

ISLANDER MIDDLE SCHOOL RULES & HANDBOOK

ACADEMIC DISHONESTY: All students are expected to complete assignments and assessments through their own work. Any work that is completed dishonestly will not be accepted but students will have the opportunity to redo the work. Behavioral consequences will be assigned to students who violate this policy.

ASSEMBLIES: Islander students have the opportunity to participate in a wide variety of entertaining and informative assemblies. IMS students and staff are proud of the fine tradition of courteous and orderly conduct that is displayed at all school assemblies. Non-religious head coverings will not be worn during assemblies. It is expected that students remain seated quietly throughout the assembly and show appropriate behavior at all times.

ATTENDANCE

EARLY DISMISSAL/LATE ARRIVAL: It is expected that students remain at school for the whole school day; any deviation will result in partial enrollment. However, if a student needs to leave early or arrive late due to illness, appointments, or for any other reason as determined by your family, then a parent/guardian must complete one of the following actions:

1. Call the IMS Attendance Secretary, on the morning of (or before) the absence at **206-236-3400** to explain the absence.
2. Email the IMS Attendance Secretary at erin.mcguire@mercerislandschools.org explaining the absence.
3. Write a note, signed and dated by the parent or guardian explaining the reason for the absence.

EARLY DISMISSAL: Before school starts, have your student go to the Attendance Secretary at the front office to get an Early Dismissal Pass. Your student must give the Early Dismissal Pass to the teacher of the class they are leaving. ***Teachers will not dismiss a student from class without an Early Dismissal Pass provided by the office.***

LATE ARRIVAL: When your student arrives at school late, have your student go to the Attendance Secretary at the front office. The Attendance Secretary will provide the student with a Late Arrival Pass. The student is responsible for taking the Late Arrival Pass to the teacher of the class to which they are returning. ***Teachers will not admit students late to class without a Late Arrival Pass from the office.***

FULL DAY ABSENCE FROM SCHOOL: If your student will be absent for the whole school day, as a result of illness, appointments, or any other reason determined necessary by your family, a parent/guardian must complete one of the following actions:

1. Call the IMS Attendance Secretary by 8:20 AM on the day of the absence at **206-236-3400**. Leave a message explaining the absence. Provide your child's name, grade, date, and reason for the absence.
2. Email the IMS Attendance Secretary at erin.mcguire@mercerislandschools.org by 8:20 AM to explain the absence. Provide your child's name, grade, date, and reason for the absence.
3. Write a note, signed and dated by the parent or guardian explaining the absence that the student brings to the Attendance Secretary (prior to class absence or within 5 school days upon return).

EXCUSED ABSENCES & TARDIES: Absences may be excused for the following reasons if there is timely verification (prior to class absence or within 5 school days upon return) of such reasons provided to the school:

1. Illness or health condition;
2. Pre-arrange medical appointments for the student (Parents and guardians are expected to schedule appointments, when possible, outside of school hours to diminish the impact of the absence on student's learning. IMS understands this may not always be possible due to scheduling conflicts.);*
3. Family emergency;
4. Religious or cultural holiday or participation in religious or cultural instruction*;
5. Pre-arranged participation in a school-approved activity or instructional program*; and
6. An approved pre-arranged activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent or guardian*. Vacations are not considered activities consistent with district or state policy.

Please see [Board Policy 3122 A](#) for additional reasons a student's class absence may be excused. Any student who is absent without a legitimate reason as described above will be marked unexcused.

*These types of class absences are considered pre-arranged and students are responsible for communicating with the school prior to their absence.

UNEXCUSED ABSENCES & TARDIES: Unexcused absences and tardies occur when:

1. The parent or guardian submits an excuse that does not meet the definition of an excused class absence as defined above (including vacations);
 2. The parent or guardian fails to submit any type of excuse statement for an absence; or
 3. The parent or guardian does not submit an excuse within 5 days of the student's return; or
 4. Parents or guardians fail to follow proper procedure in any other way.
- The absence will be marked UNEXCUSED in the Skyward Information System until communication occurs with the parent/guardian, via a phone call or note brought to school.
 - Repeated occurrences of unexcused absences is considered to be truancy (see information regarding truancy below).
 - Progressive disciplinary action may be enacted including but not limited to lunch detention and/or before/after school detention.

PREARRANGED ABSENCES: If your student has a planned absence of more than 3 days in length, a parent/guardian will need to contact the attendance secretary five days before the student leaves for the absence. Students should also fill out and have teachers sign off on the Pre-Arranged Absence form. The IMS staff will support families in this process.

UNEXCUSED ABSENCE-TRUANCY: Truancy from individual classes or school will result in consequences ranging from detention to suspension from school. Guidelines from the BECCA Bill will be followed for excessive unexcused absences. Effective the 1995-96 school year, the BECCA Law revised the procedures for enforcing the State Compulsory Attendance Law. It requires the reporting of unexcused absences and the filing of petitions with the juvenile court to reduce truancy. The BECCA bill assists parents and the school in keeping students in school with the support of the juvenile court system, police and outside agencies.

RESPONSIBILITY FOR MISSING WORK: When a student is absent, it is the responsibility of the student with the support of families and IMS staff to identify and complete work that is missing due to the absence. It is recommended that a student review Schoology for each class missed and complete work as able. Students are also encouraged to make an appointment to meet with a teacher or their counselor before or after school to discuss any missing work.

WITHDRAWAL FROM SCHOOL: In the event that a student needs to withdraw from school, the parents of the student need to contact the IMS Registrar at 206-230-6160 or marcy.berejka@mercerislandschools.org. The Registrar will guide the parents and student through the withdrawal process. Twenty consecutive absences will result in the withdrawal of a student from Islander Middle School.

BACKPACKS: Students are suggested to keep backpacks as light as possible and cleaned out frequently. Students are responsible for the safety and security of their backpacks as well as the contents within. Backpacks may be brought to the cafeteria during lunchtime, but not carried into the lunch line.

BUS EXPECTATIONS: Mature behavior is expected on all school transportation vehicles. Inappropriate behavior may result in loss of transportation privileges.

BUS PASSES: Students no longer need a note in order to ride a bus home with a friend (at the middle school level).

ACTIVITY BUSES: Only students who are directly involved in school sponsored activities may ride the activity bus. Students may not leave campus, walk to Starbucks/QFC, and return to campus for the activity bus. The activity bus leaves at approximately 4:20 PM on Monday, Tuesday and Thursday (Wednesdays and Fridays may be included during interscholastic sports seasons). More information on the MISD transportation department is available on the IMS and district website.

BUSINESS VENTURES/FUNDRAISING: For profit business ventures are not permitted at Islander. Students are not allowed to sell any item to another student while on the IMS campus. Students may not use school time or District technology to solicit buyers for any items/goods or services. No gambling/betting is allowed at any time. Any fundraising endeavors for nonprofit organizations need to be approved directly by an IMS administrator.

CELEBRATIONS: Please do not bring or deliver flowers or balloons for individual celebrations (i.e. student birthdays) to school.

While we want to recognize each other in a positive way, flowers and balloons can be disruptive to the learning environment and/or a health concern to other students.

CLOSED CAMPUS: IMS is a closed campus and students must remain on school grounds from arriving in the morning, until dismissal at 2:50 PM (or 1:20 PM on Wednesdays). Leaving campus without permission will result in disciplinary action. During the regular school day, remain in areas directly supervised by an adult.

For example, students may not arrive on campus, walk to Starbucks/QFC, and return to campus. This same example holds true after school. Students may not leave campus at 2:50 PM, go to Starbucks, and then return to campus to ride the activity bus.

CLOTHING: Students are encouraged to show pride in themselves and their school as reflected in their appearance.

- 1) Shoes must be worn at all times and only closed-toed, athletic shoes are allowed on IMS fields and in gym spaces. Flip flops and/or sandals are not allowed on the field and in gym spaces.
- 2) Clothing that displays tobacco, drugs, alcohol, obscenities, sexual innuendo, weapons or anything else staff deems unacceptable is not allowed.
- 3) Hats and/or other non-religious head coverings will be removed when asked out of respect for adults or guests.

LOST AND FOUND: Students should check the Lost and Found, located in the Counselor's Office, on a regular basis if they are missing any clothing or miscellaneous items. Found lunch items will be on a table in the cafeteria and small or valuable items will be at the front office/desk. Every couple of months, the Lost and Found items will be donated to local charities if not claimed. Students and parents will be given notice of these donations and both students and parents are encouraged to double check the Lost and Found beforehand.

CO- AND EXTRACURRICULAR OPPORTUNITIES: All Islander Middle School students are encouraged to get involved in any of the extracurricular activities available. The goals for the extracurricular program are:

- 1) To explore special interests and talents.
- 2) To develop social skills through peer interaction.
- 3) To develop leadership skills.
- 4) To have fun.
- 5) To find a place for all interests.

INTERSCHOLASTIC ATHLETICS: Teams from Islander compete with teams from the Snoqualmie area. IMS teams have a no-cut policy and teamwork and skill development are emphasized. Students participating in our interscholastic program will need a physical examination by their health care provider. All necessary forms are available on the IMS web page. Interscholastic sports include: Boys and Girls Cross Country (fall), Girls 7th and 8th Grade Volleyball (fall), Wrestling (winter), and Boys and Girls Track and Field (spring). These sports require agreement with the WIAA League and IMS Athletic Behavior and Academic Eligibility Code. A sports fee of \$60 will be charged for each sport and can be paid online at <https://wa-mercerisland.intouchrecepting.com/>. An activity bus is available to provide transportation from school, for those participating. The activity bus may not be available after games and/or meets as they end later than 4:30 PM.

INTRAMURAL ATHLETICS: Throughout the year the opportunity to be involved in additional athletic opportunities may be open to IMS students. Each sport will have a supervisor/coach and meet Monday, Tuesday, and/or Thursday from 3-4:10 PM for six to eight weeks. An activity bus is available to provide transportation from school, for those participating.

CLUBS: There are many different clubs and activities for student participation. Clubs meet on either Monday, Tuesday or Thursday from 3-4:10 PM. The Student Commons is also open for recreational games and activities from 3-4:10 PM, Monday, Tuesday and Thursday. An activity bus is available on these days to provide transportation from school for students. Students are required to purchase a \$55 ASB card in order to participate in afterschool programs.

COMMUNICATION

REPORT CARDS AND PROGRESS REPORTS: At Islander Middle School, students receive a digital, formal grade report at the end of each trimester. In addition to the trimester grade reports, parents and students may receive a mid-quarter Work Progress Report. It is important that your parents/guardian contact teachers directly with any questions they might have about classroom performance.

SKYWARD FAMILY ACCESS: Skyward is a website available for students and parents to check grades online. Teachers update Skyward at various times throughout the school year. The IMS policy dictates that teachers must update Skyward at least every three weeks.

SCHOOLGY: Schoology is a closed learning management system which allows students, parents and teachers to communicate online. Each account is associated with a student's name and students are responsible for any content bearing their name. Students and parents can access homework and class handouts as well as view an integrated calendar with school activities. Any contributions on Schoology should be written using proper grammar and punctuation.

- 1) Students will keep their passwords private and are responsible for content posted on their account
- 2) Students who make inappropriate comments will lose Schoology privileges, and depending on the offense, receive additional consequences.
- 3) Students can only create a blog with written teacher permission.
- 4) Students should not add any personal information to their bio page which could identify them to others.
- 5) Students can only add their cell phone number to receive text alerts if they have parent permission.
- 6) Students cannot use any form of a human likeness as their profile picture. This includes cartoon characters, famous actors, animations or photographs of themselves or anyone in their family.
- 7) Students should remember the purpose of Schoology is educational in nature. Chatting about non school topics is not allowed unless directed by a teacher.

EMERGENCIES: IMS has worked hard to develop policies in order to keep students safe in case of an emergency. If a fire, earthquake, bomb threat, lockdown, or other extreme emergency occurs, student safety is the top priority. IMS has routine emergency drills in order to prepare for any real event that may occur during the year.

ELECTRONIC DEVICES

CELL PHONES AND OTHER ELECTRONIC DEVICES:

If a student plans to carry a cell phone, watch and/or ear buds during the school day, that student must bring a Yondr pouch to school with them each day.

As students **enter the school buildings**, they will

1. Put their phone (and/or) watch in "Do Not Disturb" mode.
 - a. [Do not disturb on iPhone](#)
 - b. [Do not disturb on Android](#)
2. They will place phone, watch, and/or ear buds in the pouch.
3. They will lock the pouch and store it.
4. The Yondr bag will remain locked while the student is "on campus".

At the conclusion of the student day

1. Students will have the opportunity to unlock their bag as they leave campus or before attending after school clubs, sports or activities.

Late Arrival/Early Release - Students arriving late or leaving early will pouch/unpouch their phones in the main office as part of their check-in/check-out process.

VIOLATIONS

Using Phone During School

- (First Offense) Students will immediately be asked to put all devices in the pouch and the pouch will be taken and returned to the student at the end of day. The family will be contacted and a restorative conversation will be held.
- (Second Offense) Students will immediately be asked to put all devices in the pouch and the pouch will be taken and not returned until a parent or guardian comes to pick it up. Another restorative conversation will be held.

- Any further offenses will be handled on a case by case basis which could include future discipline which could include but not be limited to bag searches, community service, and/or other disciplinary action including after school or Saturday detention.

SCHOOL IPAD EXPECTATIONS:

As a reminder, here are some highlights to the MISD Acceptable Use agreement signed by each family:

- iPads should be used for Academic purposes only
- Students are expected to come prepared with the iPad charged and ready for use
- Students are responsible for content accessed on iPad
- Students are responsible for care and upkeep of the iPad
- Behavioral consequences/progressive discipline will be assigned for iPad misuse
- If students forget their iPad, they may pick up a loaner at the Business Center (while supplies last)

LASER POINTERS: Laser pointers are not permitted at IMS for any reason. The laser pointer will be confiscated and returned to a parent at the end of the day.

FOOD AND BEVERAGES: We appreciate clean hallways, classrooms and classroom equipment. Please be responsible for cleaning up after yourself and making appropriate use of trash cans, recycling and drinking fountains. The ability to consume food or beverage in individual classrooms is determined by individual teachers. Food and beverage may not be consumed in the hallways but may be taken to classrooms at the discretion of individual teachers. Gum is not allowed on IMS grounds.

HALLWAY BEHAVIOR: Students are expected to behave appropriately in the halls by adhering to the following:

1. They are to walk from one location to the next. There is no running at any time.
2. Students are expected to keep their hands to themselves and need to be aware of their impact on others.
3. Students should not gather in places that block the movement of others.
4. Noise level should be appropriate for the setting.
5. There should not be any rough-housing or pushing.
6. Extra caution should be taken in areas such as stairwells, the upper deck of the library and any tiered seating areas.
7. No climbing on, sliding down or jumping over railings.
8. No throwing of items.
9. There should be no romantic displays of affection.
10. Use of the elevator is only by permission of the administration.
11. All students must have a pass during class time and/or lunchtime to be in the hallways.

Not adhering to these expectations may result in progressive disciplinary action.

HARASSMENT, INTIMATION AND BULLYING

IMS does not tolerate any forms of harassment, intimation or bullying. We seek to provide an atmosphere where all students feel safe coming to school. All issues of harassment, intimidation and bullying will be addressed through the policies and procedures included in the appendix at the end of this document.

HEALTHROOM INFORMATION

FAMILY EMERGENCY INFORMATION: Please provide current contact information to the registrar whenever changes are needed via the Student Change of Information form

<https://www.mercerislandschools.org/cms/lib/WA01001855/Centricity/Domain/169/MISD%20Student%20Change%20of%20Information.pdf>. This information is used to contact parents or guardians when their child is injured or ill, or in the event of a school-wide emergency such as an earthquake. Please prioritize numbers (including home, work, cell or pagers) where you can be reached quickly.

IMMUNIZATIONS: Washington State requires a current and complete Certificate of Immunization Status (CIS) form be on file before a child attends school. Vaccination requirements change frequently; to view the current list go to the Seattle-King County Public Health Department website.

MEDICATIONS: State law stipulates that no medication (OTC or prescription) may be given to or carried by a student

without prior medical authorization given, in writing, on a Medical Authorization Form (MAR) to the School Nurse. Medical authorization must be renewed every school year, and does not carry over from one school year to the next. MAR forms are available from school nurses, and on the MISD website.

<https://www.mercerislandschools.org/site/handlers/filedownload.ashx?moduleinstanceid=12313&dataid=46375&FileN ame=2321F7%20Medical%20Authorization.pdf>

EMERGENCIES AT SCHOOL: The school nurse, the health room paraprofessional and others are trained to deal with medical emergencies. 911 will be called when needed for emergencies.

LIFE THREATENING HEALTH CONDITIONS: Children with life-threatening conditions such as anaphylactic reaction to food or bee sting, diabetes, and severe asthma or seizure activity, are required by law (Substitute House Bill 2834) and Administrative Policy, to have a medication and treatment plan from the child's licensed health care provider and a school based nursing care plan in place before attending school. If a medication or treatment order is not provided, the chief administrator of the school is required to exclude the child until such order has been provided. This requirement applies to students with a life-threatening condition who are new to the district, as well as students who are already attending MISD. Contact the school nurse at 206-275-5961 or karla.rimmer@mercerislandschools.org for more information.

INFECTIOUS DISEASE POLICY: The MISD Infectious Disease Policy 3414 states, "Persons with viral infections such as colds and influenza are advised to remain at home when sick for 24 hours following a fever of 100 degrees and/or an episode of vomiting or diarrhea." Students and staff are encouraged to cough into tissues, dispose of tissues into the trash and wash their hands frequently. Sharing of finger food, drinks, straws, water bottles, etc. is discouraged. Students are urged to go to the health room if they are not feeling well. Please do not pick up your student who is not feeling well if they have not yet checked in with the school nurse.

LOCKERS: Students are no longer assigned lockers and are expected to take their belongings/backpack with them from class to class. Students should leave heavy textbooks at home as there are textbooks also available in the classroom.

LOITERING ON SCHOOL GROUNDS: We love our student body and encourage their participation in school sponsored extracurricular activities. However, if a student is not participating in an IMS sponsored activity (i.e., clubs, sports, homework center) he/she must leave campus upon the conclusion of the school day (2:50 PM). Students are not allowed to "hang-out" on the school grounds in an unsupervised setting. This includes waiting for non-school athletic practices that occur in the evening. Not adhering to these expectations will result in progressive disciplinary action.

LUNCHTIME: During lunch breaks students may eat lunch only in the cafeteria or supervised areas. While in the cafeteria:

- 1) Wait courteously in line.
- 2) Keep all food/beverages in the cafeteria or on the outside patio.
- 3) Take responsibility for cleaning off the table top and floor area.
- 4) Remain seated while eating.
- 5) Do not pressure other students for food or money.

If a student's lunch account has a negative balance, that student will not be able to purchase any items other than a standard lunch until negative accounts are cleared

MERCER ISLAND YOUTH AND FAMILY SERVICES COUNSELORS: MIYFS counselor(s) is available to students to provide confidential individual, family and group counseling, substance abuse services and a broad level of support. They work with students in the classroom to increase life skills such as problem solving and decision making. The counselor(s) is also available to consult with staff and parents. If needed, they can help with referrals to local agencies that provide more specialized services for young people and their families.

PETS: In order to maintain an environment that is healthy for everyone, including those with allergies, please do not bring pets to school.

SKATEBOARDS/BICYCLES/SCOOTERS: We understand that students may ride skateboards, scooters or bicycles to and from school. However, we ask that riders are very sensitive to crowds, ride slowly and carefully during busy times and do not ride on campus recreationally at any time. We expect our riders to prioritize safety. If students demonstrate that they cannot be safe, we will expect other means of transportation to be used.

STUDENT ID CARDS: All students are required to purchase an ASB card. Students receive their initial ASB card during Back2School Day before the first day of school. Students who lose their ASB card can receive a replacement from the Main Office for a \$5 fee. Funds gathered from ASB cards are used for items that are vital to the IMS experience including:

- Opportunities for students to engage in clubs and activities
- Offering of student seminars around a wide-range of topics and interests
- The ability to provide rewards and incentives for students throughout the year
- Reduced fees for school yearbooks
- Sports, lunch time activities and other co- and extra- curricular options

STUDENT TELEPHONE: There is a telephone for student use in the main office. Please be respectful of others and keep your phone calls brief.

STUDENT VISITORS: Students not enrolled at IMS are not invited to visit during the school day. However, with administrative permission, arrangements can be made to visit during lunch.

TECHNOLOGY: The Islander Technology Specialists are available in the Business Office. They are happy to answer any questions relating to the use of technology at school.

Typical consequences for not following the Technology Code of Conduct include:

- 1) Verbal warning,
- 2) Temporary elimination of technology privileges,
- 3) Permanent elimination of technology privileges,
- 4) Short-term suspension

Depending on the issue, such as cyberbullying, police involvement may be appropriate.

TEXTBOOKS/FINES: During the year, students are loaned books and materials with the understanding that they will care for these items. At the end of the school year, students will be notified of fines for damaged or missing textbooks, library books, PE locks and other incurred fines. Each student is responsible for notifying his or her parent/guardian regarding book fines.

VOLUNTEERS: Parents and other adults are always welcome to visit the school but all visitors are to report to the office and register before going anywhere in the building. Volunteers will be given a badge to wear while in the building. All adults volunteering will need to have a Mercer Island School District Background Check Form on file. Forms are available at IMS offices.

Harassment, Intimidation, and Bullying (HIB) of Student Prohibited

Promoting safe and healthy learning environments is a core value of the District. Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities.

What is HIB?

District [Policy 3207](#) and its associated [procedures, 3207P](#), defines HIB as any electronic, written, verbal, or physical intentional act of a student that physically harms a student or damages their property, severely interferes with education, or fosters an intimidating or threatening educational environment for students. Often, though not always, HIB incidents involve an observed or perceived power imbalance and are repeated multiple times or are highly likely to be repeated. HIB is not allowed, by law, in our schools.

Reporting HIB:

If you feel your child has experienced or observed a HIB, please speak up as soon as possible so we can begin to address it but in no event later than one year. We encourage our students to do the same. All school staff are committed to preventing and addressing HIB so feel free to raise your concerns with whoever you feel most comfortable, be it an administrator, teacher, paraeducator, nurse, counselor, etc.

Reports about HIB can be made in writing or verbally. You may use our District's [HIB Reporting Form \(3207F\)](#). This form should be submitted to an administrator, HIB compliance officer, or a trusted adult staff member. The HIB reporting form is designed to help you think and write down the key information the school will need to look into your concerns.

Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report.

Reports can be made anonymously 24/7, 365 days a year using [Say Something Anonymous Reporting System](#) accessible via an App installed on District-provided student devices, online via web-browser, and by phone (**1-844-5-SayNow**).

No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

Staff Handling of HIB:

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our District has a **HIB Compliance Officer** - Erin Battersby, Executive Director (206.230.6227 & erin.battersby@mercerislandschools.org) - who supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Under [District Policy](#), retaliation against those who report HIB is strictly prohibited. Our staff are committed to enforcing this Policy and taking actions designed to protect reporters from retaliation.

What is the investigation process?

When you submit a complaint, either the administrator leading the investigation or our HIB Compliance Officer will promptly notify the families of all students involved and initiate a thorough investigation. This process is typically completed within five school days, unless you agree to or circumstances necessitate a different timeline, in which case we will communicate with you to set a mutually agreeable deadline. If the complexity of a HIB requires extended time, you will be kept informed of the anticipated completion date.

Upon concluding the investigation, the responsible administrator or the HIB Compliance Officer will, within two days, inform the person who reported the incident about the outcomes. The response from the district will include:

- A summary of the investigation findings,
- A determination of whether the allegations of HIB were substantiated,
- Any necessary corrective measures or remedies, and
- Detailed information on how to appeal the decision, should you find it necessary.

This process, which is outlined in greater detail in [Policy 3207P](#), ensures that each case is handled with the seriousness it deserves and keeps you informed every step of the way.

What are the next steps if I disagree with the outcome?

For the student designated as the “targeted student” in a complaint:

If you do not agree with the school district’s decision, you may appeal the decision and include any additional information regarding the complaint to the Superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the “aggressor” in a complaint:

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please review the District’s policies and [HIB webpage](#) or the District’s [Prohibition of HIB Policy 3207](#) and implementing procedure, [3207P](#),

We Stand Against Discrimination in All Forms

Our District upholds the principle that all students, staff, and community members have the right to a safe and equitable environment. Discrimination, which includes any unfair treatment based on membership in a protected class, is strictly prohibited under [Policy 3210](#). Protected classes include race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, veteran, or military status. We are committed to promoting inclusivity and taking decisive actions against discrimination within our educational community.

What is discriminatory harassment?

Discriminatory harassment includes behaviors like teasing, name-calling, threatening physical harm, or other actions that may be harmful or humiliating. This type of harassment creates a hostile environment when it is so severe, pervasive, or persistent that it interferes with or limits a student's ability to participate in or benefit from the services, activities, or opportunities offered by the school.

What happens after I file a discrimination complaint?

If you file a discrimination complaint, a school administrator will discuss your concerns with you directly to understand and address the situation effectively. Complaints can be addressed informally at the building level or formally through the District's Civil Rights Compliance Officer or designee. Discrimination complaints can be handled informally, meaning at the building level, or formally with the District's Civil Rights Compliance Officer or designee. At any time, a complainant can request that their complaint be handled formally.

Regardless of how a discrimination complaint is handled, you will receive a copy of the District's discrimination complaint [procedure](#) which outlines the process, timelines, and appeal process.

To review the district's Nondiscrimination [Policy 3210](#) and Procedure [3210P](#), visit our [Website](#) and navigate to our Non-Discrimination Resources.

What is sexual harassment?

Sexual harassment consists of unwelcome conduct or communication of a sexual nature that substantially disrupts a student's education or creates an intimidating, hostile environment. This could involve pressuring someone for sexual favors, unwanted physical or sexual contact, rumors, sexually explicit materials, or sexual assault or rape. Like other forms of harassment, sexual harassment is not tolerated under any circumstances.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the District's Sexual Harassment [Policy 3205](#) and [Procedure 3205P](#).

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, an administrator or designee must promptly investigate the matter and take effective steps to stop the harassment, remedy its effects, and prevent its recurrence.

What can I do if I'm concerned about discrimination or harassment?

Raise your concerns with a school staff member, administrator, or coordinator as soon as possible so that the concerning behavior can be promptly addressed. You can always submit a written complaint to a school principal.

You may also contact the following people who are designated points of contact to whom you may report your concerns, ask questions, or learn more about how to resolve your concerns.

- ***Harassment, Hazing, Intimidation or Bullying (HIB):***
HIB Compliance Officer: Erin Battersby, Executive Director (206.230.6227 & erin.battersby@mercerislandschools.org)
- ***Discrimination:***
Civil Rights Coordinator: Erin Battersby, Executive Director (206.230.6227 & erin.battersby@mercerislandschools.org)
- ***Sexual harassment/Discrimination:***
Title IX Coordinator: Erin Battersby, Executive Director (206.230.6227 & erin.battersby@mercerislandschools.org)
- ***Disability Discrimination:***
Section 504 Coordinator: Melissa Robertson, Director (206.236.3329 & melissa.robertson@mercerislandschools.org)
- ***Gender Identity Discrimination:***
Gender-Inclusive Schools Coordinator: Erin Battersby, Executive Director (206.230.6227 & erin.battersby@mercerislandschools.org)

What happens after I file a discrimination complaint?

If you file a discrimination complaint, a school administrator will discuss your concerns with you directly to understand and address the situation effectively. Complaints can be addressed informally at the building level or formally through the District's Civil Rights Compliance Officer or designee. At any time, a complainant can request that their complaint be handled formally.

An investigation into discrimination must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, you will be notified in writing with the anticipated date for a response.

When a formal investigation is complete, the school Superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

Regardless of how a discrimination complaint is handled, you will receive a copy of the District's discrimination complaint [procedure](#) which outlines the process, timelines, and appeal process.

What are the next steps if I disagree with the outcome?

If you are dissatisfied with the outcome of your complaint, you have the right to appeal. The administrator who handled your case will provide information on how to proceed with an appeal. This could be to the School Board. Once the School Board renders a decision on appeal, you can further appeal that decision to the Office of Superintendent of Public Instruction (OSPI).

More information about this process, including important timelines, is included in the District's Nondiscrimination Procedure ([3210P](#)) and Sexual Harassment Procedure ([3205P](#)).

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure ([3210P](#)) and the HIB Procedure ([3207P](#)) so as to address all aspects of your complaint.

Our Schools are Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

Please follow the following links to access the District's Gender-Inclusive Schools Policy [3211](#) and procedure, [3211P](#). If you have questions or concerns, please contact the

Gender-Inclusive Schools Coordinator, Erin Battersby, at 206.230.6227 or erin.battersby@mercerislandschools.org.

Who else can help with HIB or Discrimination Concerns?

- *Office of Superintendent of Public Instruction (OSPI)*

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

- *OSPI Equity and Civil Rights Office* (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

- *Washington State Governor's Office of the Education Ombuds (OEO)*

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

- *U.S. Department of Education, Office for Civil Rights (OCR)*

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: orc@ed.gov
- Phone: 800-421-3481