civility Policy and common rules of safety, respect, and orderly conduct as outlined by SSD Board Policy Civility 4313.
POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)
SMS EXPECTATIONS: OUR SKYHAWK B.E.S.T.

Be respectful  Engaged  Safe  Trustworthy

The following expectations define what actions exemplify students and staff demonstrating our Skyhawk B.E.S.T behaviors in various locations and scenarios at Sultan Middle School:

<table>
<thead>
<tr>
<th>Typical Settings/Contexts</th>
<th>School-Wide Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hallways</strong></td>
<td>Be Respectful  Engaged  Safe  Trustworthy</td>
</tr>
<tr>
<td></td>
<td>Supports activities. Be there for the purpose of the activity</td>
</tr>
<tr>
<td><strong>After School Activities</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Restrooms</strong></td>
<td>Use and respect the equipment as intended. Follow correct on/off procedures. Use only your assigned laptop or one provided by your teacher.</td>
</tr>
<tr>
<td><strong>Assemblies</strong></td>
<td>Say please and thank you. Wait until staff member is done speaking before speaking to them.</td>
</tr>
<tr>
<td><strong>Office</strong></td>
<td></td>
</tr>
</tbody>
</table>

Students who meet these expectations will be positively reinforced. B.E.S.T. assemblies may be held to recognize students who regularly demonstrate their Skyhawk B.E.S.T. behaviors. There may be additional recognition during the school year for students who demonstrate their BEST with behaviors, attendance, and grades.
<table>
<thead>
<tr>
<th><strong>Level 1: Minors</strong></th>
<th><strong>Level 2: Severe Minors</strong></th>
<th><strong>Level 3: Majors</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Behaviors that impact only the student and/or the learning of other students</td>
<td>Behaviors that affect the learning environment of yourself and others</td>
<td>Harmful, illegal, unsafe or other offensive behaviors</td>
</tr>
<tr>
<td><strong>CLASSROOM INCLUSIONARY INTERVENTIONS</strong></td>
<td><strong>CLASSROOM INCLUSIONARY INTERVENTIONS</strong></td>
<td><strong>CLASSROOM EXCLUSIONARY INTERVENTIONS</strong></td>
</tr>
<tr>
<td>• electronics</td>
<td>• repeated electronics</td>
<td>• repeated and inappropriate electronics/defiance</td>
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<tr>
<td>• out of seat</td>
<td>• talking back to an adult</td>
<td>• Repeated tardiness</td>
</tr>
<tr>
<td>• breaking pencils</td>
<td>• throwing things</td>
<td>• actions that cause harm</td>
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<tr>
<td>• tardiness</td>
<td>• teasing/harassment/bullying</td>
<td>• stealing/theft</td>
</tr>
<tr>
<td>• not following directions</td>
<td>• lying</td>
<td>• fighting</td>
</tr>
<tr>
<td>• whining</td>
<td>• cheating</td>
<td>• harassment/intimidation/bullying/intimidation</td>
</tr>
<tr>
<td>• sleeping</td>
<td>• forgery</td>
<td>• drugs, tobacco, or alcohol possession or usage</td>
</tr>
<tr>
<td>• copying/cheating</td>
<td>• inappropriate language</td>
<td>• arson</td>
</tr>
<tr>
<td>• not listening</td>
<td>• pushing</td>
<td>• criminal acts as defined by the law</td>
</tr>
<tr>
<td>• talking out</td>
<td>• disrespectful to others</td>
<td>• blackmail or extortion</td>
</tr>
<tr>
<td>• inappropriate noises</td>
<td>• leaving room without permission</td>
<td>• inappropriate materials</td>
</tr>
<tr>
<td>• out of seat and interfering with others</td>
<td>• not taking responsibility for actions</td>
<td>• weapons and explosives</td>
</tr>
<tr>
<td>• not following directions</td>
<td>• profane hand gestures</td>
<td>• punching, biting or spitting on others</td>
</tr>
<tr>
<td>• public displays of affection</td>
<td>• public displays of affection</td>
<td>• willful disobedience</td>
</tr>
<tr>
<td>• refusing to work crawling on the floor</td>
<td>• intimidating others</td>
<td>• possession of stolen property</td>
</tr>
<tr>
<td>• not taking responsibility for actions</td>
<td>• damaging others property</td>
<td>• threatening to cause harm to another person or their property</td>
</tr>
<tr>
<td>• refusing to keep your hands to yourself</td>
<td>• taking someone else’s property</td>
<td>• sexual harassment</td>
</tr>
<tr>
<td>• refusal to obey reasonable requests by staff members</td>
<td>• damaging property belonging to the school or others</td>
<td>• sexual behaviors</td>
</tr>
<tr>
<td>• public displays of affection</td>
<td>• consistently not following directions</td>
<td>• discrimination against others because they are part of a defined group</td>
</tr>
<tr>
<td><strong>SMS Student Support Process</strong></td>
<td><strong>SMS Student Support Process</strong></td>
<td><strong>SMS Student Support Process</strong></td>
</tr>
<tr>
<td><strong>Consequences may include...</strong></td>
<td><strong>Consequences may include...</strong></td>
<td><strong>Consequences may include...</strong></td>
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<tr>
<td>o classroom interventions (i.e. change of seat or collaborative group)</td>
<td>o classroom interventions (i.e. change of seat or collaborative group)</td>
<td>o Additional intervention Support</td>
</tr>
<tr>
<td>o teacher proximity</td>
<td>o parent contact</td>
<td>o Student, Teacher &amp; Parent conferencing</td>
</tr>
<tr>
<td>o parent contact</td>
<td>o loss of privileges</td>
<td>o community service</td>
</tr>
<tr>
<td>o loss of privileges</td>
<td>o Student &amp; Teacher problem solving behavior plan</td>
<td>o lunch workshop/detention</td>
</tr>
<tr>
<td>o Student problem solving expectation</td>
<td></td>
<td>o Friday school</td>
</tr>
</tbody>
</table>

*Students who comprise the safety of themselves or others may bypass Level 1 and 2 interventions.*
Sultan Middle School

Student Success Process (Student Version)

Student is not Meeting Expectations

(P.R.O.M.) – Teacher will use Proximity and will redirect the class.

- If the behavior improves: Positively Reinforce
  - If the behavior does not change
    - (P) – Teacher will Prompt Expectation of the student directly
      - If the behavior improves: Positively Reinforce
        - If the behavior does not change
          - (T) – Teacher will positively interact with student to promote the desired behavior
            - If the behavior improves: Positively Reinforce
              - If the behavior does not change
                - Call for Skyhawk Support Team
                  - If the behavior improves: Positively Reinforce

Teacher will contact home

Teacher-Led Restorative Discussion (Hand Signal)

Skyhawk Support Team Restorative Discussion (Hand Signal)

Admin will contact home

If the student is not ready to return, student will reenter the classroom and follow-up may occur

Student will be brought to the office to conference with the Skyhawk Support Team. Admin will contact home. If re-occurring, conference with the family will be required.
SCHOOL DISCIPLINE

The Office of Superintendent of Public Instruction (OSPI) has set new guidelines for school discipline.

OSPI Guideline Goals:
- Implement culturally responsive discipline that provides opportunity for all students to achieve personal and academic success.
- Ensure fairness & equity in administration of discipline
- Administer discipline in ways that respond to needs and strengths of students, support students in meeting behavioral expectations and keep students in class to a maximum extent possible.
- Facilitate collaboration between staff, student & parent to ensure successful re-entry following suspensions/expulsions.

The Sultan School District and School Board have adopted a series of policies and procedures that support these new OSPI guidelines and the education of all students. As a result, we have adapted our policies and procedures at Sultan Middle School accordingly.

Legal References:
RCW 28A.305.160
RCW 28A.600.010-040
RCW 28A.600.210-240
Chapter 180-40 WAC
WAC 392-400-260

PBIS
Positive. Behavioral. Intervention. & Supports

The following is an example of possible steps used at the discretion of staff.

Step 1: Setting firm, fair and consistent classroom expectations and supports.

At the discretion of the teacher, this may include one or more of the following student interventions:

<table>
<thead>
<tr>
<th>Increased supervision</th>
<th>Restorative Practices</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent notification/conference</td>
<td>Student conference</td>
</tr>
<tr>
<td>Loss of privileges</td>
<td>Change of seat/group</td>
</tr>
<tr>
<td>Behavior Plan</td>
<td>A brief water break</td>
</tr>
</tbody>
</table>

The goal of Step 1 is to give the student the opportunity to correct the behavior and continue learning in the classroom (classroom inclusion).

Step 2: Teachers will privately re-enforce expectations with students in the classroom using research based best practices who are not meeting their full learning potential.

Step 3: Invite additional support from an administrator or student support team member to the classroom.

The student will fill out a Due Process Form about the incident/office referral. This is the student’s opportunity to process the situation and make sure that their perspective is heard and documented. The student will receive social emotional support, knowledge and skill building opportunities to address any concerns or unsolved problems. After this conversation, a decision will be made to either have the student return to class or to provide additional supports for the students outside the classroom (classroom exclusion).

POSSIBLE STUDENT INTERVENTIONS

Restorative Practices

We believe that discipline is education focusing increasing the social/emotional learning knowledge and skills of every student. Restorative Practices is a Social Science that focuses on building relationships and creating strong communities. It is based on pro-active social-emotional-behavioral strategies to guide the “whole child” development of adolescents. This includes setting both high expectations and high support. This is a joint school and home
endeavor to support valuable learning for every student.

When students make mistakes and harm occurs, (student to student, teacher, and students etc...), Restorative Practices seeks to repair the harm and strengthen the relationships. This is done through kind, firm, fair and consistent interactions/conversations with the student and their families. Restorative Practices is included in the work with students at the classroom level as well as with the administrators. Restorative Practices helps to build life-long skills in social-emotional learning for students as they grow into adulthood.

The following questions are used to encourage self-reflection, empathy, social/emotional learning and repair of relationships through this Restorative Practices approach. This approach has many benefits for students and adults alike. For more information, visit The International Institute of Restorative Practices, www.IIRP.edu. For additional questions, please contact Mr. Kearney, Assistant Principal.

Restorative Practice Questions Are:
What happened?
What were you thinking at the time?
What have you thought about since?
Who has been affected by what you've done? In what way?
What do you think you need to do to make things right?

Lunch Workshop/Detention
A behavior success meeting during a lunch workshop or after-school detention may be assigned by an administrator for inappropriate behavior as an opportunity for the student to take ownership for their mistake, learn from it, work toward repairing any harm caused and then make a plan of improvement. A student will be notified of this meeting with an administrator or a member of our building Student Support Team. Teachers and parents may be directly involved with the meeting or may be notified that the meeting occurred and details about the plan and how they can support the student.

NOTE: Teachers may elect to meet with students about behavior or academics at another designated time and then share out with our student support team and families.

Friday School
Friday School will be offered on early release Fridays. Students will report to the attendance office immediately after school, serve the Friday School and then be released by approximately 2:30 pm. If a student is late, he/she is considered truant and may be assigned more time. Students will need to follow our Skyhawk BEST guidelines just as they would during the regular school day. Students must bring study materials and are expected to study quietly for the duration. Parents/guardians are responsible for making sure the student has a way home promptly at 2:30 pm. If transportation with a school bus is available, it may be offered and communicated to the student/family in advance. If a student cannot attend Friday School, their absence is considered truant and will be referred to an administrator for next steps in progressive discipline including more time assigned.

Short-Term ISS and OSS
Short Term In-School-Suspension (ISS) is a suspension that is served at the school for one (1) to (10) ten days in our Success Room with our Success Coach. Out-of-School Suspensions (OSS) are served at home for one (1) to ten (10) days under the direction of the student’s parents/guardians. Students who are serving an OSS may not be on any school district property or at any district activities for the
duration of their suspension. School work will be provided for students, if requested by parents, with a minimum of a 24 hour lead-time notice for teachers to be able to leave work in the office. It is up to the family to make arrangements to pick-up and drop-off school work for their student.

**Long-Term OSS**
Long Term OSS can be from eleven (11) days through the end of a semester. As with the Short-Term OSS, students are not allowed on school district property. Long-Term Suspensions may be appealed. Procedures for appeal may be obtained from the principal, assistant principal, or district office.

**Emergency Expulsion**
Emergency expulsions can be from one (1) or more days depending on the circumstances and is often used in incidents of severe harm to self, others or school property (or any combination of these concerns). Next steps often include a threat assessment (Salem-Keizer model) in conjunction with the Snohomish County Sheriff’s Office. This includes a meeting with the student and parents. Communication of status will be communicated with the family of the student within ten (10) days after the incident. All SSD district policies will be upheld throughout this process to ensure the safety and well-being of students and our school community.

**GENERAL SCHOOL GUIDELINES**

**Accessory and or Accomplice**
Students found to be an accessory/ accomplice to any items on the School Board’s discipline matrix may be held responsible, but not limited, to the same discipline as if they intentionally committed the behavior infraction themselves. An accomplice or accessory is defined by SMS as someone who gives assistance to a person committing a crime or has direct knowledge of a crime being committed. The accessory or accomplice does not have to be present during the crime for this to be upheld.

**Affectionate Behavior**
Students should demonstrate appropriate behaviors while at school. Kissing, prolonged hugging, sitting on laps, excessive touching are inappropriate behaviors at school and after-school events. Hand holding is fine during passing time, lunch, and after-school activities.

**Bikes**
Bicycles are to be parked in the available bike racks and are not to be ridden on campus at any time. Bicycle protection is the responsibility of the owner. SMS is not liable for any missing or damaged bikes.

**Cell Phone and Electronic Use Policy**
Students are allowed to bring personal cell phones and other electronic devices to school but they may only be used before and after school and during lunch (not in the halls during passing period or in the bathrooms). This plan puts safety and learning as priorities. All devices should be in the “off” setting (not vibrate or silent) and away (in backpack) during class and passing times. If a student has an emergency or needs to communicate with home/family, please contact the front office. SMS is not responsible for lost, stolen, or missing electronic items.

*NOTE: Personal device use in the classroom is at the discretion of the teacher and is the responsibility of the student to know, understand and follow the individual classroom use policy at any given time for that specific class/teacher.*

**Electronic Policy Violation Response Steps**
The following protocol may be used in sequence OR may be followed out of sequence at the discretion of the teacher/staff. Ensuring a positive and productive learning environment is the goal.

1.) Policy teaching in the classroom and school-wide
2.) Student gives phone to a staff member until end of period.
3.) Student’s phone is given to an administrator with a pick-up at end of day by the student. The student will sign for the phone.
4.) Student’s phone is given to the front office with a pick-up at end of day by parent and the parent will sign for the phone.
5.) Any further violations fall under insubordination and necessitates a parent pick-up with a referral to an administrator for next steps in progressive discipline. Student and parent will sign for the phone.

See page 31 for more information regarding technology/electronic policies for SSD.

Dress and Appearance
Sultan Middle School’s basic principle for school dress code is that clothing must be worn in a way such that genitals, buttocks, abdomen, breasts, and chests (including nipples) are fully covered with opaque fabric. All items below listed in the “must wear” and “may wear” categories below must meet this principle.

At Sultan Middle School all students and staff must wear at all times:
• Top (shirt, tank, blouse, etc.)
• Bottoms (pants, sweatpants, shorts, skirt, dress, leggings, etc.)
• Shoes (more specific athletic style shoes will be necessary for PE)

At Sultan Middle School all students and staff may wear:
• Hats (must allow for face to be visible to the staff)
• Religious headwear
• Hoodie sweatshirts (wearing hood is allowed, but face and ears must be visible to staff)
• Fitted pants, including opaque leggings, yoga pants, and skinny jeans
• Ripped jeans as long as underwear and buttocks are not exposed.
• Tank tops, (including spaghetti straps, and halter tops)
• Athletic Attire
• Visible waistbands or visible straps on undergarments worn under other clothing

At Sultan Middle School all students and staff cannot wear:
• Violent, sexual, or racist language, images or associations
• Images or language depicting drugs or alcohol (or any illegal for minors item or activity)
• Hate speech, profanity sexualization, pornography, or gang related affiliations/logos/images
• Images of language that creates a hostile or intimidating environment based on any protected class
• Visible underwear (visible waistbands or straps on undergarments worn under opaque clothing are not a violation)
• Bathing suits
• Crop-tops that intentionally expose the abdomen (minimal exposure of abdomen during movement is not an exposed abdomen)
• Accessories that could be dangerous or considered a weapon
• Accessories that promote any illegal minors activity
• Any item that obscures the upper face or ears, including sunglasses (except as a religious observance or as medically necessary, or as appropriate on a school trip.)
• Blankets or slippers

Students wearing inappropriate clothing will be expected to change, borrow clothing from the office, or be sent home. Repeated violation of the dress code will result in disciplinary action.

PE Uniforms
PE uniforms are required for the 2022-2023 school year. They are available to purchase through the main office. Scholarships are available. Please contact the office for more information.

Food and Beverages
Energy drinks or any highly caffeinated/sugar drink similar to energy drinks (i.e. Rockstar) are not allowed at school or any school activity. Food and beverages are only to be consumed in the commons or outdoors. Food and beverages, except for clear water, are not to be consumed in the hallways or classrooms at any time. Clear
water may be consumed in classrooms. The use of a refillable water bottle is a recommended alternative.

**Off-Limits Areas**
There are a number of areas around the middle school campus that for safety or security reasons, are off limits to students. All parking lots are off limits as well as behind or around portables where supervision is difficult. During lunches, students are allowed to go no further on the field than the bleachers or enter any hallways where classes are currently in session. Leaving campus without permission is not allowed. Students are not allowed to congregate or loiter in front of the school or along the 4th Street side of campus. Students found in off limits areas will be referred to an administrator for discipline.

**Arriving to School**
Once students arrive on campus, they are to remain at school until the end of the day unless prior arrangements by parent or guardian have been made with the office. This includes walkers, bus riders, or students arriving by private transport. If alternate plans for a student are needed, please contact the front office.

**Skyhawk Spirit Rock**
The Spirit Rock in the front of the school should not be climbed by students at any time (including before and after school). This is for the safety of our students. Students ignoring this rule may face discipline actions.

**Skateboards, Scooters, Roller-Skates, and Roller-Blades**
Skateboards, roller-skates, scooters, and roller-blades, shoes with wheels (Heelys) are not to be brought to school or ridden on any school district grounds at any time. Under some circumstances with office permission, students may use skateboards and scooters for transportation to/from school may lock them at the bike racks or place them in the office near the commons. SMS is not responsible for lost, stolen, or missing items.

**Squirt guns, Water Balloons, Snowballs, etc.**
Squirt guns, water balloons, water syringes, snowballs and similar items are not acceptable in a school setting. These items will be confiscated, and discipline may be issued to students who bring and/or use such items at school.

**Telephone and Message Procedure (Office)**
A phone for student use is available at the main office. Phone use is limited to no more than one minute and only for school related issues. The phone can be used before/after school and at lunch. The main office phone will not be used during class time. A telephone call for a student that will pull them out of class will only be taken if it is from a PARENT or GUARDIAN and is an emergency. Messages from friends will not be taken. Students receiving messages will be paged between classes and at the end of the day to retrieve their message. Students will NOT be pulled out of class to take phone calls or be given messages. Messages will be delivered to students outside of instructional class time.

**Textbooks**
Textbooks may be checked out from the library. Noticeable damage or lost books will be subject to fines or replacement costs and payment is expected at the end of each quarter.

**Toys, Balloons, Gifts, etc.**
Toys do not belong at school. Students are to leave stuffed toys, fidget spinners, and other toys at home. Exceptions will be made for fidget spinners or other devices as specified in a student’s IEP or 504 plan. Balloons of any type are not allowed at school as they are a distraction in the classroom and may contain substances that are a health hazard. The school is not responsible for the loss or theft of these items. Gifts that pose a distraction when brought to be delivered to students at school
may not be delivered to students until the end of the school day.

School Policies

ALCOHOL, CHEMICAL SUBSTANCES AND TOBACCO PRODUCTS

A student shall not knowingly possess, use, transmit, be under the influence of, or show evidence of having used any alcoholic beverage, illegal chemical substance or opiate, or tobacco product including vaping paraphernalia. This includes any liquid or drug used in a vape or other device.

ATTENDANCE RULES

State law requires that all children of school age attend school (28A.225.010 RCW). School attendance is important to students’ school success. Attendance will affect what is learned in school as well as have a bearing on grades. Continued irregular attendance can lead to a student’s referral to our local truancy board or juvenile court. Parents and students are encouraged to contact the counselor with attendance concerns before they become severe.

Students need to be in attendance the entire school day to be eligible to attend a school dance or after-school athletic event (games or practices). Allowances may be made for special circumstances by contacting the Athletic Director. Refunds for activities must be approved by the ASB council.

Excused Absences

Students shall be permitted to make up all assignments missed due to an excused absence except in participation-type classes where a student’s grade may be affected because of the type of activity missed. Students are responsible for getting missed assignments from their teachers when students have excused absences. Students have the same number of days to submit work for credit as the number of days they were absent. This is for excused absences only. Excused absences are:

- Illness, health condition, family emergency;
- Participation in school-approved activity;
- Absence excused by the attendance office through pre-arranged parental request (form in office);
- Absence resulting from disciplinary actions or short-term suspension.
- Absences of five or more consecutive days, due to illness, must come with a doctor’s note excusing those specific days. Please inquire with the attendance office for more information or clarification, if needed.

Unexcused Absences

Unexcused absences are absences with or without approval of the parent, but not sanctioned by school law/district policy. Students will be required to make up any work missed during the student’s absence. Examples of unexcused absences are:

- Needed at home
- Shopping
- Haircuts
- Missing the bus
- Leaving school without signing out
- Job interviews
- Overslept/parent overslept
- Became ill and went home or stayed in restroom instead of reporting to office

Reporting an Absence

It is the responsibility of the parent/guardian to notify the student office on the day a student is absent by calling the school at 793-9851 ext. 4, or by sending a written, signed excuse when the student returns. Please include the students’ name and grade, the reason for the absence and date(s) of absence, and parent/guardian’s name/signature.

If a student is going to be absent more than two days, assignments may be obtained by calling the student office or on Canvas.
may be picked up at the office 24 hours after your request has occurred.

**Prearranged Absences**
Students are encouraged to complete pre-arranged absence forms well in advance to avoid problems with the absence not being approved due to low grades or prior poor attendance. Parents must notify the attendance office as soon as possible when they know a student will be absent due to vacations, family trips, etc. The attendance secretary will issue a prearranged absence form for the student to carry to classes to receive advance assignments. A copy of the pre-arranged absence form with teacher comments will be given to the student. It is expected that the assignments be completed prior to the absence if possible, or at the latest, turned in upon return to school. If a student is failing one or more classes the absence will not be excused. State law allows for excusing an absence upon the request from a student’s parent/guardian for purposes agreed upon by the school authorities and the parent, provided that such excused absence not cause a serious adverse effect upon the student’s educational progress.

**Illness During the School Day**
Students who become ill during the school day are to get permission from their teacher to report to the office-health room. An attempt will be made to contact parents/guardians if the student is too ill to remain in school. Students should not contact parents via their cell phone before reporting to the health room. No student will be allowed to go home if the parent/guardian cannot be reached. In case of severe illness or accident, school officials will see that the student receives medical attention.

**Truancy RCW 28A.225**
Truancy shall be defined as an absence for any part of the day or a class period where the parent/guardian had no knowledge and the teacher did not give approval for the students’ absence. Students out of class must have a pass or they are considered to be truant. Truancies will result in disciplinary action and loss of credit for missed assignments.

**Tardy Procedures**
If a student is tardy to school in the morning, he/she must report to the student office. Tardiness due to dental/doctor appointments or late buses will be excused. Students not having a note from a parent/guardian or whose parent/guardian has not called will be issued an unexcused tardy.

Tardiness to class after first period is excused only if the student has been detained by another teacher or by the office. In such cases, the student must have a note from the student office or teacher who detained them.

Students are allowed four (4) minutes passing time to get to class. Students are expected to be in class on time, ready to learn when the bell rings. Ready to learn means students will have all teacher required equipment; i.e., pens, papers, books, notebooks, etc. as et by the teacher.
Please let us know if there are any student concerns with attendance as together a solution(s) can be found with administrator or school counselor. Thank you

**BUS EXPECTATIONS**

Transportation to and from school is a courtesy of the district – it is a privilege to ride the bus. Rules regarding bus behavior are district wide. Most importantly, the bus driver’s directions are to be followed at all times and without delay. Students must conduct themselves in a proper manner or the bus riding privilege may be denied. If a student is suspended from riding the bus, it is the responsibility of the parent/guardian to provide transportation to and from the school. Students with three bus referrals will not be allowed to ride the bus. Students must board and exit the bus at the middle school, not the high school.

Students who do not normally commute by bus, or who are requesting to ride a different bus, must have a written note from their parent/guardian. **This note must be submitted to the attendance office in advance so a bus pass can be issued before school begins at 7:50am on or before the day the bus change request is to take place.**

**DANGEROUS OBJECTS & WEAPONS**

A student shall not possess or transport any object that can reasonably be expected to endanger self or others. This includes any firearms, explosives, knives or other sharp objects, pins, matches, laser devices, lighters or other fire ignition devices, large chains, spikes, or any other object that could impose danger. This also includes items that are not dangerous, but have been made to appear dangerous i.e. fake weapons. All SSD policies and procedures are in effect with regards to safety and responding to harm with weapons including disciplinary action and a response from law enforcement.

**FINES/FINES**

During registration for the 2022-2023 school year, your child can not be registered or be eligible for sports until fines are paid in full or a payment plan/contract is in place. This includes library fines. A prompt payment is appreciated. Scholarships are available. Please contact the Main Office.

**GANG ACTIVITY**

A gang is defined as a group which consists of three or more persons, has identifiable leadership, and on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes (RCW 28A.225.225). A student who is enrolled in a public school may be suspended or expelled if the student is a member of a gang and knowingly engages in gang activity on school grounds (RCW 28A.600.455). At Sultan Middle School, evidence of any activity on school grounds such as graffiti, tagging, vandalism, hand symbols, recruiting, intimidation, gang associated clothing, or criminal activities or situations which promote the purpose of a gang can lead to suspension or expulsion. Evidence of gang activity at school also becomes a part of student’s permanent record (RCW 72.05.020)

**HARASSMENT/INTIMIDATION/BULLYING**

We are committed to a safe and civil educational environment for all students, employees, volunteers, and patrons, free from harassment, intimidation, or bullying. “Harassment, intimidation or bullying” means any intentionally written message or image, including those that are electronically transmitted, a verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical
disability), or other distinguishing characteristics, when an act:
• Physically harms a student or damages the student’s property; or
• Has the effect of substantially interfering with a student’s education; or
• Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or
• Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying. “Other distinguishing characteristics” can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity and marital status.

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

Depending upon the frequency and severity of the conduct, a determination of HIB or peer conflict will be made. A response to harm may include restorative practices, peer mediation, other student-centered interventions, counseling, correction, discipline and/or referral to law enforcement to remediate the impact on the victim, the school community and to encourage learning with a change of behavior by the offender. This also includes appropriate intervention, restoration of a positive climate and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation and bullying also constitute violations of this policy. In this case, the student would be referred to an administrator for an investigation and discipline, if necessary.

Students are encouraged to report incidents of harassment, intimidation, or bullying to a staff member as soon as possible. It is recommended that students come to the attendance office and fill out a HIB form and/or speak to an administrator. Students may also utilize a link though “SafeSchools” for reporting purposes or call the main office.

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

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:
• A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment status.
• The conduct substantially interferes with a student’s educational performance or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:
• Pressuring a person for sexual favors
• Unwelcome touching of a sexual nature
• Writing graffiti of a sexual nature
• Distributing sexually explicit texts, e-mails, or pictures
• Making sexual jokes, rumors, or suggestive remarks
• Physical violence, including rape and sexual assault

How do I report sexual harassment?
You can report sexual harassment to any school staff member or to the district's Title IX
Officer: Dan Baller, (360)793-9800; 514 4th Street, Sultan, WA 98294.

For a copy of Sultan School District’s Sexual Harassment policy and procedure, contact your school or the district office. https://app.eduportal.com/documents/view/394343

THREATS

All threats are taken seriously and will be evaluated for safety. Students making threats verbal, written, or otherwise, to kill, harm or injure students or staff or destroy/damage school property will be subjected to police contact, parent contact, and disciplinary consequences such as suspension or expulsion. Please report any threat to a staff member as soon as possible. If you believe there is an emergency, please report immediately. Student and staff safety is a top priority. Thank you.

TRESPASSING

Students are not to be on other school campuses (Sultan High School, Sultan Elementary, Gold Bar Elementary, etc.) before, during or after school unless clearly specified and issued a pass from the office.

Students are issued "No trespass notices" when they demonstrate inappropriate behavior resulting in suspension from school. When "no trespass notices" are issued to students due to a suspension, the notice is in effect for the same amount of time as the suspension and is removed once the suspension is over. Students may also be given "no trespass notices" for inappropriate behavior on school grounds outside of the school day. Examples would include vandalism, disrespect and/or inappropriate language during an after-school activity, or at an activity unrelated to school taking place on school grounds. Copies of "No trespass notices" are given to the Sultan Police Department when they have been violated.

Student and Family Rights

SULTAN SCHOOL DISTRICT #311

Statement of Belief

Each student has the right to a free and public education. The district will provide the best learning opportunities possible. In addition to a full instructional program, those opportunities include a wide range of student activities to stimulate the athletic, artistic, and creative skills of students.

In exchange for these opportunities, both students and their parents/guardians assume substantial responsibilities. In order to preserve an orderly and safe learning environment, students must abide by the reasonable rules and instructions of staff. Corrective actions shall be fairly and moderately assigned primarily to modify behavior rather than to punish students. Parents/guardians are encouraged to inquire about the successes and concerns of their children and to reinforce their learning at home by showing an active interest in their children’s development.

Parents/guardians and educators are partners in children’s education. To that end, both must strive to provide for the physical, social, and mental well-being of all students.

Rights and Responsibilities

Federal and state laws and rules, and interpretations thereof have been observed in the development of school district policies dealing with student’s rights and responsibilities. The statements included are consistent with those policies. In the event that a policy is inconsistent with a statement, district policies will prevail.
The enforcement of rules set forth by the Washington Interscholastic Activities Association or like organizations that govern the participation of students in inter-school activities, and appeals to that connection therewith, shall be governed by rules of the organization that have been adopted pursuant to RCW 28A.58.125 and approved by the State Board of Education – not by these rules.

Sultan School District Policy No. 3210
Students

NONDISCRIMINATION
The district will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability.

The district will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. District programs shall be free from sexual harassment. Auxiliary aids and services will be provided upon request to individuals with disabilities.

Conduct against any student that is based on one of the categories listed above that is sufficiently severe, persistent, or pervasive as to limit or deny the student’s ability to participate in or benefit from the district’s course offerings; educational programming or any activity will not be tolerated. When a district employee knows, or reasonably should know, that such discriminatory harassment is occurring or has occurred, the district will take prompt and effective steps reasonably calculated to end the harassment, prevent its recurrence, and remedy its effects.

The district will annually publish notice reasonably calculated to inform students, student’s parents/guardians (in a language that they can understand, which may require language assistance), and employees of the district’s discrimination complaint procedure.

The superintendent will designate a staff member to serve as the compliance officer for this policy. The compliance officer will be responsible for investigating any discrimination complaints communicated to the district.

The district will provide training to administrators and certificated and classroom personnel regarding their responsibilities under this policy and to raise awareness of and eliminate bias and discrimination based on the protected classes identified in this policy.

UPDATED: July 2019

Nondiscrimination
Anyone may file a complaint against the district alleging that the district has violated antidiscrimination laws. This complaint procedure is designed to assure that the resolution of real or alleged violations are directed toward a just solution that is satisfactory to the complainant, the administration and the board of directors. This grievance procedure will apply to the general conditions of the nondiscrimination policy (Policy No. 3210) and more particularly to policies dealing with guidance and counseling (Policy No. 2140) co-curricular program (Policy No. 2150), and curriculum development and instructional
materials (Policy No. 2020). As used in this procedure:

A. Grievance shall mean a complaint which has been filed by a complainant relating to alleged violations of any state or federal anti-discrimination laws.

B. Complaint means a written charge alleging specific acts, conditions or circumstances, which are in violation of the anti-discrimination laws. The time period for filing a complaint is one year from the date of the occurrence that is the subject matter of the complaint. However, a complaint filing deadline may not be imposed if the complainant was prevented from filing due to: 1) specific misrepresentations by the district that it had resolved the problem forming the basis of the complaint; or 2) withholding of information that the district was required to provide under WAC 392-190-065 or WAC 392-190-005. Complaints may be submitted by mail, fax, e-mail or hand delivery to any district, school or to the district compliance officer responsible for investigating discrimination complaints. Any district employee who receives a complaint that meets these criteria will promptly notify the compliance officer.

C. Respondent means the person alleged to be responsible or who may be responsible for the violation alleged in the complaint.

The primary purpose of this procedure is to secure an equitable solution to a justifiable complaint. To this end, specific steps shall be taken. The district is prohibited by law from intimidating, threatening, coercing or discriminating against any individual for the purpose of interfering with their right to file a grievance under this policy and procedure and from retaliating against an individual for filing such a grievance.

Informal Process for Resolution: Anyone with an allegation of discrimination may request an informal meeting with the compliance officer or designated employee to resolve their concerns. Such a meeting will be at the option of the complainant. If unable to resolve the issue at this meeting, the complainant may submit a written complaint to the compliance officer. During the course of the informal process, the district must notify complainant of their right to file a formal complaint.

Formal Process for Resolution

Level One: Complaint to District A complaint must set forth the specific acts, conditions or circumstances alleged to be in violation. Upon receipt of a complaint, the compliance officer will investigate the allegations within 30 calendar days. The school district and complainant may agree to resolve the complaint in lieu of an investigation. The officer shall provide the superintendent with a full written report of the complaint and the results of the investigation.

The superintendent or designee will respond to the complainant with a written decision as expeditiously as possible, but in no event later than 30 calendar days following receipt of the written complaint, unless otherwise agreed to by the complainant or if exceptional circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the district will notify the complainant in writing of the reason for
the extension and the anticipated response date. At the time the district responds to the complainant, the district must send a copy of the response to the office of the superintendent of public instruction.

The decision of the superintendent or designee will include: 1) a summary of the results of the investigation; 2) whether the district has failed to comply with anti-discrimination laws; 3) if non-compliance is found, corrective measures the district deems necessary to correct it; and 4) notice of the complainant’s right to appeal to the school board and the necessary filing information. The superintendent’s or designee’s response will be provided in a language the complainant can understand and may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964.

Such corrective measures deemed necessary shall be instituted as expeditiously as possible, but in no event later than 30 calendar days following the superintendent’s mailing of a written response to the complaining party unless otherwise agreed to by the complainant.

**Level Two:**
Appeal to the Board of Directors If a complainant disagrees with the superintendent’s or designee’s written decision, the complainant may appeal to the district board of directors by filing a written notice of appeal with the secretary of the board within ten (10) calendar days following the date upon which the complainant received the response.

The board shall schedule a hearing to commence by the twentieth (20th) calendar day following the filing of the written notice of appeal, unless otherwise agreed to by the complainant and the superintendent or for good cause. Both parties shall be allowed to present such witnesses and testimony, as the board deems relevant and material. Unless otherwise agree to by the complainant, the board will render a written decision within thirty (30) calendar days following the filing of the notice of appeal and provide the complainant with a copy of the decision. The decision of the board will be provided in a language that the complainant can understand, which may require language assistance for complaints with limited English proficiency in accordance with Title VI of the Civil Rights Act. The decision will include notice of the complainant’s right to appeal to the Superintendent of Public Instruction and will included where ant to whom the appeal must be filed. The district will send a copy of the appeal decision to the office of the superintendent of public instruction.

**Level Three:**
Complaint to the Superintendent of Public Instruction

1. If a complainant disagrees with the decision of the board of directors, or if the district fails to comply with this procedure, the complainant may file a complaint with the superintendent of public instruction. A complaint must be received by the Superintendent of Public Instruction on or before the twentieth (20th) day following the date upon which the complainant received written notice of the board of directors’ decision, unless the Superintendent of Public Instruction grants an extension for good cause complaints may be submitted by mail, fax, electronic mail, or hand delivery.
2. A complaint must be in writing and include: 1) a description of the specific acts, conditions or circumstances alleged to violate applicable antidiscrimination laws; 2) the name and contact information, including address, of the complainant; 3) the name and address of the district subject to the complaint; 4) a copy of the district’s complaint and appeal decision, if any; and 5) a proposed resolution of the complaint or relief requested. If the allegations regard a specific student, the complaint must also include the name and address of the student, or in the case of a homeless child or youth, contact information.

3. Upon receipt of a complaint, the Office of Superintendent of Public Instruction may initiate and investigation, which may include conducting an independent on-site review. OSPI may also investigate additional issues related to the complaint that were not included in the initial complaint or appeal to the superintendent or board. Following the investigation, OSPI will make an independent determination as to whether the district has failed to comply with RCW 28A.642.010 or Chapter 392-190, WAC and will issue a written decision to the complainant and the district that addresses each allegation in the complaint and any other noncompliance issues it has identified. The written decision will include corrective actions deemed necessary to correct noncompliance and documentation the district must provide to demonstrate that corrective action has been completed.

Level Four: Administrative Hearing
A complainant or school district that desires to appeal the written decision of the Office of the Superintendent of Public Instruction may file a written notice of appeal with OSPI within thirty (30) calendar days following the date of receipt of that office’s written decision. OSPI will conduct a formal administrative hearing in conformance with the Administrative Procedures Act, Chapter 34.05, RCW.

C. Mediation
At any time during the discrimination complaint procedure set forth in WAC 392-190-065 through 392-190-075, a district may, at its own expense, offer mediation. The complainant and Procedure 3210P

The district may agree to extend the discrimination complaint process deadlines in order to pursue mediation.

The purpose of mediation is to provide both the complainant and the district an opportunity to resolve disputes and reach a mutually acceptable agreement through the use of an impartial mediator. Mediation must be voluntary and requires the mutual agreement of both parties. It may be terminated by either party at any time during the mediation process. It may not be used to deny or delay a complainant’s rights to utilize the complaint procedures.

Mediation must be conducted by a qualified and impartial mediator who may not: 1) be an employee of any school district, public charter school, or other public or private agency that is providing education related services to a student who is the subject of the complaint being mediated; or 2) have a personal or professional conflict of interest. A mediator is not considered an employee of the district or charter school or other
public or private agency solely because he or she serves as a mediator.

**D. Preservation of Records.**
The files containing copies of all correspondence relative to each complaint communicated to the district and the disposition, including any corrective measures instituted by the district, will be retained in the office of the compliance officer for a period of six years.

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

**SCHOOL DISTRICT POLICY AND STATE LAW**

The Criminal Code of the State of Washington applies to students at school or school-sponsored activities. The following acts are defined as criminal under the laws of this state and are specifically prohibited by school regulations:

- Stealing, assault, arson, willful destruction of property, interference with school authorities, trespassing, having explosives or firearms, use or possession of illegal drugs, extortion or intimidation, and harassment.

**RCW 28A.635.100 Intimidating any administrator, teacher, classified employee, or student by threat of force or violence unlawful.**

It shall be unlawful for any person, singly or in concert with others, to intimidate by threat of force or violence any administrator, teacher, classified employee, or student of any common school who is in the peaceful discharge or conduct of his or her duties or studies.

**RCW 9A.08.020 Liability for conduct of another-Complicity**

Complicity imposes criminal responsibility on individuals for a crime committed by someone else, usually because these secondary actors have intentionally helped or encouraged the primary actor to commit the crime. Along with school disciplinary action, the proper authorities will be notified of the above activities when appropriate.

Alcohol, profanity, use of tobacco or tobacco products (including vaping), vulgarity, fighting, gambling, disobedience, truancy, gang activity, and disruptive conduct are also prohibited. For a more complete listing of school infractions, see the school discipline policy later in this handbook. Students shall comply with all rules adopted by the district. Failure to do so shall be cause for corrective action. This discipline procedure was reviewed and revised by the school board in June, 2007.

The rules shall be enforced by school officials:

- On the school grounds during and immediately after school hours,
- On the school grounds at any other time when the school is being used by a school group(s),
- Off the school grounds at a school activity, function or event, or
• Off the school grounds if the actions of the student materially or substantially affect the educational process.

Annual Notices

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

A district comprehensive policy manual, including detailed student policies, and the annual descriptive guide (the school district calendar) for the district are available for review at each school office.

RECORDS - STUDENT

The Sultan School District maintains current, clear and accurate records for all students in attendance. Uniform procedures govern the collection, maintenance, storage, examination, transmittal and destruction of all student records and any information included therein.

Only information deemed necessary to the welfare of the student and the orderly operation of schools, or that information required by law and regulation, is included in the students’ official school records. Student records are the property of the school district; however, they are available for inspection and review by parent/legal guardians in an orderly and timely manner and in accordance with district policy and procedures. Parents may challenge inclusion of any information in students’ records which they believe inaccurate, misleading, or in violation of students’ privacy or other rights. Parents may request deletion or modification of records, or enter into the records their own statements of clarification or explanation. All information relating to individual students shall be deemed confidential and be dealt with in a professional manner. Student records will be released upon request to a school in which a student seeks or intends to enroll. Other organizations or agencies will receive student records only upon the signed, written and dated request of the parent, except as otherwise provided by law or district policy.

Parents are advised to contact the school office regarding:

• The availability of specialized services for a child who has a suspected handicapping condition that may impair his/her performance in school;
• The eligibility standards for a child who wishes to participate in the free or reduced price food services program;
• The right to review classroom materials and to consent to any psychological testing/treatment proposed for their child;
• The right to file a written request to have their child excused from any planned instruction in sex education or human sexuality.

RELEASE OF STUDENT INFORMATION & PHOTO RELEASE “OPT OUT FORM”

The school district publishes student names and photographs when reporting on student activities to recognize achievement and for public information purposes. The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. FERPA allows school districts to release “Directory Information” without specific consent from parents. Parents and eligible students have a right to opt out of the inclusion of information about the student such as directory information, photo/image, and student work. If you wish to opt out, you must obtain the district’s “Release of Student Information & Photo Release Opt Out Form,” check the appropriate boxes, sign, and return the form by September 30 or ten days following
the student’s enrollment in the district, whichever is later. If no form is on file it will be assumed that permission for release of photos, names and/or directory information has been granted.

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

Complete FERPA information can be found on the district’s website at: www.sultan.k12.wa.us

REPORT CARDS & PROGRESS REPORTS

Grades are a reflection of student learning towards relevant subject standards. While effort, attitude, interest, and willingness to work will play a role in determining how well a student is progressing towards those standards, a student’s grade won’t be negatively impacted by factors that have nothing to do with the standards they are being assessed on. Teachers are available each morning and immediately after school for any questions you may have concerning school work.

Incomplete grades (I): Incomplete work must be turned in to the appropriate teacher within two weeks following receipt of the incomplete grade. If not, the (I) grade becomes an F.

Progress reports are sent home with students part way through each quarter. The purpose of the report is to indicate to parents about students academic/behavioral achievements or deficiencies. In addition to progress reports, students and parents can access progress using our online grade management system, “PowerSchool.”

VISITORS

During the 2022-2023 school year, all visitors, parents/guardians included, are permitted entry into the school as far as the main office and are not permitted to go any further into the building while school is in session without authorized permission. All visitors must use the call buzzer, identify themselves, and be checked in at the office upon arrival. The school staff will then assist the visitor.

Student Opportunities

AFTER SCHOOL EVENTS

Attending an after-school event means you are there to show your school spirit as well as support your peers who are performing or competing. Therefore, regular school rules are still in effect at after school events such as dances, band concerts and athletic contests. Students who are in violation of the rules at these events may be asked to sit with a parent/guardian or leave school grounds. In addition, students may also be assigned disciplinary consequences for their behavior at these events. Students must be in attendance all day to attend or participate in an after school event, including attendance at athletic events.

Middle school students are not to attend Sultan High School’s extracurricular activities such as athletic events unless they are under the direct supervision of their parent/guardian.
A.S.B. COUNCIL

Sultan Middle School A.S.B. (Associated Student Body) Council consists of students elected by the student body in the spring of the year prior to service or in the Fall of the new school year. Information will be communicated with the school community at beginning of the new school year. Representatives will come from each Homeroom class and council officers will be elected by the student body.

The A.S.B. Council typically meets at least once a month and serves as a direct link for communication between the administration, teachers and students. In addition, the Council makes recommendations to the building administration on matters of mutual concern and is involved in sponsoring student activities.

ATHLETICS AND ACTIVITIES
Scott Sifferman, Athletic Director

The following athletic programs are offered for 7th and 8th grade students for 2022-2023.

Fall Sports
Football
Girls’ Volleyball

Winter Sports
Boys’ Basketball
Girls’ Soccer
Girls’ Basketball
Wrestling

Spring Sports
Track

Athletics Participation Policy
Participation in athletics is contingent upon completion of required forms, physical exam by a doctor, proof of insurance coverage, purchase of an A.S.B. card, payment of team fee, no outstanding fines, academics, behavior, regular school attendance and pre-competition practices.

Participation to be a manager is contingent upon all previous requirements except physical exam and payment of the team fee. Any outstanding fines, including library fines, must be cleared prior to participation in each sport. Contact the school athletic director, office, or coach for information.

All participants are required to meet grade and behavior requirements to maintain eligibility status. To be eligible for athletic contests, student-athletes must be passing all classes and maintain a minimum 2.0 grade point average.

Deadlines for turning in required forms must be met in order to turn out. Participation is still possible when forms are late; however eligibility may be delayed as well.

Activities/Clubs
Students at all grade levels are welcome to participate in various activities throughout the school year. Some of these may include:

- Student Government (ASB)
- Dances – held after school
- Assemblies
- School Spirit Events
- National Junior Honor Society
- Yearbook
- Activity Days
- Clubs (WEB, AVID homework club, STEM/Robotics, and potentially others)

END-OF-YEAR ACTIVITIES PARTICIPATION

Eighth grade students must meet the following minimum standards to be eligible to participate in the year-end academic recognition/celebration activities. Pass all core classes a minimum of three quarters. Core classes include math, language arts, science, social studies and health/physical education. Excessive behavioral interactions and safety concerns may also affect eligibility.
HONOR ROLL AND HIGH HONORS

Honor Roll is a 3.50 to 3.79 G.P.A. High Honors is a 3.80 – 3.99 G.P.A. Eighth grade students averaging 3.80 (high honors) or better throughout the first three quarters of the year may be treated to a high honors field trip at the end of the year. A GPA of 4.0 will also be specially recognized especially for those having earned this GPS for 3 consecutive years.

NATIONAL JUNIOR HONOR SOCIETY
Mr. Pete Riehle, Advisor

The purpose of the National Junior Honor Society at Sultan Middle School is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of Sultan Middle School.

The National Junior Honor Society is a school club, with officers, a constitution, and meetings, which requires the following for membership:

1. Maintaining a 3.0 cumulative GPA
2. Demonstrating scholarship, character, citizenship, leadership and service to the school and the community
3. Completing a Membership Candidate Form which must be approved by the Faculty Advisory Council.

Students are invited to apply during the spring semester. Those who are accepted can participate during the next school year.

Student and Family Supports

BUILDING HOURS AND BELL SCHEDULE

Students should not arrive at school prior to 7:30 a.m.

The school day is divided into six periods. Each day begins at 7:50 AM. There is a shortened homeroom time M-Th to begin the day, and a longer homeroom period on Fridays as a time to build community through Social/Emotional Learning and goal setting. Monday-Thursday release time is 2:37, and Friday early-release time is 1:07 PM. There is a four-minute passing time to allow students to go from one class to another. Late start schedules, when necessary, will be posted in all classrooms and the office.

Students are to leave the campus immediately after school dismissal each day unless involved in a school activity or other authorized stay. Students must be under the direct supervision of a staff member after school. Due to supervision limitations students may not arrive early or stay on campus unsupervised.

CAFETERIA/FOOD SERVICE POLICY AND EXPECTATIONS

Breakfast
Students who wish to have breakfast supplied by the cafeteria prior to school may pick it up in the cafeteria/commons. Students must eat their breakfast in the commons prior to going to class. Students will need to sit at the tables they are directed to and must depart once they are finished eating. Students who choosing to not eat breakfast are not permitted to remain in the commons. Meals for the 2022-2023 school year are no longer free, however, free and reduced lunch applications are available for those who qualify. Please ask the office for details.

Lunches
Lunches are split into 2 separate times. Students will have either the first or the second lunch time depending on their specific class schedule.

COUNSELING

Counseling services are available to all students. The role of the counselor is to confer
with students and their families on academic and behavioral growth. The counselor also coordinates the access to community resources for students with the goal of optimal self-adjustment, self-direction, and personal/academic growth.

If you need to speak to the counselor, please fill out a “Request to See the Counselor” at the office. Students will be called to the counselor’s office for an appointment. **Students are not to come to the counselor without a pass from their teacher.**

Sultan School District also has access to a Student Support Coordinator to provide additional support.

ParentHelp123 Makes it Easier for Families to Get Help ParentHelp123.org, is operated by the statewide non-profit *Within Reach* and helps Washington State families find services in their communities and apply for health insurance, food assistance programs and more. The website also provides important health information for pregnant women, children, and families.

### Helpful Agencies:

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Protective Services</td>
<td>425-339-4010</td>
<td>Sky Valley Comm. Resource Center</td>
</tr>
<tr>
<td>Alcoholics Anonymous</td>
<td>425-252-2525</td>
<td>Domestic Violence Hotline of WA</td>
</tr>
<tr>
<td>Alcohol and Drug Helpline</td>
<td>800-562-1240</td>
<td>Suicide Prevention Line</td>
</tr>
<tr>
<td>Alateen</td>
<td>425-348-7828</td>
<td>Family Reconciliation Services</td>
</tr>
<tr>
<td>Care/Crisis Line</td>
<td>425-258-4357</td>
<td>Family Planning</td>
</tr>
<tr>
<td>Children and Family Services/CPS</td>
<td>866-829-2153</td>
<td>Providence Sexual Assault Center</td>
</tr>
<tr>
<td>Drug Abuse Information &amp; Referral</td>
<td>800-252-2525</td>
<td>VOA Community Resource Line 211</td>
</tr>
</tbody>
</table>

### INSURANCE

All students are given the opportunity to purchase an accident policy which covers the student for injuries which may occur at school or to and from school. Proof of insurance is required for all students participating in school-sponsored athletics.

### LOST AND FOUND

Lost clothing, notebooks, purses, jewelry, etc. and other items will be placed in the main lost and found storage area. Books will be returned to the appropriate department. Identification of items will be required prior to being provided lost item. It is not okay to take items from the lost and found if they are not yours. This may result in school discipline. Lost and confiscated items not claimed at the end of each quarter are donated to charity. SMS is not responsible for lost or stolen items.

### MEDICATION AT SCHOOL

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

- The school nurse must receive instructions, **written and signed** by the child’s health care provider (HCP), and signed by the parent/guardian. These instructions are valid for one school year. This document **must be provided, even for non-prescription medications or supplements.** (This may be on a school form, or any other document provided by the HCP.)
- The medication must be brought to the school office by the parent, guardian, or other adult designated by the parent.
- The medication must be supplied in the **original pharmacy container with correct pharmacy label**, or, if over-the-counter product, it must be in the **original product container**, with the student’s name on it.
- All medicines will be kept in a locked
cabinet in the school office, with the exception of inhalers, emergency anaphylaxis medication, and insulin. Students needing these medications may carry them on their person, with HCP and parent permission.

- Office staff (and other staff as designated by the nurse) is trained by the district nurse to administer oral medication at school.

If your child needs medication during the school day, please contact the district nurse at (360) 793-9801 x1516.

Technology/Electronics Policies

PERSONAL ELECTRONIC DEVICES (CELL PHONES, CAMERAS, DIGITAL MUSIC PLAYERS, TABLETS ETC.)

The school is not responsible for these items if stolen or broken while on school grounds. In addition, it is at the teacher’s discretion on the students’ usage of any personal device while in the classroom.

Students in possession of telecommunications devices, including, but not limited to, cell phones, iPods/iPads, tablets and other personal electronic devices, while on school property or while attending school-sponsored or school-related activities shall observe the following conditions:

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

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

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

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

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

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

G. Students who violate this policy will be subject to progressive disciplinary action:

1. Teacher will take the phone/electronic until the end of the period.
2. The phone/electronic will be sent to the office for pick-up by the student at the end of the school day. The student will sign the phone out and acknowledge the policy.
3. The phone/electronic will be sent to the office and the parent must retrieve it, sign it out, and acknowledge the policy.
4. Any further violations are considered insubordination and the parent must pick up the phone/electronic, sign it out, and acknowledge the policy.
5. The student will no longer be able to bring the phone to school, or will turn the phone into the office at the beginning of the school day which will be returned at dismissal time each day.

TECHNOLOGY RESPONSIBLE USE:
COMPUTERS, NETWORKS, INTERNET, ETC.

Terms and Conditions Acceptable Use Agreement:

Given the pervasiveness and the use and application of technology in the teaching and learning process, all students are considered authorized users of the district’s computers and computer networks unless an Individual User Revocation Form is on file with the district.

Each student is issued a login account for the network and a personal laptop computer with a protective case and charger. The student will participate in a discussion with his or her classroom teacher regarding proper behavior and use of the laptop and the network. It is incumbent upon the student and parent/guardian to have carefully read and understood the terms and conditions of appropriate use and agree to abide by those conditions. (An acceptable use policy is signed each year.)

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

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

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

A. Be polite. Never send or encourage others to send abusive messages. Use appropriate language. (Whatever is written, sent, or received on an isolated terminal has the potential to be viewed globally.)

B. Use electronic mail appropriately, no sales, advertisements or solicitations, etc. E-mail is not guaranteed to be private. Everyone on the system has potential access to mail. Messages/webpages relating to or in support of illegal activities or inappropriate
activities, as pertaining to the
Acceptable Use Policy, must be
reported to the principal,
teacher/supervisor or systems
administrator.

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

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

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

Safety Procedures

*SMS safety procedures are in conjunction with district, state and federal guidelines.*

**EARTHQUAKE PROCEDURE**

Inside: Get under tables or desks, face away from windows. If no tables are available, go to inner walls and doorways. Once the building and ground stop moving an all call will be given over the intercom system to evacuate. If the intercom is inoperable the fire alarm will be activated.

Outside: Get away from buildings or other elevated objects where things could fall. Stay away from power lines.

**EMERGENCY EVACUATION PROCEDURES**

Parents should have a “family plan” established and responsibilities understood in case of an emergency evacuation while the child is at school. Each school is equipped with the districts agreed upon emergency plan. A copy of these procedures is available at each school within the district. In the event of an emergency evacuation when students are at lunch, on the playground, hallways, or other common areas, students are to locate the nearest staff member and comply with his/her directions.

**FIRE ALARM PROCEDURES**

Student behavior is to be cooperative during fire drills and all students are to exit the building in a safe manner. Students are to stay with their current period teacher or find their previous period teacher on the field and line-up with their
class on the field. Any student who deliberately pulls the fire alarm or tampers with any other fire safety equipment will receive school discipline and may be referred to law enforcement.

Procedure:
At the sound of the alarm, each student should:
- Walk calmly and silently to the appropriate exit.
- Walk safely to the field and line-up with your homeroom class.
- Form a line facing away from the building.
- Stand silently until the “all clear” signal is given.
- Return to class in an orderly manner at the direction of the teacher or other school official.

LOCK DOWN

Sometimes a situation arises inside or outside the school where the safety of students and staff is best provided for by going into lockdown. This will typically occur with an announcement over the intercom system.

In the event our building is placed on a lockdown during lunch or passing, students are to enter the nearest classroom and follow the directions of the staff member. SMS and SSD continue to be committed to ensuring safety for all. SMS/SSD will communicate lockdown procedures including best practices such as the ALICE protocol used in the event of an active shooter.

http://www.alicetraining.com