

MORGAN MIDDLE SCHOOL BULLDOGS



HANDBOOK 2023-2024

Morgan Middle School
400 E First Ave., Ellensburg, WA 98926
Phone: 509-925-8200 Fax:509-925-8202
Website: <http://www.esd401.org/middleschool>
Family Access for Grades: www.family.ellensburg.wa-k12.net

September1, 2023

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Non-Discrimination
Handbook

Looking for ways to help you succeed in school?

Consider the following statistics and decide for yourself what kinds of choices you want to make!

Sixth-grade students with one or more of the indicators [below] may have only a 15% to 25% chance of graduating from high school on time or within one year of expected graduation.

~Robert Balfanz and Liza Herzog, Center for Social Organization of Schools at Johns Hopkins University; Philadelphia Education Fund

Attendance - missing 10-15% of the year or missing an average of 2 days per month
Chronic absenteeism (missing more than 10% of the school year) means you are missing out on class discussions, building lasting relationships, and putting your future at risk.

“80% of success is just showing up.” ~Woody Allen

Behavior - showing a pattern of behavior that is unsafe or disrupts your learning or the learning of others
Behavior issues not only take away opportunities for you to learn, but they can significantly impact others as well. Earning 3 or more behavior referrals indicates that you are developing habits that will be extremely difficult to change.

“We are what we repeatedly do. Excellence, then, is not an act, but a habit.” ~Aristotle

Course Performance - Earning a final grade of “F” in math and/or English
Your grades indicate what you are learning and what you are learning is preparing you for life’s opportunities. Missing assignments, failing to get help, and failing to accept help are hurting you. Choose to succeed!

“Change your life today. Don’t gamble on the future, act now, without delay.” ~Simone de Beauvoir

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ATTENDANCE

Attendance Phone: 509-925-8204

Maintaining regular school attendance is important to your overall success at Morgan Middle School. Your attendance will affect what you learn in school and will then impact your grades. Continued irregular or chronic absenteeism will lead to progressive interventions in accordance with the law.

PROCEDURES:

The following procedures list how and when to contact the attendance office.

- **Late To School:** Have a parent/guardian call in immediately or bring a written note from a parent/guardian to the attendance office telling why you were tardy. (Tardy to school is ten minutes late or less; beyond ten minutes late is considered an absence.)
- **Late To Class:** Get a note or pass from the teacher who kept you. The office does not issue excused late slips from another class. A tardy will be assigned to students without a pass.
- **Absent:** Your parent/guardian needs to call the attendance office on the day(s) you are absent or send a written note to the attendance office on the day you return stating your parent/guardian's name, student name, date and reason for absence. Students who fail to follow these procedures within two school days of returning will be considered unexcused or truant and will receive appropriate consequences.
- **You Know You Are Going To Be Absent:** Your parent/guardian should write a note indicating the reason for the planned absence and the specific date(s) you will be gone. The Principal needs to approve the absence and the secretary will issue a prearranged absence sheet for you to carry to classes and get your assignments in advance.
- **You Need an Early Dismissal:** Bring a note from your parent/guardian to the attendance office before school begins to receive a passport to leave campus.
- **You Feel Ill and Need to Go Home:** Get permission from your current teacher to go to the health room. An attempt will be made to contact your parents/guardian if you are too ill to remain in school. In case of severe illness/accident, school officials will see that students receive medical attention. (Ellensburg School District Policy 3418). Students must check out through the office prior to leaving, and may only be released to parent/guardian unless they have been given permission to walk home or to a medical appointment.

ABSENCES

Attendance issues may be classified under one of the following categories:

- **Excused** – The absence meets Washington State standards for excused absence from school: Illness, injury, family emergency, bereavement, prearranged absences with correct procedures followed, or absences which occur when a student is in the custody of a court or law enforcement official. Students will be expected to make up assignments they missed due to the absence.
- **Unexcused** – An explanation is provided by a parent or guardian; however the excuse is not recognized by Washington State as an excused absence such as oversleeping, transportation problems, shopping, etc. Students will have the ability to make up assignments.

Chronic Absenteeism- Missing 10% or more of a school year is considered chronic absenteeism, regardless of whether the absence is excused or unexcused. Chronic absenteeism is reviewed by the Attendance Review Team on a regular basis.

Truancy/Skipping - Unexcused absences from class(es) without prior parental/guardian approval, or when appropriate school procedures for checking out have not been followed. Progressive disciplinary steps will be taken beginning with a detention. Students will still have the ability to make up assignments. ***When a student receives 5 unexcused absences in a month or 10 in a year, schools are required to file a truancy petition with Washington State Superior Court.**

Attendance Review Team- The ART regularly reviews student absenteeism. Student absences will be addressed by their advisory teacher, a meeting with a counselor or administrator, letters that go home to inform parents of the accumulated absences, and/or an attendance conference with the student and his/her parents. For future absences to be excused, a doctor's note may be required.

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Tardy Policy

Unexcused Tardies- Students are expected to be in class before the tardy bell rings. Students who do not meet this expectation will be marked with a tardy unless they have a valid reason for being late as defined in the attendance policy. Frequently being tardy to class negatively impacts student learning and disrupts the educational environment for others. Tardies will be dealt with in the following manner:

1st Offense (5+ tardies) = Warning

2nd Offense (10+ tardies) = Family Notification and lunch detention

3rd Offense (15+ tardies) = Family Notification, after school detention, conference with student

Continued repeat offense (20+ tardies) = Progressive discipline up to and including:

Saturday School

Delayed Passing

Escorted Passing

COMPULSORY ATTENDANCE LAW- [RCW 28A.225](#)

The provisions of the bill directly affect the way schools work with absentees and their families. The bill requires each school to:

- Inform students and families about the compulsory attendance law each year. A letter will be sent home in September as an annual reminder.
- Inform a student's parent/guardian in writing or by phone if the student has one unexcused absence within any month during the school year. At MMS, you will also be notified with any absence and can see it on Skyward Family Access as well.
- Schedule a conference with the student and their family after two unexcused absences within any month during the current school year.
- Administer the WARNS (Washington Assessment of Risks and Needs of Students)
- Develop a plan for success for the student in collaboration with the student, family, school staff, and the community engagement board.
- Ultimately file a petition with the courts related to truancy.



GENERAL INFORMATION – ACADEMICS AND ACTIVITIES

ASB - ASSOCIATED STUDENT BODY

This is YOU! Every student is a member of the ASB. The ASB sponsors and gives financial support to sports, clubs, and school activities.

- **Student Body Officers:** These students are elected at the end of each school year to represent you for the next year. To be eligible, executive officers must be in good standing. The duties of the executive council involve giving general directions for student activities, recommending a budget, prioritizing and scheduling events, directing elections and chairing special committees.
- **Advisory Representatives:** Each advisory class is responsible for electing a representative to serve on the student council. These students must be in good standing. They speak for their advisory class on matters under consideration, share results of the student council meetings with students in their advisory class, and participate on activity committees.
- **Student Council:** ASB officers and representatives meet monthly and serve as a direct link of communication between administration, teachers, and students. Any student can give input through written communication turned into the main office for the ASB mailbox. You may also ask to be put on the agenda stating the topic that you would like to have covered. You will be notified of the next meeting date.

ASSEMBLIES

Assemblies are planned for your enjoyment and to contribute to your educational opportunities. Walk quietly into the assembly area and sit quietly in your assigned seating area until the program begins. Students will follow the POWER Expectations (*as discussed in classes and described in this handbook*) for these events. Assemblies often require a changed daily schedule. Students are advised of the schedule changes in the morning. Students who take more than one lunch will not be excused and will be held accountable for the time lost.

CLASS CHANGES

Obtaining a change in your class schedule may not always be possible. Schedule changes must not cause another class to exceed the class-size limit and will only be allowed if pre-requisite knowledge has been demonstrated to enter mid-term. Class changes will only be considered within the first two weeks of the term.

- For ELECTIVES you will need to meet with a counselor *within the first two weeks* of the class and determine if there is room in another class and what other factors must be considered. Approval is also dependent on parent and teacher approval.
- Changes in REQUIRED core-academic courses may occasionally occur for the purpose of serving the academic needs of the individual student. In the event a schedule change is requested for a core-academic class, it is critical that a team makes the decision that the change is in the best academic interest of the student. A parent should first work with the classroom teacher to determine if a solution can be found. The next steps may include a conference with the school counselor or a building administrator.
- Class changes **will not** be permitted in the case of teacher preference.
- Parent requests for class changes *will be considered after* parent and teacher have met in an attempt to resolve the concern.

GOOD STANDING

Students in good standing are eligible for a variety of privileges, such as becoming an ASB officer or advisory representative, attendance at recognition assemblies, non-academic field trips, socials, club participation, becoming a TA, or participation in academic competitions. An appeal process is available for students. Students who are notified they are not in good standing are able to resolve the issue that is keeping them from being in good standing by a given deadline. **To be considered in Good Standing, students must meet the following criteria when grades are checked:**

- **Passing 5 of 6 classes (advisory not included)**
- **Have 5 or fewer missing assignments when grades are checked**
- **Have 2 or fewer discipline points in the last 30 school days**



CLASSROOM SUPPLIES

Students are expected to arrive with necessary [supplies](#), a calculator, and charged Chromebook, as required for each class. Parents/guardians are asked to maintain an adequate supply of materials, purchasing more as necessary. Families who find themselves in need of support for purchasing school supplies should contact a school counselor for assistance; we are happy to assist whenever possible. Pencils and paper are critical supplies throughout the school day and are often those that disappear.

Please keep a steady supply of paper and pencils available throughout the school year.

CLUBS

Morgan students are encouraged to join clubs that may form throughout the year. A club must have a staff member as the club advisor and obtain ASB approval. Students interested in joining a club should pay close attention to the daily bulletin for announcements.

FIELD TRIPS

During the school year, staff members may offer field trips in support of academics, extended opportunities, or recognition. These trips are generally offered during the school day; occasionally, they may extend beyond the regular school day requiring family-provided transportation.

- **Students attending the trip must have returned a signed parent/guardian permission slip to attend.**
- Staff members may request that a student be escorted by a parent if there have been frequent behavior issues.
- Students must travel on district-provided transportation throughout the field trip and may only leave with a parent or guardian's signature on a district release form.
- Students missing another class to attend the trip must check in with their teacher(s) prior to the trip to get any work they will miss.
- In the event students are failing class(es), prior arrangements to resolve the failing grade must be established prior to the student becoming eligible to attend the trip.
- Work missed due to a field trip must be completed on time unless other arrangements have been made with the teacher.

End of Year or Extended-Day Field Trips

Generally, all students are invited to participate in the field trip with the following exceptions:

1. Students may not have received 10 or more discipline points nor have received an in or out of school suspension during the school year.
2. Students must not have missed 10% or more of eligible school days at the time of the trip (exceptions may be made due to verified, extended illnesses).
3. Students must be enrolled in at least four class periods at Morgan Middle School.
4. Students must be enrolled at Morgan at least one quarter prior to the trip departure date.

5. Students with significant behavior concerns will be required to have a parent chaperone in order to participate.
6. Students must have purchased an ASB card prior to the trip departure if ASB funded. (San Juan Trip)
7. Parents of students denied the opportunity to attend the trip may file an appeal with the principal.

HOMWORK CENTERS

Lunch Homework Center (HWC)- Students may be assigned by a teacher to attend the lunchtime homework center during their lunch. Students should get their lunch and report to the designated classroom to complete assignments. If a student is assigned to Lunch Homework Center, it is expected that he/she attends on the day assigned and reports with needed materials. Students are expected to complete work quietly. Failure to attend and complete assigned HWC or to comply with expectations will result in a referral to the office and addressed according to current discipline standing and discipline ladder.

After School Homework Center- Students are encouraged to attend the homework center from 2:15-3:15 PM Monday, Tuesday, and Thursday afternoons and 12:35-2:15 PM Wednesday afternoons beginning the second week of school. Occasionally the homework center is canceled due to staff availability.

HONOR ROLL

To qualify for the honor roll, students must be enrolled and receive letter grades in five or more classes. A student's grades must average 3.4 or better to be on the honor roll. Recognition assemblies will be held to celebrate students who have achieved honor roll status.



LIBRARY

The library is open from 7:15 AM -2:45 PM.

- A book may be checked out for 45 days and renewed, unless there is a reserve for another person on this book.
- Overdue books must be returned before other materials are checked out.
- Many reference books may be checked out at the end of the school day for overnight use.
- A charge is assigned for damaged or lost materials.
- A voice level of 1 (whisper) is expected to be used in the library.
- Students are expected to work independently.
- Food, beverages, and candy are not allowed in the library.
- If you are enrolled in a class and request permission to come to the library during class you must have a hall pass from that teacher.



TECHNOLOGY USE:

Students have the opportunity to use a Chromebook that is issued to them *for educational purposes*. Use of technology is an educational opportunity that requires users to act responsibly, ethically, and in accordance with the following district guidelines:

- Students are allowed to access, transmit, and publish *only educational material*.
- Any use of the system must be in conformity to the state and federal law, K-20 network policies, and district policy.
- System components shall not be destroyed, modified, removed, or abused.
- **Access to social media, games, personal emails, and downloading is prohibited.**
- Malicious use of the system to develop programs that harass other users or gain unauthorized access to any entity on the system, and/or damage the components of an entity on the network is prohibited.
- Users are responsible for the appropriateness and content of the material they transmit or publish on the system. Hate mail, harassment, discriminatory remarks, or other anti-social behaviors are expressly prohibited.
- Use of the system to access, store or distribute obscene or pornographic material is prohibited.
- Users are to use only their individual login and may not access other student accounts.
- Users must not bypass filter or monitoring systems, such as Blocks.i.

Chromebook care is essential throughout the school year.

- Students must carry their chromebook in the closed position.
- Students should never store their chromebook on the floor or in a location where it could inadvertently be knocked to the floor.
- Students are not to close another student's chromebook without explicit permission.
- Students may not have their chromebook out during lunch. If they choose to use it at breakfast, all food and drink must be kept away from the device.
- Students may not intentionally damage their own chromebook or that of another student. Intentional damage may include: pulling keys off, pushing a device off of a desk or counter, or stepping on the device.

Chromebooks are issued strictly for educational reasons. Chromebooks should be kept clean and free of markings, stickers, graffiti, or other “decorations”. These devices are to be treated as any other school issued textbook.

Students are expected to arrive to classes with a charged Chromebook. Charging stations are available for student use during the school day. These stations are located in the commons, near the locker room entrances, and in the library.

Failure to abide by Ellensburg School District Policy No. 2314, the Ellensburg School District Acceptable Use Policy, and the above mentioned guidelines may result in loss of privileges, disciplinary consequences, and/or legal action. Fees and fines will be issued for damaged or missing chromebooks or chargers. Annual insurance is available to provide for instances when the device is damaged or found in need of repair. Students are encouraged to purchase a cover to help protect their device.

ONLINE GRADES

Online access is available at: www.family.ellensburg.wa-k12.net. Morgan Middle School uses the Skyward Family Access system to maintain regular communication about academic progress with students and families.

- Each parent/guardian and each student is assigned a unique login and password to maintain security. It is critical that you keep this information confidential to maintain privacy. If you need to reset your password, you can reach out to any secretary or school counselor for assistance.
- Students and families may check the following at any time: Grades, school calendar, student attendance, class schedule, academic history and may adjust settings to receive regular email notifications using this system.
- Students and families should make a habit of checking grades at least weekly.
- Grades are hand-entered by teachers, there may be a slight delay after assignments have been submitted before grades are updated.
- Families who need additional support in accessing grades or do not have internet access to check grades at home may use the family computer station in the Morgan Office. This computer station is available to support student achievement through accessing educationally relevant sites. Misuse of the family computer stations will result in revoked privileges.
- Skyward should be considered the most accurate grade information. Grades that are displayed on Schoology will be transferred to Skyward.

There is also a “Skyward” app available for SMARTphones. Parents/Guardians and students can download this application for ease of access to check student grades. If you need assistance, please contact the school office at 925-8200.



REPORT CARDS

Report cards are issued at the end of each nine-week grading period. The grade you earn reflects your content knowledge in the subject and is greatly impacted by the effort you put into each class. Your attitude, interest, and willingness to work have much to do with the grades you earn.

SOCIALS & AFTER-SCHOOL ACTIVITIES

These events are planned for your participation and enjoyment. Students who attend after-school activities must arrive at the event immediately following dismissal from regular classes. Once a student leaves an event, they may not return. Please remember to have transportation home arranged before the event as teachers and chaperones need to leave and doors may be closed. An ASB card may be required to attend school Socials and must be in Good Standing. Students must follow all school rules and school dress code while attending the social.

TEXTBOOKS AND CHROMEBOOKS

Textbooks and Chromebooks are issued to you for school use. It is the student’s responsibility to arrive to class with your textbooks and a charged Chromebook. Noticeable damage to or loss of textbooks or Chromebook will be subject to fines.

STUDENT SERVICES

COUNSELING

[School counseling services](#) are available to all students. Services provided include: grade checks, academic support, social concerns, personal concerns, conflict resolutions, and others. If you would like to meet with your counselor, you may also email your counselor to request a meeting or you may leave your name with the secretary and your counselor will call you down as soon as possible.

FEES

A.S.B. Card \$28.00

(All sports participants are required to purchase an ASB card)

Art \$6.00

STEM \$5.00

Woodshop \$10.00

Yearbooks \$35.00 (price increases after March 1st)

Fees can be paid to Mrs. Pennington in the main office before 1:00 PM each day or online at <https://wa-ellensburg.intouchreceipting.com>. (Skyward Family Access Login information will be required.) Acceptable forms of payment are cash (exact change), check, or credit/debit card.

HEALTH SERVICES

Health services are available to all students. Students must have a pass from their current teacher (unless during lunchtime) in order to visit the health room. A registered nurse is available on a part-time basis but will be called in case of an emergency.

- **Medication:** Prescription and over the counter medications may not be administered by school personnel unless the proper authorization form (signed by both a parent/guardian and physician) is on file in the office. Students who self-medicate during the day will need to follow this same procedure.

INSURANCE

All students may purchase school insurance. Forms may be requested from the office.

Chromebook Insurance is available at the start of each school year.

LOST AND FOUND

Lost clothing items will be placed in a central location. Books will be returned to the appropriate department. Purses, jewelry, calculators, and eyeglasses will be kept in the main office. Identification of items will be required before being returned. Students may not take items from the lost and found that do not belong to them!

PICTURES

Students who wish to purchase pictures pay the photographer at the time pictures are taken. Retakes are scheduled for absent students and/or defective pictures. This is a service to students and their families and the school does not assume any responsibility for the quality of the picture.

- **School pictures** are taken in the fall of the year.
- **Sports pictures** are taken during the season of participation.
- **Class Pictures** are taken in the spring.



SCHOOL LUNCH

Students can buy their lunch in the commons or bring their own lunch from home and eat it in the commons. Money for lunch is deposited in the student's individual lunch account and each student is issued their own account number. It is important to keep the commons CLEAN and SAFE; students are expected to behave appropriately and pick up after themselves.

- **Eating and drinking** is allowed only in the commons or in the courtyard (when open) unless other arrangements have been made by a staff member and the lunch supervisors are given notice.
- **Free and/or reduced meal program** information is available through homeroom teachers during the first week of school. If you need a form they are available at the student counter.
- **Closed campus:** Students must stay on school grounds for their lunch period. A student may be released off campus if a parent or guardian has made prior written arrangements through office staff.

STOPit!



Morgan Middle School's Tip Reporting Service

Safety is one of our top priorities; that's why we're using the STOPit App, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration.

Download the STOPit APP to your phone or use the link provided in your MMS Bookmarks on your chromebook. Students can log in using MMSBulldogs and parents can log in using MorganParents

Easily report tips on bullying, harassment, drugs, vandalism, or any safety issue you're concerned about. You can submit a tip anonymously and communicate with administrators about your concern.

VISITORS - Policy and Procedures

To be eligible to visit Morgan Middle School and attend classes, the visitor must first have a sponsor who is a student in "**Good Standing**" at Morgan Middle School and must obtain permission from an administrator to visit. The following guidelines will be followed:

- Visitors must be 6th, 7th, or 8th grade students with good classroom behavior.
- The Morgan student must pick up a visitor's form in the office at least **three days in advance** of the visit. The Morgan student must obtain permission and the signature from each of his/her classroom teachers.
- If a visitor is not allowed to attend a certain class, he or she will be expected to remain in the office lobby area, waiting quietly while the Morgan student attends class.
- A visitor may attend Morgan classes only one day.
- Visitors will not be permitted the first or last ten days of school.
- Visitors need to complete an emergency information form with parent signature before the visit begins.
- Visitors at lunch that are non-family guests must get administrative approval **one day in advance**. Family visitors must check-in with the office before the visit.
- Administration retains the right to refuse visitation to any person

STUDENT BEHAVIOR AND EXPECTATIONS

Morgan Middle School staff has high behavioral and academic expectations for our students. We believe it is important to build and maintain a positive school climate that supports our expectations and enables our students to learn at the highest level. Morgan Middle School has adopted the principles of the **PBIS** (Positive Behavior Interventions and Supports) program. Our belief is that students respond appropriately when expectations are clearly defined, rules are consistently enforced, and consequences are firm yet reasonable.

The foundation of our school's culture is built on the common values of **POWER**: **Perseverance, Ownership, Wisdom, Enthusiasm, and Respect**. Through the implementation of Positive Behavior Interventions and Supports (PBIS) at Morgan Middle School, we will create and sustain a positive learning environment in which all students can succeed academically, socially, and emotionally.

POWER

<i>MMS Values</i>	<i>It means that you should...</i>
Perseverance	<ul style="list-style-type: none"> ● Keep trying ● Stick to it when it is hard ● Persist until things are well done
Ownership	<ul style="list-style-type: none"> ● Accept responsibility for your choices and actions ● Recognize that MMS is your community, too, so do your part to make it a great place to learn!
Wisdom	<ul style="list-style-type: none"> ● Consider all of your options before you act ● Consider some possible consequences of your actions
Enthusiasm	<ul style="list-style-type: none"> ● Be interested and engaged in school-wide activities ● Show a willingness to work with a variety of other students ● Show up with an openness to learn
Respect	<ul style="list-style-type: none"> ● Show consideration for yourself, for others, and for property ● Think about how your words and actions impact our community

Each area of our school is unique in terms of behavioral expectations. The following section outlines expected behavior, and how it aligns with our ***POWER*** motto.

CLASSROOM

- Perseverance:** **Work to improve-** learning is the goal of the classroom, how can you learn more?
Be willing to try- take risks, we learn the most by failing then trying again
Attempt to solve problems- stretch your thinking to come up with ideas
- Ownership:** **Be prepared-** come to class with materials and an openness to learn
Use class time wisely- you can get help and avoid homework by working in class
Show pride in your work - work hard and be proud of your work, seek to get better
- Wisdom:** **Value learning-** it is why you are here and it builds a foundation for your future
Ask for help when needed- raise your hand, email your teacher, get the help you need
Think before you act- is what you are about to do helpful or hurtful to the class?
- Enthusiasm:** **Willingly work with all classmates-** approach the work positively and be open to learning
Engage in learning- try all of the activities and ask questions for clarity
Actively participate- listen, offer ideas, read, and think about the content
- Respect:** **Follow classroom rules-** if you don't understand one, ask
Honor the needs of others- you are part of the class community, show that you get that
Use voice level the teacher has asked for- look for the chart if you can't remember
Use school materials and equipment as intended- they are tools, not toys

OUTSIDE AREAS

- Perseverance:** **Remain in supervised areas-** an adult needs to be able to see you and you need to see them
If it is crowded when re-entering the building, be patient- there is no need to push
- Ownership:** **Leave no trace-** clean up after yourself
Carry skateboards and scooters, walk bikes- it is dangerous to others if you don't
Report problems to adults- we want to help solve problems that come up
- Wisdom:** **Choose safe activities-** think ahead to decide if you could hurt yourself or others
Treat each other with kindness- watch out for each other and avoid nasty comments
- Enthusiasm:** **Enjoy time with friends-** and be respectful and kind to others
Include/invite others to join- be open to new people participating in your activities
- Respect:** **Be polite and kind to others-** you don't have to be best friends; politeness is always right
Respect personal boundaries - don't be so bonkers that you run into other people
Use appropriate language - no cussing or hurtful/harmful language
Comply with adult requests- just do what you are asked and acknowledge the adult

HOMWORK CENTER

- Perseverance:** Finish missing assignments - you are there to complete work so make sure you do it
Keep trying- it isn't easy to catch back up when you are behind but you can do it
- Ownership:** Take pride in your work -
Show up prepared
- Wisdom:** Make good use of your time
- Enthusiasm:** Appreciate the opportunity to catch-up and get help
- Respect:** Work quietly
Respond appropriately to adult requests

CAFETERIA/COMMONS

- Perseverance:** Be patient in line
Decide on a healthy meal and stick with it
- Ownership:** Be responsible for your behavior
Clean up after yourself and others who sit with you
Keep lines orderly
Buy your own food
- Wisdom:** Make healthy meal choices
Report problems or concerns
Make use of extra time to complete school work
- Enthusiasm:** Meet new people
Show appreciation of options
Be positive with others
Try new food
- Respect:** Be prepared with your meal selection
Use appropriate voice, language, and manners
Honor everyone's place in line
Include others who are sitting alone

HALLWAYS

- Perseverance:** Be patient with others- don't rush others, wait your turn
Move purposefully- don't create clogged up areas, work to minimize being distracted
- Ownership:** Keep halls clean- pick up the things you drop and pick up something you see
Report problems to an adult- If there are problems, we want to help!
- Wisdom:** Act responsibly- Think ahead about how to avoid conflict
Get necessary materials for class- know where you are going and what you need
Be aware of how your actions affect others- pay attention to language and body space
- Enthusiasm:** Be courteous and friendly- make sure those around you feel safe
Help others- if you notice that someone is struggling, lend a hand
Enjoy hallway displays- especially when you have time, don't block areas
- Respect:** Stay right- think about rules of the road, walking on the right helps traffic move
Use appropriate voice level- hallways should be no more than a level 2
Use language that is acceptable at school- swearing and name-calling is not acceptable
Use behavior that is considerate- horseplay interferes with other students
Close lockers gently- slamming lockers is disruptive and can damage the lockers
Protect hallway displays- avoid touching them to avoid messing them up

DETENTION

- Perseverance:** Make it a priority to fulfill your time- you owe the time so use it wisely
- Ownership:** Own your consequences- accept that you made a poor choice and learn from it
Report when assigned- this helps avoid additional consequences
- Wisdom:** Make better choices - what's done is done, next time just make a better decision
Learn from your mistakes- we all make mistakes, next time you will do better
- Enthusiasm:** Find a positive way to change- people will notice when you make positive changes
Make good use of your time- you have the time, knock out some work
- Respect:** Comply with adult request - respond positively the first time you are asked
Remain quiet at all times- this isn't a time for visiting, you should work quietly

LIBRARY

- Perseverance:** Search for answers
Look for questions
Keep revising
- Ownership:** Take care of checkouts and over dues
Cite your sources
Leave no trace
- Wisdom:** Know when to use sources at hand
Find reliable sources
Keep an open mind
- Enthusiasm:** Enjoy opportunities your library has to offer

Respect: Use quiet voices
Follow library rules

BATHROOM / LOCKER ROOM

Perseverance: Use break time- if you are walking by a restroom, use it then instead of missing class
If needed, be patient waiting for a SmartPass- sometimes there is a line, just be patient

Ownership: Leave no trace - just clean up after yourself
Report any concerns to an adult- if there is a mess or problem, let an adult know
Lock up your personal belongings- in the locker room, keep your belongings safe

Wisdom: Know others will use it after you - you want it clean and tidy, leave it the same way
Wash your hands
Keep your locker combination private- don't share it, even with friends

Enthusiasm: Be quick, quiet, and return to class promptly- don't just hang out, be where you need to be

Respect: Always flush- if the auto flush doesn't work, push the button on the side of the toilet
Respect the privacy of others- bathrooms and locker rooms are places where privacy is critical! If you are uncomfortable, let a teacher know. Be aware of your actions to keep others from feeling uncomfortable.
Avoid creating a mess or damage to property- this space is for all of us, leave it clean

ASSEMBLIES

Perseverance: Be seated with your teacher
Maintain good behavior

Ownership: Act in a way that reflects our school in a positive way
Be a leader/role model

Wisdom: Make good choices
Move in a safe and organized manner

Enthusiasm: Show appropriate appreciation for staff, students, and guests
Positively participate when invited and celebrate your classmates

Respect: Keep it positive
Be proud of your achievements and the achievements of others
Use appropriate language and voice levels
Demonstrate courtesy toward others

CHROMEBOOKS

- Perseverance:** Try to figure it out first
- Ownership:** Bring your Chromebook to class fully charged
Do not share your login information with others
- Wisdom:** Think before you act
Use Chromebook to compliment your skills and increase creativity
Remember, everything you do can be traced back to you
- Enthusiasm:** Appreciate the opportunities
Show excitement for the process
Have fun with being on task
- Respect:** Follow the Chromebook agreement
The Chromebook is yours for the year and you're responsible for it
Take pride, treat the Chromebook better than you would your own

COURTESY/RESPECT

Student courtesy is exemplified by well mannered and gracious conduct. Students exhibit a positive, sincere consideration for others. MMS students respect themselves, their peers, and adults. Students avoid intruding upon or interfering with the education of themselves or others and exhibit self-restraint, confidence, and a high regard for personal property.

RESPONSIBILITY

Peers, staff and parents can depend on our students. They take responsibility for their actions and can be held accountable for their conduct.



DISCIPLINE POLICY

The Morgan Middle School discipline policy will be based on a point system. All students start out every academic year with zero discipline points. Discipline points may not be removed until the start of the next year. Any student's office referral or violation of school rules that results in a clean-up or detention will be issued 1 discipline point for each infraction. If a student receives an In-School-Suspension (ISS) or Saturday School, they will be issued 2 discipline points per infraction. Any Out-of-School Suspension (OSS) will result in the assigning of 3 discipline points per infraction. Occasionally, students may be placed on an alternative plan for disciplinary action. Students in this situation will be assigned 5 points.

Maintaining a safe and effective learning environment requires consistent and clear expectations and consequences for inappropriate behaviors. Below are examples of, **but not limited to**, inappropriate behaviors that will result in disciplinary action.

*****Students who accumulate 10 or more discipline points will not be allowed to participate in any end-of-the-year celebratory activities, such as field trips or assemblies.***

- All grades- Loss of field trips, including end of year trip (any out-of-school suspensions will result in the loss of the San Juan trip.)

*If a student receives three (3) or more discipline points, or a suspension of any kind in the 30 day time period prior to an all-school activity, that student will not be allowed to participate in that school-wide activity or be eligible for "Good Standing" recognition.

Discipline Consequences System for Office Referrals/Minor Violations

Discipline points and consequences are cumulative. This [chart](#) shows the progression of discipline for common incidents in a school setting. Offenses not identified will be placed on the chart in accordance with the level of disruption and/or risk to school safety. For example, a student who is referred for a low-level offense will start with a conference, move to lunch clean-ups, and move down the column until the behavior warrants a move to the mid-level offenses.

Common Expectations/Rules

A comprehensive review of student conduct expectations are outlined in Ellensburg School District Policy 3240 and Procedure 3240P. Specific expectations and rules listed below are outlined to provide clarification specific to Morgan Middle School.

ASSAULTIVE BEHAVIOR

Any physical, verbal, nonverbal or harassing type of behavior including scratching, kicking, pushing, hitting, intentional tripping, throwing objects at someone, punching, name calling, racial slurs, and unwanted sexual touching will not be tolerated. Students engaging in assaultive behavior will be issued discipline and may be referred to local law enforcement officials.

BIKES, SCOOTERS, and SKATEBOARDS-

Bicycles, skateboards, scooters, or other wheeled devices are not to be ridden on campus except when supervised in PE class. Bicycles, skateboards, and scooters will be stored and locked in the available racks outside the school. Responsibility for the protection and misuse of these items belongs to the owner.

BUSES

Bus transportation is a privilege. Failure to observe the Bus Rules can result in loss of privilege. If a student is suspended from riding the bus, it is the responsibility of the parent to provide transportation to and from school.

Bus Riding Rules

- Respect Driver's Right to Drive Safely.
- Respect others and their right to be safe.
- Respect School Property.

CELL PHONES

Cell phones must be kept **off and away** during school, and may only be used before 7:40 am and after 2:15 pm. Smart watches and other devices capable of providing access to phone calls, texts, or other distractions will be considered as cell phones for the purpose of this rule. Any staff member may ask a student to turn off their device. Failure to comply with this direction may result in additional disciplinary action. Students who abuse this privilege will receive the following consequences:

- 1st Offense- Reminder of school expectations and documented as referral (with a conference for a consequence).
- 2nd Offense- Reminder of school expectations, documented as referral, phone confiscated.
- 3rd Offense- Reminder of school expectations, documented as referral, parents must pick up the phone (a discipline point is assigned).
- Repeated offenses- Phone is not allowed to be at school.

CLOTHING- DRESS FOR SUCCESS

Students must maintain an appearance that promotes safety and success. While we recognize that styles come and go and different environments have different expectations, these expectations will help students dress appropriately for school. It is also important to note that certain classes may require special protective clothing or shoes. Any clothing item that becomes a substantial distraction or is potentially dangerous in the school setting may need to be changed. The following are not acceptable in the school setting and therefore are **not** to be worn:

- Items which advertise or promote violence, gangs, tobacco, alcohol or drugs;
- Hats or hoods of any kind, except on special, school-approved occasions;
- Pictured or written sexual references or profanity;
- Pointed spikes, chains or wallet chains, and other accessories that could become dangerous or are used in a dangerous manner.
- Shorts or skirts that reveal undergarments or a student's bottom, even when seated;
- Holes or "shredded" clothing that shows undergarments or a student's bottom;
- Soft-soled slippers or blankets;
- Sunglasses, unless prescribed by doctor;
- Shirts must not give the appearance of being the undergarment and must cover undergarments; and
- Gang-related attire or style of dress, including bandanas.

DANGEROUS OBJECTS/WEAPONS

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation. Carrying a dangerous weapon onto school premises, school-provided transportation, or areas of other facilities being used exclusively for school activities in violation of RCW 9.41.280 is a criminal offense.

Dangerous Weapons

The term "dangerous weapons" under state law includes:

- Any firearm;
- Any device commonly known as "nun-chu-ka sticks," consisting of two or more length of wood, metal, plastic, or similar substance connected with wire, rope, or other means;
- Any device, commonly known as "throwing stars," which are multi-pointed, metal objects designed to embed upon impact from any aspect;
- Any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas;
- Any portable device manufactured to function as a weapon and which is commonly known as a stun gun, including a projectile stun gun which projects wired probes that are attached to the device that emit an electrical charge designed to administer to a person or an animal an electric shock, charge, or impulse;
- Any device, object, or instrument which is used or intended to be used as a weapon with the intent to injure a person by an electric shock, charge, or impulse;
- The following instruments:
 - Any dirk or dagger;
 - Any knife with a blade longer than three inches;
 - Any knife with a blade which is automatically released by a spring mechanism or other mechanical device;
 - Any knife having a blade which opens, or falls or is ejected into position by the force of gravity, or by outward, downward, or centrifugal thrust or movement; and
 - Any razor with an unguarded blade;
- Any slungshot, sandbag, or sandclub;

- Metal knuckles;
- A slingshot;
- Any metal pipe or bar used or intended to be used as a club;
- Any explosive;
- Any weapon containing poisonous or injurious gas;
- Any implement or instrument which has the capacity to inflict death and from the manner in which it is used, is likely to produce or may easily and readily produce death.

In addition, the District considers the following weapons in violation of this policy:

- Any knife or razor not listed above, except for instruments authorized or provided for specific school activities;
- Any object other than those listed above which is used in a manner to intimidate, threaten, or injure another person and is capable of easily and readily producing such injury.

Reporting Dangerous Weapons

An appropriate school authority will promptly notify the student's parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate this policy will be subject to discipline. Students who have possessed a firearm on any school premises, school-provided transportation, or school-sponsored activities at any facility shall be expelled for not less than one year pursuant to RCW 28A.600.420. The superintendent may modify the one-year expulsion for a firearm on a case-by-case basis.

The district may also suspend or expel a student for up to one year if the student acts with malice (as defined under RCW 9A.04.110) and displays a device that appears to be a firearm.

No expulsion under RCW 28A.600.420 prevents the district from continuing to provide educational services in an alternative educational setting in compliance with RCW 28A.600.015. Any alternative setting should be comparable, equitable, and appropriate to the regular education services a student would have received without the exclusionary discipline. Example alternative settings include one-on-one tutoring and online learning.

Exceptions to State Law and this Policy

The following persons may carry firearms into school buildings, as necessary, although students engaged in these activities are restricted to the possession of rifles on school premises:

1. Persons engaged in military, law enforcement, or school district security activities;
2. Persons involved in a school authorized convention, showing, demonstration, lecture or firearm safety course;
3. Persons competing in school authorized firearm or air gun competitions; and
4. Any federal, state or local law enforcement officer.

The following persons over eighteen years of age and not enrolled as students may have firearms in their possession on school property outside of school buildings:

1. Persons with concealed weapons permits issued pursuant to [RCW 9.41.070](#) who are picking up or dropping off students; and
2. Persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle.

Persons may bring dangerous weapons, other than firearms, onto school premises if the weapons are lawfully within the person's possession and are to be used in a school-authorized martial arts class.

Personal Protection Spray

Persons over eighteen years of age, and persons between fourteen and eighteen years of age with written parental or guardian permission, may possess personal protection spray devices on school property. No one under eighteen years of age may deliver such devices. No one eighteen years or older may deliver a spray device to anyone under fourteen, or to anyone between fourteen and eighteen who does not have parental permission.

Personal protection spray devices may not be used other than in self-defense as defined by state law. Possession, transmission or use of personal protection spray devices under any other circumstances is a violation of district policy.

DETENTION AND SUSPENSION

Detentions and suspensions are to be served at the assigned time. Upon checking in for your detention, you will need to give your cell phone to the staff member and can claim it at the end of your detention.

In the event a parent needs to request an alternative time for detention to be served, he or she should communicate with a building administrator. A student's disciplinary obligations take precedence over extra-curricular activities.

SUSPENDED STUDENTS

Students who are suspended from school (either in school or out of school) are not allowed on any campus in the Ellensburg School District or at school-sponsored activities without prior arrangements for the purpose of accessing educational services. Suspended students are expected to make up assignments missed during the time they are out of school. Students who are suspended from school will be provided with a menu of educational services to guarantee access. A parent or designee will work with a school representative to determine how educational services will be accessed.

Ellensburg School District Policy No. 3240 provides additional information regarding student conduct.

ELECTRONICS

Students are discouraged from bringing electronic devices, other than their chromebook, to school as they are often a distraction to the learning process. The school is not responsible for any of these items that are lost or stolen.

- If electronic devices, such as gaming devices, are brought to school, they must be put away in the student's locker for the entire school day.
- In all places at school, students must put away all earbuds/headphones so they are not seen.
Students are NOT to use earbuds during the school day unless needed for class activities.
- A teacher may allow use of earbuds or headphones in class if it fits into the teacher's educational plan.
- Portable or bluetooth speakers are not appropriate for the school environment and must not be brought to school.
- Laser pointers can be both damaging to eyesight and disruptive, so they are not allowed at school.
- Visual and audio recording devices may not be used in or out of class without permission of the students, staff, and administration who may be recorded.

FOOD FIGHTS

Any student involved in a food fight or other such disruptive behavior in the cafeteria/commons will face disciplinary consequences which may include removal from eating in the commons.

MAKE
GOOD
CHOICES

FRAGRANCES

Strong scented products such as in certain colognes, perfumes, or hand lotions can cause a disruption to the learning environment, inhibit student learning and can have serious health and safety concerns. These products should not be worn or sprayed at school, including in the P.E. locker room, and will be cause for disciplinary action.

GANG BEHAVIOR

Our definition of a gang is “a group of people that hang out together and do bad things”. This kind of behavior is not allowed at school and will not be tolerated. Students that participate in these types of activities will receive swift consequences including not being able to associate at school with those students with whom they get in trouble. Students are not to wear gang clothing, or participate in gang related drawings, graffiti, symbols, or phrases. When there is reasonable assurance that a student is involved in gang activities or is consistently representing that they are involved, the student will be required to sign a gang contract with the school administration.

GUM CHEWING

Students are not allowed to chew gum in the school building. Consequences will be issued and may include community service.

HALLWAYS AND LOBBY

All students must check out with their teacher and have a pass in their possession during class time when they are in the halls or using the bathroom. Students should also be on their best behavior in these areas and avoid running, horse-playing, or blocking others by standing or sitting in the middle of the hall or in large groups. There is also no eating or drinking (water is okay) in hallways.

Students may only carry water at school. **No other drinks are allowed out of the cafeteria, unless they are sealed and being carried directly to a locker.**

HUGGING AND KISSING

This behavior is inappropriate at school and is not permitted. A quick side-hug or holding hands is acceptable so long as the behavior does not impede the rights of other students or staff members.

LEAVING CAMPUS

Students are not to leave campus for any reason unless they have obtained a passport from the Attendance office. Once students arrive on campus (including students on buses) they must remain on campus. Students may only be released to an identified and approved parent or guardian during the school day.

LOCKERS

You will be assigned a locker for storage of school related items and a PE locker for your clothes and items necessary for PE. Decoration of lockers is limited to school appropriate magnets on the inside, no tape or stickers are allowed. Students are responsible for cleanliness of the inside and outside of their lockers. No open containers allowed! Advertisements related to sexual reference, tobacco, alcohol, or other drugs are not permitted. Periodic locker inspections may be held. Lockers are the property of the Ellensburg School District and can be searched at any time. The school is not responsible for lost and/or stolen items from lockers. If you have locker problems check with your first period teacher, a custodian, or the school secretary.

MEDICATIONS

Medication or drugs of any kind must be approved through the office before they are allowed at school. Students taking or having in their possession unauthorized medications are subject to disciplinary consequences.

PLAGIARISM OR CHEATING

Using another's words, ideas, or writings without giving proper credit is illegal and ethically unacceptable. Cheating will be cause for disciplinary action and possible loss of credit.

PROHIBITED BY DIST. POLICY/ STATE LAW

The following are beyond school rules/expectations and may carry more significant consequences: alcohol, profanity, tobacco, vulgarity, fighting, gambling, disobedience, harassment, pornographic materials, drugs, truancy, weapons at school and/or school sponsored activities, and any other type of school disruption.

SUBSTITUTE STAFF

Substitutes are guests in our building and are to be treated with respect. Classroom disruptions and disrespect toward substitutes will not be tolerated and are subject to immediate consequences.

TELEPHONE (SCHOOL) POLICY

Students may use the student phone in the office with permission from the secretaries. Athletes participating in after school sports will have access to P.E. office phones if access to a phone is needed. Students will not be excused if they are late to class because of phone usage. Also, students may not use the phone between classes or during class unless they have a pass. A telephone message for a student will only be taken if it is from a parent or guardian. If a parent leaves a message for a student, the message will be delivered as soon as possible.

THEFT

Stealing offenses will result in disciplinary action including possible suspension from school. Restitution will be arranged with possible referral to civil authorities.

VANDALISM

Acts of vandalism will result in disciplinary action. Students are liable for damage. Keep items such as paintballs at home that can cause damage. Disciplinary action may include community service.

WATER and SNOW

Water and/or snow games are NOT permitted at any time on school property. This includes, but is not limited to snowballs, water balloons, squirt guns, super soakers, slingshots and paint guns.



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HARASSMENT/INTIMIDATION/BULLYING

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Any behavior that involves written, online, physical, verbal or non-verbal harassment, putdowns, intimidation, or name-calling of others is not allowed at Morgan Middle School. Behavior that makes another person feel unsafe, threatened, or afraid to attend school can be considered harassment, intimidation, or bullying. Any student who feels he/she is the victim of harassment, intimidation, or bullying must report the situation to an adult at Morgan Middle School so the adults can create a plan for safety and address the situation.

Some of these behaviors can be defined as:

Bullying- picking on, making fun of, intimidating, hurting, or harassing others, also trying to show power over or control others with scare tactics that are verbal or physical.

Cyberbullying- harassing, intimidating, or bullying someone electronically by phone or online by sending or posting messages to threaten, intimidate, put down, or otherwise harass an individual or group.

Harassment- repeated behaviors directed at causing an individual or group to feel fearful, intimidated, or "less-than" the person engaged in the harassment.

Intimidation- trying to scare, frighten, coerce, discourage, or make someone fearful.

Language- the use of offensive or derogatory language, slang, or other terms

Put-downs- making fun of, teasing, or being rude to another person.

Racial, religious, sexual or social prejudice- any type of disrespectful behavior or action including harassing, excluding, inappropriate behavior directed at specific ethnic, racial, religious, sexual, or social groups.

Sexual harassment- may include (but is not limited to) sexual name calling, making fun of someone's gender, making sexually inappropriate comments or actions, unwanted touching, and indecent exposure.

Remember these behaviors *will not be tolerated*, and it is always important to **treat others with respect!**

STOPit!



Morgan Middle School's Tip Reporting Service

Safety is one of our top priorities; that's why we're using the STOPit App, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration.

Download the STOPit APP to your phone or use the bookmarked link on student chromebooks. Students can log in using MMSBulldogs and parents can log in using MorganParents

ALCOHOL, DRUGS, TOBACCO, AND VAPING

Student use of alcohol and other mind altering drugs is illegal and interferes with the learning process. These mind altering drugs are capable of producing the organic disease of substance abuse and chemical dependency.

Ellensburg School District policy states that students are not permitted to transmit, transport, possess, use, sell or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind or transfer of drug use paraphernalia while on school grounds or off school grounds at a school sponsored activity, function or event.

Morgan Middle School fully enforces the RCW 28A.210.310 that states students of any age are prohibited from smoking or using tobacco products or having tobacco products in their possession at any time during the school day or at any school sponsored activities. Before or after school, students are not

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to use tobacco products on or adjacent to the school grounds and/or visual distance of any school grounds. Vaping and Vape Devices will be considered in the same way as tobacco.

RCW 70.155.080 states that a person under the age of 18 who purchases or attempts to purchase, possesses, obtains, or attempts to obtain cigarettes or tobacco products (include vape devices or products) commits a Class 3 civil infraction under Chapter 7.80 RCW and is subject to a fine as set out in Chapter 7.80 RCW or participation in community services, or both. The court may also require participation in a smoking cessation program.

The administration reserves the option to use agents, law enforcement, dogs and other detection methods on the school grounds or off the school grounds at a school sponsored activity, function or event.

In the event that a student is found to be in violation of the aforementioned Ellensburg School District policy, building administrators will conduct an investigation that may also involve local law enforcement, parents, or other appropriate agencies. Steps taken in response to a violation involving alcohol, drugs, tobacco, or related paraphernalia may include:

- Parent/Guardian contact
- Parent, student, staff conference
- Referral to district drug/alcohol counseling services
- Recommendation for a risk assessment
- Disciplinary action up to and including a long-term suspension



Athletic Program

Students who participate in the athletic program must maintain a passing grade in all classes, demonstrate appropriate sportsmanship standards, meet attendance requirements, show appropriate school behavior, and refrain from the use or possession of alcohol, tobacco or other controlled substances. This, and other information regarding the co-curricular program, is included in the following Athletic Handbook. ***Please read it carefully.***

7th & 8th GRADE ATHLETICS:

Fall	Tackle Football Girls' Softball Girls' Volleyball Boys' Soccer Cross Country (Coed)
Winter I	Boys' Basketball Dance/Drill
Winter II	Girls' Basketball Wrestling (Coed and 6th grade students may participate)
Spring	Track (Coed) Girls' Soccer Boys' Baseball



NONDISCRIMINATION:

The Ellensburg School District No. 401 complies with all federal rules and regulations and does not discriminate on basis of race, color, national origin, sex, sexual orientation including gender expression or identity, creed, religion, age, veteran or military status, disability, or the use of a trained dog guide or service animal by a person with a disability, and provides equal access to the Boy Scouts of America and other designated youth groups. Inquiries regarding compliance procedures may be directed to the School District Title IX Officer, [Cole Kanyer](#), and/or Section 504 Coordinator, [Rhonda Schmidt](#), 1300 East Third Avenue, Ellensburg, WA 98926 or phone (509) 925-8000.

The Superintendent shall provide for an annual evaluation, periodic surveys, and annual notice and complaint procedures as required by law to ensure that there is in fact equal opportunity for all students in the District. No pupil shall be deprived of an equal educational opportunity by a school district without due process of law.

Under the provisions of Title IX of the Education Amendments of 1972 and RCW 28A.85, no person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education or employment program or activity in the Ellensburg school system. The Board of Directors shall designate the Superintendent to serve as affirmative action/Title IX compliance officer.

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FALL:

<u>GRADE</u>	<u>SPORT</u>	<u>HEAD COACH</u>	<u>Practice Requirement</u>
7 & 8	Football		12
7 & 8	Girls Fastpitch		8
7 & 8	Boys Soccer	David Flores	8
7 & 8	Volleyball	Kelley Quirk	8
7 & 8	Cross Country	Curt Rosen	8

DRAFT**WINTER I:**

<u>GRADE</u>	<u>SPORT</u>	<u>HEAD COACH</u>	<u>1ST PRACTICE</u>	<u>Practice Requirement</u>
7 & 8	Dance/Drill	Danette Cariveau		8
7 & 8	Boys Basketball			8

WINTER II:

<u>GRADE</u>	<u>SPORT</u>	<u>HEAD COACH</u>	<u>1ST PRACTICE</u>	<u>Practice Requirement</u>
6-8	Wrestling			12
7 & 8	Girls Basketball	Donovan Smith		8

ACADEMIC COMPETITIONS:

MATH:
ART:

SCIENCE:
SPELLING:

SPRING:

<u>GRADE</u>	<u>SPORT</u>	<u>HEAD COACH</u>	<u>1ST PRACTICE</u>	<u>Practice Requirement</u>
7 & 8	Track	Cody Spencer		8
7 & 8	Baseball			8
7 & 8	Girls Soccer	Jim Engeland		8

DRAFT

**Morgan Middle School Co-Curricular Programs
Athletic Code and Safety Guidelines
2023-2024**

PHILOSOPHY STATEMENT

Co-curricular Activities/Programs are an integral part of the total education process and are intended to complement the instructional program by providing opportunities to broaden or extend school experiences.

- A comprehensive K-12 educational program must include an appropriate and accessible athletic program.
- Students who participate in a comprehensive co-curricular program will benefit socially, physically, and intellectually.
- Athletic programs must set and maintain high standards and expectations for students, employed personnel, parents, and other participants.
- Success of the athletic program is a shared responsibility of students, employed personnel, parents, and other participants.
- Encouragement and appropriate opportunities to participate enable each student's success in athletic programs.
- Athletic success or failure is not measured by winning or losing. The achievements of a successful athletic program are reflected by its development of character, leadership, teamwork, sportsmanship, and individual growth and responsibility in student-athletes.

MISSION STATEMENT

The mission of the athletic program in the Ellensburg School District is to provide experiences in which students:

- Receive a positive learning experience.
- Participate and compete
 - at levels commensurate with their abilities.
 - in an environment that is healthy and safe.
 - in an environment that is fair and consistent.
- Enhance sport-specific skills and overall health.
- Exhibit fair play, good sportsmanship, and exemplary citizenship.

Activity Code

To participate in co-curricular programs a student will:

- Attend mandatory athlete trainings and meetings including: substance use awareness and academic responsibilities
- Refrain from the use or possession of tobacco, vape devices, alcohol and drugs (including anabolic steroids).
- Be in good standing with all school and athletic fines
- Be respectful and maintain good citizenship standards at all times in the classroom, while participating in athletics, and in the community.
- Fulfill his/her responsibility to the school by completing detention at the time assigned regardless of games or practice schedule. (Detention that is assigned after school will not be re-assigned to accommodate practice or game schedules.)
- Be in school attendance the entire day of scheduled practices or events. Exceptions include: dentist appointments, doctor appointments, or other reasons approved by the principal or the athletic director.
- Suit up and participate in Physical Education class every day. If an athlete chooses not to suit up for PE then they will not be allowed to participate in practices or competitions for that day.

Penalties for Violations

Students who violate the activity code and/or eligibility standards will be dealt with as follows (additional consequences may be applied at the school level):

1. Use of/or possession of tobacco/vape devices:

- First Offense- Athlete removed from the sport for the remainder of the season.
- Second Offense- Athlete removed from co-curricular programs for the remainder of the school year.
- Third Offense- Athlete is ineligible to participate in co-curricular programs while attending Morgan Middle School.

2. Use of and/or possession of alcohol and illegal drugs including steroids:

- First Offense- Athlete removed from the sport for the remainder of the season. Student athlete must meet with the school athletic eligibility board consisting of the principal or designee, the athletic director, and a middle school coach to determine eligibility for participation in future seasons.
- Second Offense- Athlete removed from participation in co-curricular programs for one calendar year.
- Third Offense- Athlete is ineligible to participate in co-curricular programs while attending Morgan Middle School. The Ellensburg High School Athletic Director will determine eligibility for EHS co-curricular programs.

Information received from students and/or parents **voluntarily** seeking help for student's use of alcohol, drugs, or tobacco (before being found by school authorities or law enforcement to be using or possessing such substances) will result in a reduction of disciplinary action. However, this does not provide immunity from disciplinary action for subsequent incidents.

When a student **voluntarily** seeks help from a school staff member, the staff member will report the contact to the school's support team. Beyond this, the contact will be maintained in confidence and avenues will be offered through which the student can receive assistance.

Students who self-report violations of the alcohol or tobacco code prior to official notification of an alleged violation may have the duration of ineligibility for a first violation reduced by 50%. This reduction of penalty does not apply to second violations within a school year or to violations discovered by school authorities during school sponsored events.

3. **Failing Grades:**

All participants' grades will be checked weekly on Thursdays during the entire sports season. A student must be passing all classes in order to be eligible to participate in games, matches, or contests. If a student is failing a class, they will be considered ineligible until they provide proof that they are passing all the classes in which they are enrolled.

- During the INELIGIBLE time period they will be able to participate in practice but not actual games, matches, or contests.
- The student athlete must attend mandatory Homework Center for 30 minutes daily for the entire week following the notification of the failing grade or until proof that the grade issue is resolved.
- If a student/athlete does not complete his 30 minutes of Homework Center prior to the current day's practice or competition then the athlete will not be allowed to practice or compete in the competition on that specific day.
- Athletes will not be allowed to travel to competitions during their ineligible period.

Students must pass 5 out of 6 classes at the end of the 1st semester and the 2nd semester. If they are not achieving this requirement the suspension period shall be from the end of the previous semester through the first three (3) weeks of the succeeding semester. (WIAA 18.7.6) **Students who receive a failing grade at the end of 1st semester will be ineligible for competition for the first week of the 2nd semester. After that a mandatory grade check form must be filled out and student athletes must be passing all classes in order to be eligible for competition.**

4. **Unsafe and Poor Sportsmanship:**

We expect Morgan Middle School students participating in co-curricular activities to treat the opportunity as a privilege and to conduct themselves with dignity. This includes maintaining personal composure during both good and difficult times, supporting the best efforts of teammates in spirit and deed, following coach's instructions promptly and being respectful of opponents and officials. Student's language and manner should be in good taste. Insults from others should be ignored rather than responded to in kind. A participant who violates safety or sportsmanship standards as determined by the coach will be reported to the Athletic Director/Building Administrator.

- First Offense- Athlete is suspended from competition for one week and required to attend practices
- Second Offense- Athlete is suspended from the sport for the remainder of the season.

5. **Student Citizenship/Behavior Standards:**

Student athletes must maintain positive citizenship standards to participate in Morgan Middle School athletics. Students who receive behavior referrals *during a sport season* will face disciplinary action that may include temporary suspension from competition or removal from the team.

- First Offense/Referral- Athlete will be warned.
- Second Offense/Referral- Possible practice or contest restrictions.
- Third Offense/Referral- Student/athlete contest suspensions or removal from the team.
- Students will not participate in practice or contests on days that they are serving in-school or out-of-school suspensions.
- Behavior infractions will be reviewed and determined by an Administrator

6. Unexcused Absences:

Participants who have an unexcused absence from practice will be placed on probation by the coach for one week following the first violation and two weeks following a second violation. The coach will notify the Athletic Director. Students will be expected to turn out, but may not compete while on probation. Athletes will be removed from the program for the balance of the sport season following a third violation.

Coaches/Program Directors maintain the right to have expectations pertaining to Student Citizenship Standards that may involve additional consequences for student/athlete misbehavior in their programs.

Code Violation Notice of Hearing Procedures

When a violation of the activity code is alleged, oral and/or written notice from an Administrator will be delivered by mail or in person to the athlete and parents/guardians.

The written notice shall include specific charges or violations; the recommended sanction, and indicate the student's rights to a hearing providing the request is made within three school days of receipt of said written notice. The hearing request is to be made in writing by the parents/guardians. The requested hearing shall be held within five school days of the request. If an appeal is filed for a sanction issued to an athlete, the athlete may continue to practice until a decision is made, but may not compete in any contests during that time period.

The hearing shall be held before the middle school principal or his/her designee. All hearings and appeals may be attended by the student, parent/guardian, and the student may be represented by legal counsel. Individuals making the allegations must attend the hearing.

The hearing officer may announce his decision at the conclusion of the hearing or within two school days. The student and parent/guardian will be notified of the hearing officer's decision in writing. Following the hearing, if the hearing officer finds the alleged violation in fact had occurred and the sanction is applied, and further, if the athlete appeals, then the hearing officer shall, within two days of notice of the appeal, prepare a written synopsis of the hearing.

On receipt of the hearing officer's decision, the student and/or parent/guardian may appeal the decision by giving notice of such appeal within three school days after the receipt of the decision. Within five school days of receipt of the notice, an appellate hearing shall be held before the following board: Assistant Superintendent of Schools, a member of the coaching staff of Morgan Middle School, and a high school administrator.

The appeal board may review only the synopsis and at its discretion may call on any witness and may continue its hearing for not more than one day following the date the hearing began.

The hearing officer and/or appeal board shall determine whether the alleged violation did occur and which sanction shall be applied, if any. The hearing officer and the appeal board shall consider the sanctions that would have been applied had no hearing been requested.

The Ellensburg School District Board of Directors considers the action taken by the appeal board as final in the appeal procedures and will not honor any additional appeal requests within the Ellensburg School District.

MORGAN MIDDLE SCHOOL ATHLETIC SAFETY GUIDELINES

Morgan Middle School strives to protect each student from possible injury while engaging in school activities. The guidelines and/or practices identified below have been established for extra curricular activities in order to protect the student and others from injury and/or illness. Participants and their parents should recognize that conditioning, nutrition, proper techniques, safety procedures, and properly fitted equipment are important aspects of any training program.

It should further be recognized that in any activity that involves projectiles and bodies in high-speed motion, there is a risk of serious injury. Each participant is expected to follow the school rules and the directions/standards of the coach in order to reduce the risk of injury. The coach of that sport will additionally cover safety guidelines relative to a particular sport.

General Guidelines

- Wear all equipment necessary for the sport including athletic shoes, socks, uniforms, pads, etc.
 - Advise the coach if you are ill or have prolonged symptoms of illness.
 - Notify the coach if you have been injured.
 - Engage in warm up activities prior to strenuous participation.
 - Be alert for any physical hazards in the locker room or around the participation area. Advise the coach of any hazard.
 - Be aware of the participation area surroundings; i.e. obstacles, projections, bleachers, chairs, standards, water on the floor, etc.
 - Utilize proper techniques relative to your sport as instructed by the coaching staff.
1. Participants are under direct adult supervision only during scheduled practice or games. Students are not to run around the school, be in the halls, run around outside or go to the store while waiting for practice or a game. Parents/guardians are requested to advise their child of their expectations during times that direct adult supervision is not provided.
 2. All participants/team members must travel to and from athletic contests in transportation provided by the Ellensburg School District. Except that a participant/team member may return with his/her own parent(s)/guardian if the parent meets the coach in person after the game and requests to take his/her child (only) home in their own vehicle. Parents must sign the student travel release form. NO EXCEPTIONS.
 3. Appropriate behavior is required for safety while riding the school bus. All passengers are to sit facing forward in a seat, engage in a socially acceptable level of conversation (no loud or boisterous talking) are not to move from seat to seat or stand while the bus is in motion. Passengers may not hang outside the windows in any way.
 4. Participants will be excused by the coach upon completion of a home game or practice. Students are then expected to go home or remain seated in the bleachers/seats to watch the next activity. Participants are expected to assist with setting up and/or putting away equipment. Appropriate crowd behavior is expected of participants when they are not currently participating.
 5. Food and drink items needed for out of town trips should be sent to school with participants.
 6. Parents/guardians are requested to have necessary transportation to and from practice and to pick up their child at the announced time of return following an away game. Participants waiting for transportation will be instructed to remain on the first street side of Morgan after out of town events. Phone trees are established at the onset of each season. Inform the coach if you wish to be part of this option.

**MORGAN MIDDLE SCHOOL
2022-2023**

PLEASE NOTE- ATHLETIC SIGNUPS WILL ALL BE DONE THROUGH FAMILYID

<https://www.familyid.com/ellensburg-athletics>

Insurance Information – required for all sports

Insurance is **required** for all students who participate in interscholastic athletics. If your insurance coverage meets the following minimum provisions and will be kept in force throughout the sports season we require the name and policy number of that insurance to be on the consent form. If your son/daughter does not have adequate coverage you may choose to enroll in the School Accident Coverage Plan or seek other coverage.

Provision:

1. Minimum death benefits of \$1,000.00.
2. A maximum payment for any one injury of at least \$800.00.
 - Coverage equivalent to the Washington State Industrial Insurance Fee Schedule for doctors' services or hospitalization with a 30 day minimum for the latter.
3. X-Rays to the maximum of at least \$19.00.
 - Dental coverage equivalent to the Washington State Industrial Insurance Fee Schedule to at least \$100.00.

Emergency Release – required for all sports and available in FamilyID

The school exerts every reasonable precaution to avoid injury. However, accidents do occur. If an accident or injury does occur the coach or another school official will need to obtain medical care for your child. For this reason we ask you to provide us with an emergency contact person and their phone number on your consent form. It is our policy to contact parent(s) first in any emergency situation. Authorization is given to the coach or other responsible school official to obtain medical care for my child should it become necessary during participation in or on the way to and from athletic events.

Athletic Consent – required for all sports and available in Family ID

We have read the attached Athletic Handbook. We understand the recommendations and guidelines set forth and give consent for participation in Morgan Middle School interscholastic and intramural sports. While we expect school authorities to exert every reasonable precaution to avoid injury, we understand that they assume no obligation for any accident that may occur, and we accept full responsibility for the cost of treatment for injuries which our daughter/son may suffer while taking part in extracurricular programs. We agree to abide by the co-curricular code. It is further understood that violations of the code will result in application of the penalties noted in the code.

Game or contest dates and times are posted on the [MMS athletics website](#) and school calendar as soon as they are made available.

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Ellensburg School District Policies

DISCRIMINATION

Ellensburg 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:

Civil Rights Coordinator: [Alexis Haberman](#), 1300 E. Third Avenue, Ellensburg, WA 98926, and 509-925-8007

Title IX Officer: [Cole Kanyer](#), 1203 E. Capitol Avenue, Ellensburg, WA 98926, 509-925-8315

Section 504 Coordinator: [Rhonda Schmidt](#), 1300 E. Third Avenue, Ellensburg, WA 98926, and 509-925-8011

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 Policy 3205 online [here](#).

Ellensburg School District Policy No. 3207

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

GENDER-INCLUSIVE SCHOOLS

The board believes in fostering an educational environment that is safe and free of discrimination for all students, regardless of gender expression, gender identity, or sex. To that end, the board recognizes the importance of an inclusive approach toward transgender and gender-expansive students with regard to key terms, communication and the use of names and pronouns, student records, confidential health and education information, communication, restroom and locker room use and accessibility, sports and physical education, dress codes, and other school activities, in order to provide these students with an equal opportunity for learning and achievement.

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and will be implemented in conjunction with comprehensive training of staff and volunteers. Specific training requirements are included in the accompanying procedure. The superintendent will appoint a primary contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district. The district compliance officer will participate in at least one mandatory training opportunity offered by OSPI

This policy and its procedure will support that effort by facilitating district compliance with local, state and federal laws concerning harassment, intimidation, bullying, and discrimination.

SEXUAL HARASSMENT

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

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

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

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, 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 find the policy / procedure [here online](#).

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 Out Your Complaint

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

Step 2: School District Investigates Your Complaint

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

Step 3: School District Responds to Your Complaint

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

Appeal to the School District

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

COMPLAINT TO OSPI

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

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

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

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

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

Other Discrimination Complaint Options

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

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

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | Human Rights Commission Website

ESCUELAS CON INCLUSIÓN DE GÉNERO

La junta cree en fomentar un entorno educativo que sea seguro y libre de discriminación para todos los estudiantes, independientemente de su expresión de género, identidad de género o sexo. Con ese fin, la junta reconoce la importancia de un enfoque inclusivo hacia los estudiantes transgénero y de género expansivo con respecto a los términos clave, la comunicación y el uso de nombres y pronombres, registros de estudiantes, información confidencial sobre salud y educación, comunicación, baños y uso de vestuarios y accesibilidad, deportes y educación física, códigos de vestimenta y otras actividades escolares, con el fin de brindar a estos estudiantes igualdad de oportunidades para el aprendizaje y el logro.

Esta política es un componente de la responsabilidad del distrito de crear y mantener una comunidad de aprendizaje segura, cívica, respetuosa e inclusiva y se implementará junto con la capacitación integral del personal y los voluntarios. Los requisitos de entrenamiento específicos se incluyen en el procedimiento adjunto. El superintendente designará un contacto principal para recibir copias de todas las quejas formales e informales y garantizar la implementación de la política. El nombre y la información de contacto del oficial de cumplimiento se comunicarán en todo el distrito. El oficial de cumplimiento del distrito participará en al menos una oportunidad de entrenamiento obligatoria ofrecida por OSPI.

Esta política y su procedimiento apoyarán ese esfuerzo al facilitar el cumplimiento del distrito con las leyes locales, estatales y federales sobre acoso, intimidación, bullying, y discriminación.

DISCRIMINACIÓN

El distrito escolar Ellensburg no discrimina a las personas en ninguno de sus programas o actividades por motivos de sexo, raza, credo, religión, color, origen nacional, edad, condición de veterano o militar, orientación sexual, expresión o identidad de género, discapacidad o por el uso de perros guía o un animal de servicio, y proporciona igual acceso a los niños exploradores (Boy Scouts) y otros grupos juveniles designados. El (los) siguiente(s) empleado(s) han sido designados para manejar preguntas y denuncias de supuestos casos de discriminación:

Coordinadora de derechos civiles: [Alexis Haberman](#), 1300 E. Third Avenue, Ellensburg, WA 98926, and 509-925-8007

Oficial del Título IX: [Cole Kanyer](#), 1203 E. Capitol Avenue, Ellensburg, WA 98926, 509-925-8315

Sección 504 Coordinador: [Rhonda Schmidt](#), 1300 E. Third Avenue, Ellensburg, WA 98926, and 509-925-8011

Puede denunciar una situación de discriminación y acoso discriminatorio ante cualquier miembro del personal de la escuela o al Coordinador de Derechos Civiles del distrito, anteriormente mencionados. También tiene el derecho de presentar una denuncia (consulte la información a continuación). Para obtener una copia de la política y el procedimiento sobre la no discriminación de su distrito, comuníquese

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con la oficina de su escuela o distrito O encuentre la política / procedimiento [aquí en línea](#)

ACOSO SEXUAL

Los estudiantes y el personal están protegidos contra el acoso sexual proveniente de cualquier persona durante los programas o actividades escolares, incluso si se produce en el campus y el autobús escolar o fuera del campus mientras se realiza una actividad patrocinada por la escuela.

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

- Se le hace creer a un estudiante o empleado que debe someterse a una conducta sexual o verbal no deseada con el fin de obtener algo a cambio, tales como una buena calificación, un ascenso, un lugar en un equipo deportivo o cualquier decisión en materia educativa o laboral, o
- La conducta interfiere de manera considerable con el desempeño académico del estudiante o crea un ambiente intimidante u hostil en la escuela o en el trabajo.

Ejemplos de acoso sexual:

- Presión ejercida sobre una persona para obtener favores sexuales
- Contacto físico indeseado de naturaleza sexual
- Escritura de grafitis de índole sexual
- Distribución de mensajes de texto, correos electrónicos o fotos de contenido sexual explícito
- Bromas o insinuaciones de carácter sexual, o creación de rumores
- Violencia física, incluidas la violación y la agresión sexual

Puede informar sobre una situación de acoso sexual a cualquier miembro del personal de la escuela o al [Oficial del Título IX del distrito](#), quien fue mencionado con anterioridad. También tiene el derecho de presentar una denuncia (consulte la información a continuación). Para obtener una copia de la política y el procedimiento sobre el acoso sexual de su distrito, comuníquese con la oficina de su escuela o encuentre la política / procedimiento [aquí en línea](#)

OPCIONES DE DENUNCIA: DISCRIMINACIÓN Y ACOSO SEXUAL

Si considera que usted o su hijo han experimentado discriminación ilegal, acoso discriminatorio o sexual en la escuela, tiene derecho a presentar una denuncia.

Antes de presentar una denuncia, puede discutir sus inquietudes con el director de su hijo o con el [Coordinador de la Sección 504 del Distrito Escolar](#), el [Oficial de Título IX](#) o el [Coordinador de Derechos Civiles](#), que fueron mencionados con anterioridad. A menudo, esta vía es la más rápida para atender sus preocupaciones.

Denuncia ante el Distrito Escolar

Paso 1. redacte su denuncia

En la mayoría de los casos, las denuncias deben presentarse dentro de un año a partir de la fecha del incidente o conducta que es objeto del caso. Las denuncias deben presentarse por escrito. Asegúrese de describir la conducta o incidente, explique por qué considera que la discriminación, el acoso discriminatorio o sexual ocurrió y describa qué acciones cree que el distrito debe tomar para resolver el problema. Envíe su denuncia por escrito (por correo, fax, correo electrónico o entrega en mano) al superintendente de distrito o el coordinador de cumplimiento de derechos civiles.

Paso 2: el distrito escolar investiga su denuncia

Una vez que el distrito recibe su denuncia por escrito, el coordinador le entregará una copia del procedimiento de denuncia y se asegurará de que se lleve 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 diferente. Si su denuncia incluye circunstancias excepcionales que requieren una investigación más extensa, el distrito le notificará por escrito y especificará por qué el personal necesita la extensión del plazo y una nueva fecha para su respuesta por escrito.

Paso 3: el distrito escolar responde a su denuncia

En su respuesta por escrito, el distrito incluirá un resumen de los resultados de la investigación, la determinación de si el distrito cumplió o no con las leyes de derechos civiles, la notificación de que

usted puede apelar esta determinación y cualquier medida necesaria para que el distrito cumpla con las leyes de derechos civiles. Las medidas correctivas necesarias se implementarán dentro de 30 días calendario después de esta respuesta por escrito, a menos que usted haya acordado un período diferente.

Apelación ante el Distrito Escolar

Si no está de acuerdo con la decisión del distrito escolar, puede apelar ante su junta directiva. Debe presentar una notificación de apelación por escrito al secretario de la junta escolar dentro de los 10 días calendario después de recibir la respuesta del distrito escolar a su denuncia. La junta escolar programará una audiencia dentro de los 20 días calendario después de recibir su apelación, a menos que usted acuerde 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 denuncia ante la Oficina del Superintendente de Instrucción Pública (OSPI).

DENUNCIA ANTE LA OSPI

Si no está de acuerdo con la decisión de apelación del distrito escolar, la ley estatal ofrece la opción de presentar una denuncia formal ante la Oficina del Superintendente de Instrucción Pública (OSPI). Este es un proceso de denuncia por separado al que puede recurrir, si se presenta una de estas dos condiciones: (1) completó el proceso de denuncia y apelación del distrito o (2) el distrito no siguió el proceso de denuncias y apelaciones correctamente.

Cuenta con 20 días calendario para presentar una denuncia ante la OSPI a partir de la fecha en que recibió la decisión sobre su apelación. Puede enviar su denuncia por escrito a la Oficina de Equidad y Derechos Civiles de la OSPI:

Correo electrónico: Equity@k12.wa.us | Fax: 360-664-2967

Envío por correo o entrega personal: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

Para obtener más información, visite nuestro sitio web o comuníquese con la Oficina de Equidad y Derechos Civiles de la OSPI al 360-725-6162/TTY: 360-664-3631 o por correo electrónico a equity@k12.wa.us.

Otras opciones de denuncia por discriminación

Departamento de Educación de Estados Unidos, Oficina de Derechos Civiles (Office for Civil Rights, OCR) al 206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | Sitio web de la OCR

Comisión de Derechos Humanos del Estado de Washington

1-800-233-3247 | TTY: 1-800-300-7525 | Sitio web de la Comisión de Derechos Humanos