



**This planner belongs to:**

**Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_ **Homeroom:** \_\_\_\_\_

**In case of emergency, notify:**

\_\_\_\_\_

**Relation to Student:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Mabton Jr. Sr. High School**



# MABTON JUNIOR SENIOR HIGH

## Student Handbook

2018 - 2019

Mabton, WA 98935  
450 North Street  
(509) 894-4951



### High School Contact Information

Main Office .....894-4951  
Main Office Fax.....894-4761

### Mabton Junior Senior High Support Staff

Tyson Sturza .....Principal  
Richard Manka III .....Vice-Principal/AD  
Lucia Tovar .....Counselor  
Josh Barboza .....Migrant Specialist  
Rafael Fonseca .....Migrant Specialist  
Karla Mancinas.....Administrative Secretary  
Teresa Vargas .....Secretary  
Vicki Navarro .....Secretary  
Gwen McClellan & Dawna Evans.....School Nurse  
Caroline Fisher.....Librarian/Technology Specialist

**Mabton School District's Mission Statement**

The mission of Mabton School District is to ensure academic success for all students.

**Mabton School District's Vision Statement**

We will engage students in rigorous, stimulating and meaningful learning experiences that result in all students graduating with the skills to be successful in college, career and life.

**Mabton School District's Belief Statement**

We believe that all students can learn and achieve at high levels, given appropriate instruction, support, and relationships.

**Equity and Civil Rights**

Mabton School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination: Judi Lewis, Director of Federal and State Programs, 894-4852.

**Title IX Coordinator**

Judi Lewis  
Address: PO Box 37, Mabton, WA 98935  
Telephone Number: 894-4852  
Email: lewisj@msd120.org

**Section 504/ADA Coordinator**

Judi Lewis  
Address: PO Box 37, Mabton, WA 98935  
Telephone Number: 894-4852  
Email: lewisj@msd120.org

**Civil Rights Compliance Coordinator**

Judi Lewis  
Address: PO Box 37, Mabton, WA 98935  
Telephone Number: 894-4852  
Email: lewisj@msd120.org  
Equidad y Derechos Civiles

El Distrito Escolar de Mabton no discrimina en sus programas o actividades por motivos de sexo, raza, credo, religión, color, origen nacional, edad, condición de veterano de guerra o grado militar, orientación sexual, expresión de género o identidad, discapacidad o uso de perro guía entrenado o animal de servicio, y ofrece igualdad de acceso a los Boy Scouts y a otros grupos de jóvenes especificados. El empleado mencionado a continuación ha sido designado para atender consultas y quejas de supuesta discriminación: Judi Lewis, Director of Federal and State Programs, 894-4852.

**Title IX Coordinator**

Judi Lewis  
Address: PO Box 37, Mabton, WA 98935  
Telephone Number: 894-4852  
Email: lewisj@msd120.org

**Section 504/ADA Coordinator**

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Email: lewisj@msd120.org

**USDA – United States Department of Agriculture**

If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form \(PDF\)](http://www.ascr.usda.gov/complaint_filing_cust.html), found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

**USDA - Departamento de Agricultura de los Estados Unidos**

Si usted desea presentar una reclamación sobre el programa de derechos civiles de la discriminación, complete el Formulario de Quejas Programa USDA sobre la discriminación (PDF), que se encuentra en línea en [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), o en cualquier oficina de USDA, o llame a (866) 632-9992 para solicitar el formulario. También puede escribir una carta con toda la información solicitada en el formulario. Envíe su formulario de queja o una carta a nosotros por correo en el U.S. Department of Agriculture, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410, EE.UU. por fax al (202) 690-7442 o al correo electrónico [program.intake@usda.gov](mailto:program.intake@usda.gov).

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## NONDISCRIMINATION AND SEXUAL HARASSMENT

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### **DISCRIMINATION**

Mabton School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

Judi Lewis, Civil Rights Coordinator, [lewisj@msd120.org](mailto:lewisj@msd120.org) 509-894-4852

Judi Lewis, Title IX Officer, [lewisj@msd120.org](mailto:lewisj@msd120.org) 509-894-4852

Judi Lewis, 504 Coordinator, [lewisj@msd120.org](mailto:lewisj@msd120.org) 509-894-4852

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: <http://www.msd120.org/content/28>

### **SEXUAL HARASSMENT**

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

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

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

#### **Examples of Sexual Harassment:**

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

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: <http://www.msd120.org/content/CivilRights>

### **COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT**

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

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

#### **Complaint to the School District**

##### **Step 1. Write Our Your Complaint**

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

##### **Step 2: School District Investigates Your Complaint**

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

##### **Step 3: School District Responds to Your Complaint**

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

#### **Appeal to the School District**

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

#### **Complaint to OSPI**

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of

Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

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

**Email:** [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | **Fax:** 360-664-2967

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

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

#### **Other Discrimination Complaint Options**

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

206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [www.ed.gov/ocr](http://www.ed.gov/ocr)

*Washington State Human Rights Commission*

1-800-233-3247 | TTY: 1-800-300-7525 | [www.hum.wa.gov](http://www.hum.wa.gov)

## NO DISCRIMINACIÓN Y ACOSO SEXUAL

### DISCRIMINACIÓN

El Distrito Escolar de Mabton no discrimina en ningún programa o actividad por sexo, raza, credo, religión, color, origen nacional, edad, estado militar o veterano, orientación sexual, expresión de género, identidad de género, discapacidad o uso de Una guía de perros entrenados o un animal de servicio y proporciona igual acceso a los Boy Scouts y otros grupos juveniles designados. Los siguientes empleados han sido designados para manejar preguntas y quejas de discriminación alegada:

Judi Lewis, Coordinador de Derechos Civiles, [lewisj@msd120.org](mailto:lewisj@msd120.org) 509-894-4852

Judi Lewis, Oficial del Título IX, [lewisj@msd120.org](mailto:lewisj@msd120.org) 509-894-4852

Judi Lewis, 504 Coordinador, [lewisj@msd120.org](mailto:lewisj@msd120.org) 509-894-4852

Usted puede reportar discriminación y acoso discriminatorio a cualquier miembro del personal de la escuela o al Coordinador de Derechos Civiles del distrito, listado arriba. Usted también tiene el derecho de presentar una queja (ver abajo). Para obtener una copia de la política y el procedimiento de no discriminación de su distrito, comuníquese con la oficina de su escuela o distrito o visítela en línea aquí: <http://www.msd120.org/content/28>

### ACOSO SEXUAL

Los estudiantes y el personal están protegidos contra el acoso sexual por cualquier persona en cualquier programa o actividad escolar, incluyendo en el campus de la escuela, en el autobús escolar o fuera del campus durante una actividad patrocinada por la escuela.

El acoso sexual es una conducta o comunicación no deseada que es de naturaleza sexual cuando:

- Un estudiante o empleado es llevado a creer que él o ella debe someterse a una conducta sexual o comunicaciones no deseadas para obtener algo a cambio, como un grado, una promoción, un lugar en un equipo deportivo, o cualquier decisión educativa o laboral, o
- La conducta interfiere sustancialmente con el desempeño educativo del estudiante, o crea un ambiente educativo o laboral intimidante u hostil.

Ejemplos de acoso sexual:

- Presionar a una persona por favores sexuales
- Toque no deseado de naturaleza sexual
- Escribir graffiti de naturaleza sexual
- Distribuir textos, e-mails o imágenes sexualmente explícitos
- Hacer bromas sexuales, rumores o comentarios sugestivos
- Violencia física, incluyendo violación y agresión sexual

Usted puede denunciar el acoso sexual a cualquier miembro del personal de la escuela o al oficial de Título IX del distrito, que está listado arriba. Usted también tiene el derecho de presentar una queja (ver abajo). Para obtener una copia de la política y el procedimiento de su distrito sobre acoso sexual, comuníquese con la oficina de su escuela o distrito, o vea en línea aquí: <http://www.ms120.org/content/CivilRights>

#### OPCIONES DE QUEJA: DISCRIMINACIÓN Y ACOSO SEXUAL

Si usted cree que usted o su hijo han experimentado discriminación ilícita, acoso discriminatorio o acoso sexual en la escuela, usted tiene derecho a presentar una queja.

Antes de presentar una queja, usted puede discutir sus preocupaciones con el director de su hijo o con el Coordinador de la Sección 504 del Distrito Escolar, el Oficial del Título IX o el Coordinador de los Derechos Civiles, que están listados arriba. Ésta es a menudo la manera más rápida de girar sus preocupaciones.

#### Queja al Distrito Escolar

##### Paso 1. Escriba nuestra queja

En la mayoría de los casos, las quejas deben presentarse dentro de un año a partir de la fecha del incidente o conducta que es el tema de la queja. Una queja debe ser por escrito. Asegúrese de describir la conducta o el incidente, explique por qué cree que ha ocurrido discriminación, acoso discriminatorio o acoso sexual y describa qué acciones cree que el distrito debe tomar para resolver el problema. Envíe su queja por escrito, por correo, fax, correo electrónico o entrega a mano al superintendente de distrito o coordinador de cumplimiento de derechos civiles.

##### Paso 2: El Distrito Escolar Investiga Su Queja

Una vez que el distrito recibe su queja por escrito, el coordinador le dará una copia del procedimiento de queja y asegurarse de que se lleva a cabo una investigación rápida y exhaustiva. El superintendente o persona designada le responderá por escrito dentro de 30 días calendario, a menos que usted acuerde un período de tiempo diferente. Si su queja involucra circunstancias excepcionales que exigen una investigación más extensa, el distrito le notificará por escrito para explicar por qué el personal necesita una extensión de tiempo y la nueva fecha para su respuesta por escrito.

##### Paso 3: El Distrito Escolar responde a su Queja

En su respuesta por escrito, el distrito incluirá un resumen de los resultados de la investigación, una determinación de si el distrito no cumplió con las leyes de derechos civiles, notificación de que puede apelar esta determinación y cualquier medida necesaria para llevar al distrito En cumplimiento de las leyes de derechos civiles. Las medidas correctivas se pondrán en vigor dentro de los 30 días naturales siguientes a esta respuesta por escrito, a menos que usted acepte un período de tiempo diferente.

#### Apelación al Distrito Escolar

Si no está de acuerdo con la decisión del distrito escolar, puede apelar a la junta de directores del distrito escolar. Usted debe presentar una notificación de apelación por escrito al secretario de la junta escolar dentro de los 10 días calendario después de haber recibido la respuesta del distrito escolar a su queja. La junta escolar programará una audiencia dentro de los 20 días calendario después de recibir su apelación, a menos que usted esté de acuerdo en un cronograma diferente. La junta escolar le enviará una decisión por escrito dentro de los 30 días calendario después de que el distrito recibió su notificación de apelación. La decisión de la junta escolar incluirá información sobre cómo presentar una queja ante la Oficina del Superintendente de Instrucción Pública (OSPI).

#### Queja a OSPI

Si no está de acuerdo con la decisión de apelación del distrito escolar, la ley estatal provee la opción de presentar una queja formal ante la Oficina del Superintendente de Instrucción Pública (OSPI). Este es un proceso de queja separado que puede tener lugar si una de estas dos condiciones ha ocurrido: (1) ha completado el proceso de queja y apelación del distrito, o (2) el distrito no ha seguido correctamente el proceso de queja y apelación.

Tiene 20 días calendario para presentar una queja a OSPI desde el día en que recibió la decisión sobre su apelación. Puede enviar su queja por escrito a la Oficina de Equidad y Derechos Civiles de OSPI:

Correo electrónico: [Equity@k12.wa.us](mailto:Equity@k12.wa.us) Fax: 360-664-2967

Entrega postal o por correo: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

Para obtener más información, visite [www.k12.wa.us/EquityComplaints.aspx](http://www.k12.wa.us/EquityComplaints.aspx), o comuníquese con la Oficina de Equidad y Derechos Civiles de OSPI al 360-725-6162 / TTY: 360-664-3631 o por correo electrónico a [equity@k12.wa.us](mailto:equity@k12.wa.us).

#### Otras Opciones de Quejas por Discriminación

Oficina de Derechos Civiles, Departamento de Educación de los Estados Unidos

206-607-1600 | TDD: 1-800-877-8339 [OCR\\_Seattle@ed.gov](mailto:OCR_Seattle@ed.gov) [www.ed.gov/ocr](http://www.ed.gov/ocr)

Comisión de Derechos Humanos del Estado de Washington

1-800-233-3247 | TTY: 1-800-300-7525 | [www.hum.wa.gov](http://www.hum.wa.gov)

#### **Prohibition of Harassment, Intimidation and Bullying**

Mabton Jr/Sr High is committed to a safe and civil educational environment for all that is free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentionally written message or image – including those that are electronically transmitted – verbal, or physical act, including but not limited to one shown to be motivated by sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

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

#### **Examples of Harassment, Intimidation and Bullying (includes but is not limited to the following)**

- Slurs
- Rumors
- Jokes
- Innuendos
- Demeaning comments
- Gestures
- Physical attacks
- Threats
- Written, oral, physical or electronically transmitted messages or images

#### **How do I report Harassment, Intimidation and Bullying?**

You can report harassment, intimidation and bullying to any school staff member, on the district's website at [www.ms120.org](http://www.ms120.org), or to the district's Title IX Officer – **Judi Lewis 894-4852**

#### **Prohibición de hostigamiento, intimidación, y Acoso**

La escuela Mediana y Secundaria de Mabton se ha comprometido a un ambiente educativo seguro y civil de todo lo que sea libre de hostigamiento de intimidación y acoso. El hostigamiento, la intimidación y el acoso significa cualquier mensaje o imagen intencionadamente escrita incluyendo aquellas que se transmiten vía electrónica sean verbal o con actos físicos que incluyen pero no se limitan o se muestran ser motivadas por sexo, raza, credo, religión, color, origen nacional, edad, militar o veterano, orientación sexual, expresión o identidad de género, discapacidad mental o física, u otras características distintivas al producirse un hecho:

- Daño físico al estudiante o daños a la propiedad del estudiante.
- Tiene el efecto de interferir sustancialmente con la educación del estudiante.
- Es tan severo, persistente o dominante que crea un ambiente educativo intimidante o amenazante.
- Tiene el efecto de interrumpir sustancialmente el funcionamiento ordenado de la escuela.

#### **Ejemplos de hostigamiento, intimidación, y Acoso (incluye pero no limita lo siguiente)**

- Insultos
- Rumores
- Bromas
- Insinuaciones
- Comentarios degradantes
- Gestos
- Ataques físicos
- Amenazas
- Mensajes o imágenes escritas o transmitidas orales, físicas, o electrónicamente

#### **Como reporta el hostigamiento, la intimidación y el acoso?**

Usted puede reportar el hostigamiento la intimidación y el acoso a cualquier miembro del personal escolar, en el sitio web el distrito en [www.ms120.org](http://www.ms120.org), o al oficial del Título IX del Distrito- **Judi Lewis 894-4852**

#### **FERPA**

The Family Educational Rights and Privacy Act (FERPA) is a Federal privacy law that gives parents certain rights with regard to their children's education records, such as the right to inspect and review your child's education records. To protect your child's privacy, the law generally requires schools to ask for written consent from you before disclosing personally identifiable information from your child's education records (student information) to others. However, FERPA does permit schools to disclose your student's information without your consent under limited circumstances (referred to as exceptions). For example, your child's information may be disclosed to another school in which your child is enrolling, or to local emergency responders in connection with a health or safety emergency.

The U.S. Department of Education has revised its regulations governing the implementation of FERPA by schools, districts, and States. These revisions change several of the exceptions to FERPA's consent rule. Ensuring the Safety of Students

#### **Changes to the Directory Information Exception**

Schools are permitted to disclose information on students if it has been properly designated as directory information. By law, directory information includes things that would generally not be considered harmful or an invasion of privacy if disclosed, such as name, address, photograph, and date of



birth. Directory information may not include things such as a student's social security number or grades. If a school has a policy of disclosing directory information, it is required to give public notice to parents of the types of information designated as directory information, and of the right to opt out of having your child's information so designated and disclosed.

It is important for schools to have directory information policies, as schools may not do even mundane activities (such as publishing yearbooks or creating graduation programs) without having designated the items about the students contained in the publications as directory information. For example, without a directory information policy, FERPA would require schools to obtain consent for every student every time it wants to publish a yearbook. However, many schools have been forging designations of directory information, as they have concluded that such designations would put students at risk of becoming targets of marketing campaigns, the media, or even victims of criminal acts.

The Department has changed its directory information regulations to help schools lessen the burden of obtaining consent for more mundane uses of student information, while still allowing schools to choose the purposes for which directory information should be disclosed. Schools can now adopt limited directory information policies that allow the disclosure of directory information to be limited to specific parties, for specific purposes, or both. It is up to individual schools or school districts whether to adopt limited directory information policies and how to implement them. The Department's intent is to allow schools the option to implement policies that allow for the disclosure of student information for uses such as yearbooks, but restrict the use for more potentially dangerous purposes.

It is important that parents have the opportunity to make informed decisions about the use of their student's directory information. However, there are times when schools must be allowed to implement policies that will permit them to effectively protect their students. As such, the Department has also changed the directory information exception to state that parents may not, by opting out of directory information, prevent a school from requiring a student to wear or present a student ID or badge. The need for schools to implement measures to ensure the safety and security of students should not be impeded by a parent or student using FERPA's directory information opt out provisions. The Department is not requiring schools to establish policies requiring students to wear badges; these are individual decisions that schools and school districts should make taking into account local circumstances.

### **Healthy Youth Act**

Mabton School District works to comply with the Healthy Youth Act of 2008. What this means to students and parents is that our sexual health teachings through Health classes will be:

1. Medically and scientifically accurate.
2. Age appropriate
3. Is appropriate for students regardless of gender, race, disability status, or sexual orientation.
4. Includes information about abstinence and other methods of preventing unintended pregnancy and sexually transmitted diseases.
5. Is consistent with the 2005 Guidelines for Sexual health and Disease prevention.

The curriculum used by the Mabton School District has met the approval of OSPI as well as DOH. In an effort to assist our students in becoming Safe and Healthy adults in the future we take our guidance from Washington State's HIV/AIDS education (RCW 28A.230.070) and Bully and Harassment Policy (WAC392\_190-056)

Curriculum is available for review, by appointment, Monday thru Friday at the Mabton High School office.

### **McKinney-Vento Homeless Assistance**

Mabton School District supports students who are experiencing homelessness as defined by the McKinney-Vento Homeless Assistance Act of 2001. To the extent practical and as required by law, the District will work with homeless students and their families to provide stability in school and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students, especially those not currently attending school. Homeless students will be provided educational services for which they are eligible.

If you or someone you know in the Mabton School District is experiencing homelessness, please contact Judi Lewis at 894-4852 for more information.

### **Asistencia para Desamparados de McKinney-Vento**

El Distrito Escolar de Mabton apoya a los estudiantes sin hogar según lo definido por la Ley de Asistencia para Desamparados de McKinney-Vento de 2001. En la medida en que sea práctico y según lo requiera la ley, el Distrito trabajará con estudiantes sin hogar y sus familias para proporcionar estabilidad en la escuela y otros servicios. Se prestará especial atención a asegurar la matrícula y asistencia de estudiantes sin hogar, especialmente aquellos que no asisten a la escuela. Los estudiantes sin hogar recibirán servicios educativos para los cuales son elegibles.

Si usted o alguien que usted conoce en el Distrito Escolar de Mabton está sin hogar, comuníquese con Judi Lewis al 894-4852 para más información.

## ACADEMIC GUIDELINES AND SUPPORTS

### **Junior Senior High Semester Grades and Report Cards**

Mabton Junior Senior High School grades are updated weekly based on a combination of daily assignments, quizzes, test scores, and assessed state standards. Report cards and/or progress reports are issued periodically throughout the year.

#### **Junior Senior High Grades**

The grade point numerical values of grades are:

A = 4.0 (93 to 100%)	C+ = 2.3 (77 to 79%)
A- = 3.7 (90 to 92%)	C = 2.0 (73 to 76%)
B+ = 3.3 (87 to 89%)	C- = 1.7 (70 to 72%)
B = 3.0 (83 to 86%)	D+ = 1.3 (67 to 69%)
B- = 2.7 (80 to 82%)	D = 1.0 (60 to 66%)
	E or F = 0.0

#### **Academic Non-Performance**

Periodic reviews of non performing students will be conducted by the Mabton Junior Senior High staff. Interventions such as Academic Accountability Lunch Tutoring and after school tutoring may be used to ensure student success.

#### **Full Time Students**

Students are expected to be full time students while at Mabton Junior Senior High. A full time student is defined as a student on campus, enrolled in 5 courses during the school day. Part time status is granted in alignment with board policy 3114, or in circumstances where the student is still enrolled in 5 courses. Any student who is not considered full time may forego extracurricular activities and ceremonies including but not limited to athletics, clubs, trips, graduation, etc.

#### **Schedule Changes**

Schedule changes within the first 5 days will only be made before school, at lunch, or after school. Schedule changes requested by parents and students both will be reviewed by staff and decisions will be made in accordance with the students, class sizes, and student academic achievement by the counselor and Principal. Any changes after 5 days will not be permitted barring emergency situations.

## OTHER GUIDELINES AND SUPPORTS

#### **Change of Address**

Any change of address or telephone number should be immediately reported to the office in order to facilitate communication between the school and home. Also, any changes to the emergency contacts should be done immediately as well.

#### **School Visitors**

Students may not bring visitors to school. Parents wishing to contact their children must check in at the main office during school hours. Visitor parking is located in front of the main building. All visitors will need to bring a valid state ID and must be willing to go through the check-in process at the office.

#### **Nurse Office**

The nurse is here part time and will be called for emergency cases. All medications need to be administered through the nurse. (District Policy 3416)

#### **Lost and Found**

The lost and found is located in office. *School will not be responsible for lost and found items.*

#### **Vending Machines**

Beverage machines are available in the hallway. Students may purchase beverages during lunch, before, and after school. Students are permitted to have water in classrooms based on teacher permission. Foods need to stay in the tiled area of the school or in a classroom during lunch, before, and after school. *School will not be responsible for lost monies.*

#### **Cafeteria**

Students may bring their lunch or get lunch from the school cafeteria where a variety of hot lunches are available. Students are expected to clean up their area after eating. Our cafeteria is a clean, friendly establishment. Please return your tray and trash to the proper places. If you fail to comply with this request, you may find yourself helping the custodians.

#### **Off Campus Privileges**

JH and HS students are expected to stay on campus once they arrive on school grounds. If a student leaves without permission and without going through the checkout process through the office students will be considered truant/skipping and be subject to disciplinary actions. HS students have the opportunity to earn off-campus privileges.

#### **Check out procedures**

Parents are expected to call the office prior to 10 am to ensure that notification can be given to the teachers in a manner that would not substantially disrupt the learning environment for all kids. All notification after this time will be done in a manner which does not substantially disrupt the learning environment.

#### **Check in procedures**

Upon arrival to school, whether absent, late or checked out, all students are to inform the office staff of their arrival prior to returning to their classroom. All absences from the educational environment will be required to have a note for the absence to be excused. This note must comply with the attendance policies.

## **STUDENT CONDUCT GUIDELINES**

The staff of Mabton Junior Senior High School care about our students and want to provide a safe and productive environment for learning and school activities. To accomplish this we want to encourage positive behaviors, and we cannot allow abusive or disruptive behavior. The following pages include guidelines for consequences, which will occur for the listed infractions. These guidelines are in effect throughout the school day, including lunch, and during all school-sponsored activities before and after school. The administration reserves the right, based on the seriousness of the violation, to determine the severity of the consequence to be imposed.

Students shall comply with School District Policy and School rules as well as directions of employees in charge of them during any period of time when they are under the authority of the school district. This will also apply to any Mabton school authorized activity away from the district, including evening and weekend activities.

### **Hall Passes**

Hall passes are a privilege and should be used as such. Each student will be granted three hall passes per semester for each class. If the handbook with those passes is lost, a student can purchase a new one in the office. Classroom passes will be required for any student who is released from class during any class period. Faculty members and administrators may ask a student for passes when students are encountered during class hours. Students in non-classroom areas without passes will be considered truant/absent from the class to which they are assigned and will be disciplined appropriately.

### **The 10/10 Rule**

Hall passes may not be used in the first ten minutes of class or the last ten minutes of class. Any student found out of class during the first 10 minutes will be considered tardy. Also class interruptions will be avoided during the first and last ten minutes of class.

### **Telephones**

School phones located in the office and are for calls lasting 2 minutes or less or as directed by the staff. School phones may be used based on teacher permission.

### **Electronic Devices/Cell Phones (District Policy 3245)**

Students in possession of devices, including but not limited to MP3 Players, tablets, and cellular phones, while on school property or while attending school sponsored or school-related activities will observe the following conditions:

- A. All devices will be turned off and not in use except in common areas before school, at lunch, and after school.
- B. When devices are allowed to be used, they may not be used in an inappropriate manner, academically or socially.
- C. By bringing a device to school, students are consenting to confiscation and search by administration under reasonable suspicion.
- D. The school is not responsible for and will not replace lost, damaged, or stolen items.

Consequences for violation of Electronic Devices and Cell Phones Policy are as follows:

- First offense** – Parent or guardian will be expected to pick up device within the first hour after students are released.  
**Second Offense** – Parent or guardian will be expected to pick up device within the first hour after students are released.  
**Third Offense** - Device will be held until the end of the credit bearing academic term, and then parent or guardian can come to pick up device.

### **Valuables**

Students are encouraged not to bring large sums of money or valuables to school. During PE class, items such as electronic devices, watches, and jewelry should be locked in PE locker and not be left lying about the locker room. Students are responsible for the care and safety of all their personal belongings. **It is recommended that an additional lock be used for belongings in lockers.** *The school or district are not responsible for and will not replace lost, damaged, or stolen items.*

### **Internet Use**

All use of the network must support education and research and be consistent with the mission of the district (District Policy 2022). Acceptable network use by students includes:

- A. Creation of files, digital projects, videos, web pages and podcasts using network resources in support of education and research;
- B. Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, e-mail and webpages **that support education and research** or;
- C. With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately.

Each student and a parent or guardian must sign a similar agreement indicating his/her acceptance of the responsibilities and consequences outlined in this policy as a condition for accessing the district's network services. Parents or guardians have the option to disapprove their student's use of Internet. Any parent/guardian disapproval must be submitted in writing to the school office.

### **Lockers**

Lockers are the property of the Mabton School District. Mabton School District officials reserve the right to search lockers at any time. Lockers will be assigned to individual students after they have been enrolled. A student will be held responsible for contents, damage, and any illegal activity or property associated with his/her assigned locker. Students may be fined for lockers left dirty or damaged at the end of the year. Students are strongly urged to secure the combination and the contents of their lockers at all times. ***The school is not responsible for items lost, damaged, or stolen items from a locked or unlocked locker.*** The school has the right to revoke a locker privilege for neglect or abuse to the locker. Students may face discipline consequences for the misuse of school lockers.

### **Textbooks**

Students are issued textbooks for many of their classes. Students and their parents are responsible for replacement of lost books or for damages to books incurred while issued to the student.

### **Student Fines**

Students' grades, records, transcript, diploma, and/or the right to walk in Graduation may be held until fines have been paid.

#### **Parking and Driving on Campus (District Policy 3243)**

Parents and students bear the sole responsibility for the use of motor vehicles and bicycles for travel to and from school. Parking on the campus parking lot is free of charge, and passes are provided in the office. To receive a pass the student needs to provide an up to date driver's license and a proof of insurance. Dangerous and reckless drivers may be subject to progressive discipline and police notification.

#### **Skateboards**

All types of skateboards are not allowed to be used on campus. If a student rides one to school the skateboard must be placed in a locker.

#### **Cheating**

Cheating is a clear symptom of a lack of character which is not consistent with the beliefs of Mabton School District's Vision. Students caught cheating will be dealt with on a classroom basis. If a pattern of cheating develops or a teacher refers a student for cheating consequences may include but are not limited to receiving a '0' on the assignment, parent contact, detention, or suspension.

#### **School Dress Code**

Mabton School District's Vision states that we will prepare our students for college, work, and life. We, the staff, at Mabton Junior Senior High School feel that implementing our dress code is doing just that. To ensure "Academic Success for All Students" and to reduce substantial disruptions of the educational process students are expected to meet the following dress code or exceed it.

**THE FOLLOWING APPLIES TO ALL CATEGORIES:** Clothing which may be considered gang-related/violent or which displays or alludes to inappropriate language, sexual innuendo, or advertisements for drugs/alcohol or tobacco is prohibited. Clothing shall not be revealing or distracting. Undergarments shall not be visible. This includes, but is not limited to, see-through clothing, any part of a bra, boxer shorts or the elastic waistband of underwear.

**TOPS:** Middle school and high school students shall wear tops that have sleeves and completely cover the torso (Stomach, chest, shoulders and lower back) at all times. Shirts should be crew neck or the coverage should be equivalent to and will not be solid red or blue.

**PANTS:** Dress pants and jeans are acceptable. Sagging, holes/rips/tears (that expose skin above the knee) are not acceptable. No pajama, sweatpants, athletic pants, leggings, or spandex attire is to be worn at school.

**SKIRTS & SHORTS:** Skirts and shorts shall have no part that is shorter than 3 inches above the top of the knee cap for middle school and high school students.

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

**SHOES:** As a health and safety precaution, students must wear shoes. During recess and/or sports activities students should wear closed-toe shoes to protect their feet. All appropriate street shoes are allowed including tennis shoes, sandals and other hard-soled shoes. Slippers and soft soled shoes or sandals are prohibited except for medical reasons or for specific short-term foot-related injuries with administrative approval. Shoes will not be solid or predominantly red or blue.

**BELTS:** Belts must not be solid red or blue, nor may they be webbed or canvas.

**BACKPACKS:** Backpacks may be restricted in classrooms; all backpacks should be placed in lockers and not outside the classroom during the school day. No solid red or solid blue backpacks will be allowed.

**OUTERWEAR:** Students may wear outerwear to and from campus in any color except solid red or blue, excluding emblems. Outerwear may be expected to be removed during instructional times.

**ACCESSORIES:** As stated in policy 3224 and as procedure: For safety and security reasons, hats of any kind are not permitted to be worn at Mabton Jr/Sr High School except during authorized events or activities as approved by administration. All special requests of hats for reasons which are health related should be addressed to the school administration. Spiked jewelry and chains are prohibited. ID badges should be visible at all times or accessible.

If the student's dress or grooming is objectionable under these provisions, the principal or designee will work with the student and/or parent to make appropriate corrections. If the student refuses, the principal shall notify the parent, if reasonably possible, and request that person to make the necessary correction. If both the student and parent refuse, the principal shall take appropriate disciplinary action. Students may be suspended, if circumstances so warrant. Students who violate provisions of the dress code relating to extracurricular activities may be removed or excluded from the extracurricular activity for such period as the principal may determine. All students shall be accorded due process safeguards before any corrective action may be taken.

Students identified as being gang involved, influenced or affiliated shall be provided assistance and/or programs which discourage gang involvement or affiliation, enhance self-esteem, encourage interest and participation in school or other positive activities and promote membership in authorized school organizations. All clothing should not be solid red or blue.

#### **Notes:**

- No visible rosaries are allowed.
- Clothing may not be excessively loose or tight.
- Excessive holes, rips, and/or tears, whether skin is visible or not, are not allowed.
- No bandanas
- No visible undergarments

**The administration has the right to stop any pattern of dress that may be interpreted as gang affiliated or disruptive to the educational process.**

#### **Gang Activity**

Gang activity, as determined by the principal, is prohibited on and off campus and at school-sponsored events. Students will not wear clothing or be in possession of paraphernalia or behave by word or deed in ways that show affiliation to gangs or any other anti-social law breaking association. Students shall not imply gang membership or affiliation by written communication, marks, drawing, design, or emblem upon any school or personal property or on one's person. Specific rules are subject to change as gang style and dress changes dynamically. Students will be updated on changes.

Progressive discipline will include removal or reversal of the inappropriate clothing, counseling, law enforcement, up to suspension/expulsion. Parent or guardian will be notified and a behavioral contract may be implemented in order for the student to return to regular classes.

#### **Assembly/School Activity Conduct**

Activities, including assemblies, are school events and appropriate school conduct is expected. Correct assembly behavior changes based on the type of assembly. Inappropriate behavior includes, but is not limited to: disruptive behavior, use of profanity, and/or throwing objects. The consequence for such behavior can be, but is not limited to removal from assembly and/or all-future assemblies and school activities.

#### **Dances**

Junior High dances are for Mabton 7<sup>th</sup> and 8<sup>th</sup> grade students only. No guests will be allowed to attend.

Senior High students must be given permission to bring guests from outside the school district.

##### **Dance Guidelines:**

1. Students need to carry student IDs and may be asked for it at any point during a dance.
2. Any MHS student who plans on bringing a guest must have his/her completed guest dance pass returned to the office no later than three days before the dance. Guests must be in good standing to attend the dance.
3. Guests must be under the age of 20 and have prior approval by the administration.
4. If you leave the dance you may not re-enter.

#### **Public Displays of Affection**

Students are expected to express affection for one another in an appropriate manner. The only acceptable forms of displaying affection on campus are holding hands and walking arm and arm. Students kissing or displaying other forms of inappropriate behavior before, during, or after school will face progressive discipline.

#### **Student ASB Cards**

Student activity cards are available in the office. Purchase of an ASB card is required for participation in all athletics and all other ASB funded organizations.

#### **Student I.D. Badge**

I.D. badges must be worn in plain view at all times on school grounds. At no time may they be defaced in any manner. Any defacing or loss of a badge will require the purchasing of a new one. Replacement cost is \$3.00.

## **ATTENDANCE POLICIES AND INTERVENTIONS**

The reason Mabton Junior Senior High School places importance on good attendance is three-fold. **First**, a student's best learning occurs when in class. If a student isn't consistently at school, it impacts his/her grade. **Second**, establishing good attendance habits carries over to the work place. Our school staff has a responsibility to support students in practicing habits that lead to good work ethic. **Third**, Mabton Junior Senior High School has a responsibility of supporting and following Washington State attendance laws.

Parent(s)/Guardian(s) and students are cautioned that excessive absenteeism or tardies, regardless of the reason, may result in detentions or suspension, loss of credit or grade reduction, even though a student does average or above average work on days while in attendance.

### **Attendance Policy (WAC 180-51-050)**

Regular attendance is necessary for the mastery of the educational program for our students at Mabton Junior Senior High School. When a student is in the school on a consistent daily basis, he or she is able to receive the benefit of participation in the learning opportunities which many times are impossible to make up in their entirety. Excessive absences, even when excused, may have a significant and adverse effect on a student's academic performance and progress. The laws of the State of Washington (RCW 28A.225.010) specify that parents shall cause their children to attend school. They further state it is the responsibility of students to be regular and punctual in their attendance.

Absences or tardiness for valid justification (excused) shall include only the following upon notice from the child's parent, guardian, or health care professional within 24 hours of the day of the child's return to school. Students are expected to arrive on time with materials and prepared to work in all classes. A tardy becomes an absence when a student is more than ten (10) minutes late to class. Absences or tardiness for invalid justification (unexcused) fall into two categories:

1. Submitting a signed excuse which does not constitute an excused absence as defined previously; or
2. Failing to submit any type of excuse statement signed by the parent, guardian or adult student.

### **Unexcused**

The student is absent from school one or more periods in any one day and fails to have a parent or guardian submit a written excuse for the absence within one day of the student's return to school. The following are considered unexcused but the list is not comprehensive:

- *Sleeping late*
- *Leaving school without checking out*
- *Absent from class without permission*
- *Skipping class*
- *Not reporting into a class*
- *Family obligations*
- *Shopping*
- *Car trouble*

**Unexcused Absence Interventions:** Teachers, parents, and school administrators may assign discipline to the student for unexcused absences.

Disciplinary measures may include, but are not limited to, lunch time detention, after school detention, attendance contracts, after school monitored study table, modification of the student's schedule, or the assigning of the student to an alternative educational setting.

**Excessive Unexcused Absences:** The Junior Senior High School Staff composed of teachers, administration, parent, student, and counselor will meet with the parent and student to determine the next steps for this student.

Per Mabton School Board Policy 3122:

- The school shall notify a student's parents or guardians in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year. The notification shall include the potential consequences of additional unexcused absences. A conference with the parent or guardian shall be held after two unexcused absences within any month during the current school year. A student may be suspended or expelled for habitual truancy. Prior to suspension or expulsion, the parent shall be notified in writing in his/her primary language that the student has unexcused absences.
- A conference shall be scheduled to determine what corrective measures should be taken to ameliorate the cause for the student's absences from school. If the parent does not attend the conference, the parent shall be notified of the steps the district has decided to take to reduce the student's absences.
- Not later than the fifth unexcused absence in a month the district shall enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010
- A petition for BECCA will be filed if there are **7 unexcused absences** in a month or **10 unexcused absences in a year**.

Students who are absent 20 consecutive days (WAC 392-121-108) will be withdrawn from school and loss of class credits will result.

### **Excused**

The student is absent from school for one or more periods in any one day and has parent or guardian submit a written excuse for the absence within one school day of the students return to school. To be valid, written excuses include the signature of the parent or guardian as well as contact information for possible verification of the excuse. The following are considered excused but the list is not comprehensive:

- *Personal illness*
- *Medical and dental appointments*
- *Religious and or Cultural Observances*
- *Family emergency*
- *Court appointment or Jury Duty*
- *Post-Secondary Program Visitation*
- *School sanctioned activity*
- *Suspension*

#### **School Excused**

The student is absent from school for a school sponsored or school endorsed event. Examples include athletic or academic competitions, field trips, educationally related absences that have been pre-approved by the school.

#### **Tardies**

A student is considered tardy if the student is not inside his/her assigned classroom when the tardy bell rings. A student who is more than 10 minutes late is considered absent and will be subject to disciplinary actions such as detention, parent contact, suspension, alternative educational placement, or lunch time detention. Tardy sweeps will be conducted to ensure academic success for all students. Habitual tardies will result in parent contact and progressive discipline.

### **DISCIPLINE POLICY**

#### **Progressive Discipline**

In order to assist students in understanding the relationship between their behaviors/decisions and their success in school, Mabton Junior Senior High School has implemented a progressive discipline plan in accordance with Policy and Procedures 3240 and 3241. The plan begins with each teacher's classroom rules and incorporates both building and district regulations, plus federal and state laws. Consequences range from "on the spot" reprimands (i.e. asking a student to take his/her hat off or to move from an inappropriate place) to after-school detention (or I.S.S when available), suspensions, or even expulsion from school. A student's progressive discipline will relate directly to the severity or repetition of the offenses. That is, a student may be suspended or expelled from school for one violent or criminal act (i.e. bringing a weapon to school) or a series of disruptive actions. A wide range of interventions will be offered in an attempt to alter a student's behavior before exclusion from school becomes necessary. Parents are notified early and often and are consulted regularly when their child's behavior interferes with the instructional process or with the learning of the other students.

#### **Weapons and Drugs**

Mabton Jr/Sr High School is a violence-free, weapons-free and drug-free zone. Any violation will result in serious consequences. The environment at Mabton Jr/Sr High School must be safe for all students and staff and to ensure this, there may be random searches for drugs, alcohol and weapons by a certified K-9; in partnership with law enforcement. Mabton Jr/Sr High School is a suspicion-based drug testing school. There are times when it may appear that a student is under the influence of drugs and/or alcohol during the school day, on school property, or at school sponsored events. For the safety of the student and those around him/her, school officials reserve the right to refer to field-test for symptoms of drug/alcohol use. If a student meets the criteria on the drug/alcohol checklist following field sobriety testing, we reserve the right to perform or refer for a drug/alcohol analysis test. Refusal to submit to screening or testing by the student or parent can constitute willful disobedience and will be understood as admitting to be positive for use and be subject to discipline under the exceptional misconduct outlined in District policy and procedure.

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

Students who are disciplined as a result of drug/alcohol or tobacco violations must as a condition of returning to school agree to a district-approved substance abuse assessment and complying with the recommendations of the assessment as a condition of returning to school. Students who do not follow through with the recommendations of the drug and alcohol assessment will be considered willful disobedient and may be subject to school discipline actions under the exceptional misconduct procedure outlined above.

#### **Discipline Progression**

Students who break school and/or classroom expectations will move through the school wide progressive discipline plan, as determined by school administration. Once violations are documented by the classroom teacher or other staff member, then the following steps can occur:

## Hall Passes

### 1<sup>st</sup> Semester

Period	Teacher Initials	Teacher Initials	Teacher Initials
1			
2			
3			
4			
5			
6			

### 2<sup>nd</sup> Semester

Period	Teacher Initials	Teacher Initials	Teacher Initials
1			
2			
3			
4			
5			
6			