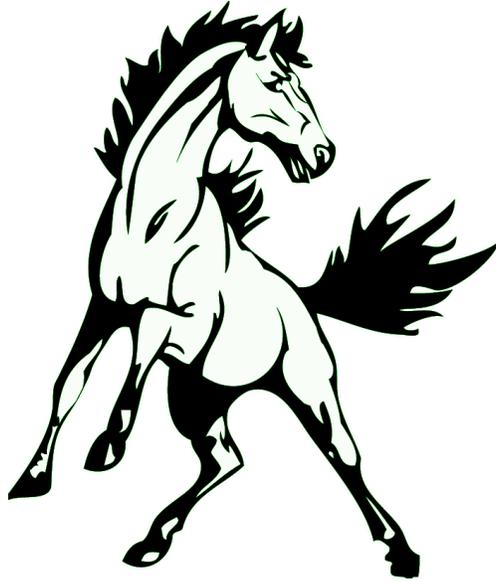


# McFarland Middle School

## Student Handbook

2025-2026



790 South 10<sup>th</sup> Avenue  
Othello, WA 99344

Office: 509-488-3326

Fax: 509-488-6678

District Information: Closures and Tardies (509) 488-4862

OSD Vision: We *create* and *cultivate* a safe environment of *respect* and *rapport*, where *instruction* is *intentional, engaging, challenging,* and *accessible* for all students.

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## **Welcoming Students and Families**

Dear Student:

Welcome to McFarland Middle School, we are glad you are here! Our motto is: Every Student, Every Class, Every Day. This means that all the adults here at MMS are working hard every day for each one of you. We will expect you to work hard too, but together we are going to have an amazing year. Remember, you’re a Mustang and together we are **MUSTANG STRONG!**

Here are some people who are looking forward to meeting you and are available if you or your parents have questions or need help:

- Your Advisory Teacher
-



Will Scheffler-Von Bracht  
Principal



Jenny Hokanson  
Assistant Principal



Simón Iñiguez  
Assistant Principal



Jocelyne Gonzalez  
Counselor



Meredith Shafer  
Counselor



Kimberlee Cerrillo  
Counselor



Gracie garza  
Counseling secretary



Genesis mendez  
Office manager



Jackie garza  
Attendance secretary



Zamantha  
guerra  
Parent coordinator



Monica Valdez  
Nurse assistant



Nancy deleon  
Food service



Jose villarreal  
Security



Joanna ramirez  
Security

## ASB Representatives

<b>Kieren McParland</b> President	<b>Bergan Johnson</b> Vice President	<b>Amayah Von Bracht</b> Activities Director	<b>Leland Guzman</b> 8th Boys Rep	<b>Myah Ditona</b> ASB Leader
<b>Whitney Garza</b> Treasurer	<b>Ella Gilbert</b> Secretary	<b>Sugay Argueta</b> 8th Girls Rep	<b>Annika Beus</b> ASB Leader	<b>Madalynn Camp</b> ASB Leader
<b>Jesus Farias</b> ASB Leader	7th Boys Rep	7th Boys Rep	7th Girls Rep	7th Girls Rep

### **MCFARLAND MIDDLE SCHOOL IS A CLOSED CAMPUS.**

Students may not leave during the school day without the guardian's permission and checking out in the office.

OTHELLO SCHOOL DISTRICT

Othello School District



# Report it!

FOR EMERGENCIES,  
PLEASE CALL  
**911!**

SafeSchools Alert is our district's tip reporting service. If you have information about a threat to our safety, do your part and report it! And remember, you can remain anonymous.

## 4 EASY WAYS

-  <http://1337.alert1.us>
-  [1337@alert1.us](mailto:1337@alert1.us)
-  866.365.2757
-  Text your tip  
to 866.365.2757




**REPORT TIPS ON:**

- Bullying
- Intimidation
- Harassment
- Weapons
- Drugs
- Other

For emergencies, always call 911. All tips submitted to our SafeSchools Alert system are taken seriously and will be acted upon. Please be responsible with your submissions.

[Home](#)

9  
1025 S. 1ST AVENUE | OTHELLO, WA 99344 | PH: 509.488.2659 | FX: 509.488.5876  
[WWW.OTHELLOSCHOOLS.ORG](http://WWW.OTHELLOSCHOOLS.ORG)

## Counseling Center

McFarland has a new Counseling Center. Our school counselors, Ms. Gonzalez, Mrs. Shafer, and Ms. Cerrillo are here to work with students, families, and staff in the following areas:

- Personal/social support - bully prevention, anger management, problem-solving, and cooperation, as well as work with families to find students additional support if needed.
- Academic support - academic organization, course planning, and study skills.

If you want to see a counselor, make sure you have a pass from your teacher and come to the counseling window (not the office).

## School Nurse

Our school nurse, Monica Valdez, is located in the main office. She provides students with basic health services throughout the school day. She also manages students who have chronic health conditions and students with disabilities. This includes giving them medication as needed and working with parents and teachers to create and enforce care plans.

## Cell Phones & Accessories

- All electronic devices (such as, but not limited to, cell phones, earbuds, and headphones) other than Chromebooks will not be allowed on your person and will be stored in a locker/backpack
- Cell phones will not be used in the classroom.
  - **Only exception:** Phone used as a medical device: Will be informed by the nurse.
  - **RARE CASES:** Use of cell phones in the classroom for academic purposes will be determined on a case-by-case basis. Prior Administrator approval is required.
- Office and classroom phones are available as needed. During class time, students may use the office phone with the teacher's permission.
- **For safety reasons, students may not use these while walking in the hall.**

## Lockers and Backpacks

To minimize hallway congestion and tardies, there will be no locker use during passing time.  
 Students may still access their lockers during class time with teacher or office permission.

Open Locker Hours		<ul style="list-style-type: none"> <li>● Individual students may still access their lockers between 7:35 a.m. 2:50 p.m. <u>with teacher or office permission.</u></li> <li>● <b>ALL Backpacks are required to be stored in lockers and are not allowed in classrooms</b></li> <li>● <b>Only Exceptions will be by special permission from Admin</b></li> <li>● We will seek feedback from teachers, students, and parents about how well this new policy is working and make adjustments if needed.</li> </ul>
<b>Before &amp; After School</b> 7:25 - 7:34 a.m. and 2:26 - 3:35 p.m.	<b>Before &amp; After Lunch:</b> Lockers will be available before and after lunch during lunch passing time.	
<b>Lockers are closed during the regular passing time!</b>		

## Restrooms

- Passing time is 4 minutes and restrooms are open and monitored. A limited number of students will be allowed in at any one time.
- Students may use the restroom during class with the teacher's permission.
- The Commons restrooms will also be open during lunch.
- Teachers will allow one (1) student at a time to use the restroom during class time.
- Students will sign in and out of the classroom using the SmartPass app and take the hall pass provided.
- Teachers will follow all accommodations in IEPs and 504s regarding restroom use.

## Breakfast Procedures

Breakfast carts will arrive at designated hallways beginning at 7:35 a.m. Tuesday through Friday and 9:06 am on Mondays. Students will report to their first-period class. Teachers will then allow students to get breakfast at scheduled times and return to class to consume their breakfast. Students will need to show their ID cards when getting breakfast. **Food and/or drinks are not to be in the hallways at any other time during the school day. (Exceptions: Staff permission at lunch.)**

## Lunch Procedures

**Students are expected to have their ID cards to scan for lunches.**

- **Express Lanes:** Students with ID cards will be allowed to use these lines that will move faster and result in getting their lunch more quickly.
- **KeyPad Lane:** Students without ID cards will have to use this line which will move slower because they will have to manually enter their student ID number into the computer.

## General Lunch Expectations

- Lunch is served and eaten in the Commons.
- No students are in the hallways during lunch unless they have a pass from an adult.
- Restrooms in the Commons are open during lunchtime.
- Students will clear their eating area and dispose of all garbage. Do not leave a mess.
- There will be inside and/or outside activities when students are done eating.
- No yelling, running, or horseplay. All school rules are in effect during lunchtime.
- Food is not allowed outside the lunchroom.
- Backpacks are NOT allowed at lunch

## Standards-Based Grading:

Students learning in the Standard-Based Grading classes will be measured using Standards-Based Grading and scores will be posted online in Empower. This is a new way to grade student learning and it is different from a traditional letter grade system. You can find out more about Standards Based Grading on our district website at [www.OthelloSchools.org/SBG](http://www.OthelloSchools.org/SBG), including information about how to log in to Empower to see your student's progress in their classes. Regular communication will be important to help us support your students together.

Students will see scores on their work in the following way:

4	Student demonstrates an in-depth understanding by synthesizing, creating a new product, or applying the learning in a new situation.
3	Student demonstrates <b>proficiency</b> (meeting the standard) on the complex, targeted knowledge and skills
2	Student demonstrates <b>foundational</b> knowledge and is still working to apply concepts and skills
1	With help, student demonstrates basic knowledge and skills
0	Even with help, student demonstrates no understanding or skill

*This is the goal*



These scores are not the same as a GPA or letter grade. **The goal is a level 3 by the end of the grading period.** Students may choose whether they want to push themselves to level 4, but it is not required. Scoring a 3 shows that a student meets the learning expectations and will result in full credit for the course. For more information about how these scores will look on report cards and high school transcripts, please visit [www.OthelloSchools.org/SBG](http://www.OthelloSchools.org/SBG).

## **Standard-Based Grading Extra-Curricular Eligibility**

**Athletics:** For students with SBG classes, eligibility will be based on being “on track” and /or having a proficiency level of 1.5 or higher in Skyward. For the first two weeks of each grading period, all students will be considered eligible.

## **Late Work Cut-Off Dates for 2025-2026 School Year:**

### **Late work deadlines:**

- The maximum time allowed to submit/redo work is 2 weeks or with teacher discretion.
- 

## **Student ID Cards**

- Student ID will be printed and distributed to students and staff in early fall. Dorians Photography will be onsite for school pictures on August 29, 2025.
- Student ID cards are used to identify you as a McFarland student. You also use them to eat breakfast and/or lunch and to check out library books and textbooks.
- Students are expected to carry their ID card to school EVERY DAY and have it on their person. There is no requirement to wear them, but all students are required to identify themselves to any district employee upon request.
- All students will receive their first ID card at no cost. **If a student loses their ID card, there is a \$5.00 fee to replace**

## **Fees**

**ASB:** Students participating in the following activities will need to buy an A.S.B. card for \$30.

- -Band or Choir
- -Playing a Sport
- -Running for A.S.B office

**Book Fees:** All students will be issued books from their classes and allowed to check books out from the Library. Existing damage must be reported at checkout. Any damage to any school books or books that are lost will result in fines to be paid before report cards and promotion certificates will be released.

# Activities and Sports

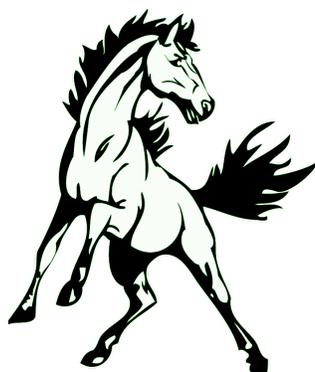
Sports  
Scholastic Recognition  
Choir  
ASB  
Band

Character Strong  
Drill Team  
Athletic Recognition  
Mustang Madness  
Chess Club

Dress Up Days  
Yearbook  
Robotics  
STEM  
Gear UP

**Sports:** Participation and safety guidelines will be determined per the WIAA guidance.

Fall	August 28-October 31	Football, Volleyball, Girls Soccer, and Cross Country
Winter I	November 3-December 19	Drill Team, Boys Basketball, and Girls Wrestling
Winter II	January 5 -February 27	Girls Basketball and Boys Wrestling
Spring	March 30-May 21	Softball, Baseball, Track, Boys Soccer, and Parade Drill Team
Please visit the OSD Athletics website for more information: <a href="https://othelloathletics.com">https://othelloathletics.com</a>		



Did you know our Mustang Mascot has a name? During the 2020-21 school year, staff, students, and parents voted on names. And the winner was ...

## Spirit

This is a great name because middle school students have a lot of energy and spirit. We hope you show your school spirit and are proud to be a Mustang! Go Mustangs

# Sample Student Weeks

## Bell Schedule

Late Start Mondays - No Advisory (Teacher start time: 7:25: Teacher end time: 2:55)							
7th Grade Lunch				8th Grade Lunch			
<b>BATB/1st Period</b>	9:05 AM	0:51	09:56 AM	<b>BATB/1st Period</b>	9:05 AM	0:51	09:56 AM
<b>Passing</b>	09:56 AM	0:04	10:00 AM	<b>Passing</b>	09:56 AM	0:04	10:00 AM
<b>2nd Period</b>	10:00 AM	0:42	10:42 AM	<b>2nd Period</b>	10:00 AM	0:42	10:42 AM

<b>Passing</b>	10:42 AM	0:04	10:46 AM	<b>Passing</b>	10:42 AM	0:04	10:46 AM
<b>3rd Period</b>	10:46 AM	0:42	11:28 AM	<b>3rd Period</b>	10:46 AM	0:42	11:28 AM
<b>Passing</b>	11:28 AM	0:04	11:32 AM	<b>Passing</b>	11:28 AM	0:04	11:32 AM
<b>4th Period</b>	11:32 AM	0:42	12:14 PM	<b>1st Lunch</b>	11:32 AM	0:35	12:07 PM
<b>Passing</b>	12:14 PM	0:04	12:18 PM	<b>Passing</b>	12:07 PM	0:04	12:11 PM
<b>2nd Lunch</b>	12:18 PM	0:35	12:53 PM	<b>4th Period</b>	12:11 PM	0:42	12:53 PM
<b>Passing</b>	12:53 PM	0:04	12:57 PM	<b>Passing</b>	12:53 PM	0:04	12:57 PM
<b>5th Period</b>	12:57 PM	0:42	01:39 PM	<b>5th Period</b>	12:57 PM	0:42	01:39 PM
<b>Passing</b>	01:39 PM	0:04	01:43 PM	<b>Passing</b>	01:39 PM	0:04	01:43 PM
<b>6th Period</b>	01:43 PM	0:42	02:25 PM	<b>6th Period</b>	01:43 PM	0:42	02:25 PM

<b>Regular Schedule 1-6 with Advisory (Teacher start time: 7:25: Teacher end time: 2:55)</b>							
<b>7th Grade Lunch</b>				<b>8th Grade Lunch</b>			
<b>BATB/ 1st Period</b>	7:35 AM	1:01	08:36 AM	<b>BATB/ 1st Period</b>	7:35 AM	1:01	08:36 AM
<b>Passing</b>	08:36 AM	0:05	08:41 AM	<b>Passing</b>	08:36 AM	0:05	08:41 AM
<b>2nd Period</b>	08:41 AM	0:35	09:16 AM	<b>2nd Period</b>	08:41 AM	0:35	09:16 AM
<b>Passing</b>	09:16 AM	0:04	09:20 AM	<b>Passing</b>	09:16 AM	0:04	09:20 AM
<b>Advisory/ STAT</b>	09:20 AM	0:50	10:10 AM	<b>Advisory/ STAT</b>	09:20 AM	0:50	10:10 AM
<b>Passing</b>	10:10 AM	0:04	10:14 AM	<b>Passing</b>	10:10 AM	0:04	10:14 AM
<b>3rd Period</b>	10:14 AM	0:50	11:04 AM	<b>3rd Period</b>	10:14 AM	0:50	11:04 AM
<b>Passing</b>	11:04 AM	0:04	11:08 AM	<b>Passing</b>	11:04 AM	0:04	11:08 AM
<b>4th Period</b>	11:08 AM	0:50	11:58 AM	<b>1st Lunch</b>	11:08 AM	0:35	11:43 AM
<b>Passing</b>	11:58 AM	0:04	12:02 PM	<b>Passing</b>	11:43 AM	0:04	11:47 AM
<b>2nd Lunch</b>	12:02 PM	0:35	12:37 PM	<b>4th Period</b>	11:47 AM	0:50	12:37 PM
<b>Passing</b>	12:37 PM	0:04	12:41 PM	<b>Passing</b>	12:37 PM	0:04	12:41 PM
<b>5th Period</b>	12:41 PM	0:50	01:31 PM	<b>5th Period</b>	12:41 PM	0:50	01:31 PM
<b>Passing</b>	01:31 PM	0:04	01:35 PM	<b>Passing</b>	01:31 PM	0:04	01:35 PM
<b>6th Period</b>	01:35 PM	0:50	02:25 PM	<b>6th Period</b>	01:35 PM	0:50	02:25 PM

## OSD 7-12 Dress Code

The Othello School District Grades 7-12 dress code is a way to teach students the importance of a respectable appearance, a lesson that can positively impact self-respect, self-esteem, and **preparation for what is expected in the global setting and workplace**. This dress code will be applied at the judgment of the school administration. Appearance and attire at school should be neat, clean and within the bounds of decency, health, and safety. Dress and appearance shall not be disruptive to the educational process of learning objectives. This dress policy is in accordance with District Policy 3224.

**\*Note:** If the school provides clothing or materials due to a violation of the dress code, a fee will be charged for the replacement of the garment.

### Appearance and attire

1. In order to encourage a positive and safe school environment, attire that promotes alcohol, drugs, inappropriate or offensive images/language, or anything that could disrupt the educational process (including blankets, but not limited to), is prohibited.
2. Clothing with holes, rips, or tears **below mid-thigh** is acceptable (leggings must be worn underneath for holes above mid-thigh).
3. Oversized or saggy clothing, which may reveal undergarments, is not permitted. Bunched up at the waist and If excess pant leg material can be folded toward the center of your thigh, the pants will be considered baggy.
4. Clothing must be modest and appropriate for the school setting. Bare midriffs, tank tops, pajamas, or visible underwear are not permitted. This clothing is also not permitted under zip-up jackets.
  - a. Flannel Pants are okay: The exception to this policy is that flannel pants are acceptable, provided that the pants are not revealing or obstructing instruction.
5. Shorts and skirts must be mid-thigh length or longer (not fingertip length).
6. Footwear, at a minimum, must meet minimum safety requirements in any educational environment or setting (classroom, science lab, weight room, wood/metal shop, etc.). **House slippers are not permitted.**
7. Heads must be uncovered while in buildings.
8. Sunglasses may not be worn in buildings.
9. Any dress that promotes gang activity in a public school setting is strictly prohibited for any individual student or group. We understand gang dress, tattoos, and styles evolve through time and this enforcement will be at the discretion/judgment of the school administration. If necessary, we may consult with Adams County Juvenile Court and/or the Othello Police Department.
10. Clothing should not advertise drugs, alcohol, tobacco, violence, weapons, or use profane language, and or be sexually suggestive.
11. School Administration may exercise their authority to determine/enforce any clothing that is a major disruption to the school environment.

be  
yourself



and also ...

## **Attendance Policy**

- Students are expected to attend all assigned classes each day.
- Students and their parents are responsible for attendance. School staff will do all they can to encourage and assist in this area.
- The school will notify the parent/guardian with either a written notice, telephone call, automated telephone call, or email as a warning before the student reaches the limit.
- Extended absences: Prior to the start of a planned extended absence, please contact Mrs. Garza for a form that needs to be filled out by parents.

### **Absence Definitions:**

1. A student is absent when they are:
  - a. Not physically present on school grounds; and
  - b. Not participating in the following activities at an approved location:
    - i. Instruction;
    - ii. Any instruction-related activity; or
    - iii. Any other district or school-approved activity that is regulated by an instructional/academic accountability system, such as participation in district-sponsored sports.
2. Students shall not be marked as absent if
  - a. They have been suspended, expelled, or emergency expelled;
  - b. Are receiving educational services;
  - c. The student is enrolled in qualifying "course of study" activities.
3. A full-day absence is when a student is absent for fifty percent (50%) or more of their scheduled day.
4. The school shall not convert or combine tardies into absences that contribute to a truancy petition.

### **Excused Absences:**

(An absence is unexcused unless it meets one of the criteria listed below.)

1. Participation in a district or school-approved activity or instructional program;
2. Illness, health condition, or medical appointment
3. Family emergencies including, but not limited to, a death or illness in the family;
4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;

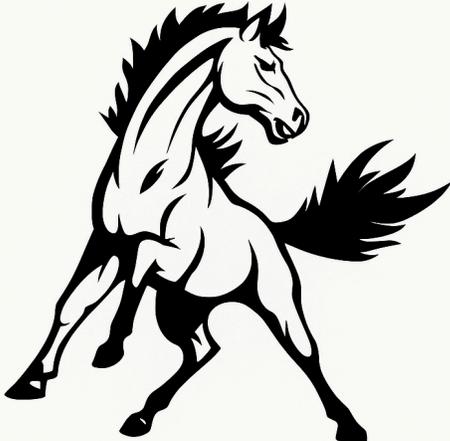
5. Court, a judicial proceeding, court-ordered activity, or jury service;
6. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
7. State-recognized search and rescue activities;
8. Absence directly related to the student's homeless or foster care/dependency status;
9. Absences related to deployment activities of an active duty parent/legal guardian
10. Absences due to suspensions, expulsions, or emergency expulsions are imposed if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities;
11. Absences due to student safety, including absences related to threats, assaults, or bullying
12. Absences due to a student's migrant status; and
13. An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth.

## MUSTANG WAY

At McFarland Middle School, we follow the

**MCFARLAND MIDDLE SCHOOL  
HOME OF THE MUSTANGS**

**OUR PBIS EXPECTATIONS  
THE 3 BE'S**



 **BE RESPECTFUL**

 **BE RESPONSIBLE**

 **BE SAFE**



When students or adults show they are living out our core values, they are honored with a **Mighty Mustang Award**.



This means their name and the value they have shown to others is posted in the main hallway and they are given a certificate to keep as a thank you for following the Mustang Way.

To nominate a student a survey will be sent to staff throughout the school year.

# MMS Discipline Plan

Our Student Discipline Flow Chart has been developed with input from staff, students, and parents. We will continue to ask for feedback on its effectiveness so we can make adjustments if needed.

The most important aspect of discipline is good communication between the home and school. We feel that it is important that parents are immediately contacted if a problem exists with a student. We also encourage parents to contact the schools when there is a question concerning the discipline being used with their child. Many times with a conference, a more effective approach can be worked out together. Our ultimate goal is to help our children become responsible, independent citizens, and effective students.

## **Special Education Students and Discipline**

All students are encouraged and expected to develop responsibility in the Othello School District. Although the school district has a comprehensive discipline policy, there are special cases where state regulations require that adaptations be made in order to serve a child on an Individual Education Plan (IEP). Consequently, discipline for these students may be individualized and unique. If a student on an IEP is referred for a long-term suspension (more than 10 days) or has a series of suspensions creating a pattern of exclusion:

- A Multi-disciplinary team will meet to determine whether misconduct is a manifestation of the disability or due to an inappropriate placement.
- If the misconduct is a manifestation of the disability or due to inappropriate placement, the proposed disciplinary action will not take place, and an IEP meeting will be convened to develop an appropriate placement.
- If the misconduct is neither a manifestation of the disability nor due to inappropriate placement, the proposed disciplinary action may be implemented. An IEP meeting will be convened to determine procedures for serving the student during the long-term suspension/expulsion period.

## **Flow Chart Color Code Key**

### **Green:**

- Low-level offenses that should be dealt with at the classroom level.

### **Yellow:**

- Higher-level offenses that are initially handled by staff/teachers who will call parents prior to any office referral. Depending on the outcome of the parent contact, teachers can submit an office referral without additional intervention actions.

### **Red:**

- High-level offenses that office administration will handle. Office Referrals will still follow the OSD [7-8 Middle School Discipline Matrix](#).

# Drugs, Alcohol, Vaping, or Tobacco products are not allowed on school property.

## McFarland Middle School - Behavior Flow Chart

Staff/Teacher Managed Behaviors		Office Managed Behaviors
Refusal to cooperate or work (isolated, passive incident)	Defiance/Insubordination (public, aggressive incident)	Gang-related offenses (repeated, active incident)
Disruptive	Minor harassment, intimidation, or bullying (HIB): teasing, name-calling, inappropriate comments, etc.	False Alarm/ 911
Violations of: <ul style="list-style-type: none"> <li>• Dress Code</li> <li>• Cell Phone policy</li> <li>• Chromebook Acceptable Use Policy (AUP)</li> </ul>	Disrespectful to staff member	Severe violations of Chromebook AUP, misuse of computers and electronic devices
Unsafe behavior	Unsafe behavior (intentional)	Assault/Fighting/Encouraging others to fight
Inappropriate language, gestures, drawings, etc.	Vandalism/Destruction of property Malicious mischief/Minor theft	Major harassment, intimidation, or bullying (HIB), including social media incidents: taunting, threatening physical harm, etc.
Failure to make up detention	Gang-related activities (isolated, passive incident)	Tobacco/e-cigarette (vaping) product use or possession
Public displays of affection	Academic dishonesty (cheating)	Drug paraphernalia
Tardies	Excessive tardies	Distribution, Possession of or under the influence of illegal drugs/alcohol
Dishonesty	Leaving Class/Truancy	Severe public endangerment (bomb threats, arson, etc.)
<p><b>Green behaviors</b> may result in an office referral only if there are at least 5 documented interventions, <b>including parent contact.</b></p> <hr/> <p style="text-align: center;"><b>Intervention options</b> (Document it!)</p> <ul style="list-style-type: none"> <li>• Verbal reminder/warning</li> <li>• One-on-one conversation with student</li> <li>• <a href="#">Refocus</a> in classroom</li> <li>• <a href="#">Refocus</a> with partner teacher (5 min. max)</li> <li>• Move assigned seat</li> </ul>	<p><b>Yellow behaviors</b> will result in an office referral <b>only if parent contact has been documented and the student has had time to correct the behavior.</b></p> <p>The office will follow up with yellow behaviors and initiate parent contact if teachers refer a student who is not in one of their classes.</p> <p>Except for unsafe/dangerous situations, <u>students may be returned</u></p>	<p>Possession or use of dangerous weapons</p> <p>Indecent exposure</p> <p>Possession/Distribution of child pornography</p> <p>Lighters/Fire starters</p> <p>Major theft/possession of stolen property (police involved)</p>

<ul style="list-style-type: none"> <li>• Detention (w/ teacher)</li> <li>• Conference with previous teacher</li> <li>• Student calls home (with teacher present)</li> <li>• Teacher calls home and/or arranges in-person parent conference</li> <li>• Classroom-level behavior contract (with parent notification and input)</li> </ul> <p><b>Note: Teachers must include SpEd students' case manager in determining appropriate interventions.</b></p>	<p><u>to class</u> while parents are contacted or intervention steps are determined.</p> <ul style="list-style-type: none"> <li>• Teachers and the student will be informed about the status of the referral process and the steps that will be taken.</li> <li>• <b>See Page 2</b> for the color code key and list of office intervention possibilities.</li> <li>• Office Referrals will still follow the <a href="#">OSD 7-12 Discipline Matrix Protocol</a></li> </ul>	<p style="background-color: #f08080; padding: 5px;"><b>Flagrant disrespect to staff</b></p> <p>For any <b>red behavior</b>, including anything unsafe where injury might occur:</p> <ol style="list-style-type: none"> <li>1. Call Office (x3000)</li> <li>2. Office will notify admin.</li> <li>3. If admin. is unavailable, office will notify security or counseling staff.</li> <li>4. Admin/Support staff will respond promptly.</li> <li>5. Once student is calm and/or situation is secure, they may return to class unless consequence or action prevents this.</li> </ol>
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## Chromebooks and Acceptable Use Policy (AUP)

You and your parents agreed to the district Chromebook Agreement and Acceptable Use Policy when you registered for school. Here are some important reminders about what you agreed to:

### General Precautions

• The Chromebook is the property of the Othello School District. School staff and administration have the right to check any material stored on a student's Chromebook or district account at any time. Devices and accounts (including Google Drive accounts) are the property of the district and can be inspected at any time. There is no expectation of privacy with district devices or networks.

- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- The Chromebook and case must remain free of any writing, drawing, or stickers (sases will be used when checking a chromebook out from the library for homework use).
- Chromebooks must never be left unattended or in an unsupervised area.
- Students should not eat or drink near their Chromebooks. Chromebooks are not to be used during meal times.
- Chromebooks will be left in the classrooms unless checked out for special circumstances from the library.

### Screen Care

Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Chromebook when it is open or closed.
- No objects should be placed on the keyboard.
- Do not place anything in the carrying case that will press against the cover.
- Do not bump or drop the Chromebook against lockers, walls, car doors, floors, etc., as the screen could break.
- Do NOT leave your Chromebook in extreme heat or cold conditions (i.e. car in summer or winter). Extreme heat will damage the unit itself and extreme cold will cause severe screen damage.

## **Using Your Chromebook at School**

- Chromebooks will be left in the classrooms unless checked out for special circumstances from the library.

## **Screensavers and Backgrounds**

- Inappropriate media may not be used as a screensaver or background photo.
- Images of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, tobacco, or gang-related symbols will result in disciplinary action.

## **Sound, Music, Games, or Programs**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is not allowed on the Chromebook unless used in conjunction with the curriculum (i.e. music classes, presentations, etc.).
- All apps/games must be for educational purposes only.

## **Internet Access Off-Campus**

Students are allowed to access other wireless networks when they are off campus, however, district filters will still be in effect and all browsing history and files created off campus are still accessible by district staff.

## **Internet Acceptable Use**

Students may not use their devices for non-academic purposes during academic time. This includes gaming, messaging, social media, and any non-academic apps. Exceptions can be made at the discretion of a teacher. It is the student's responsibility to get permission every time an exception is made to this rule.

- Taking pictures or recording (audio or visual) of teachers and/or students without their explicit consent is prohibited.
- Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language on any and all uses of devices at Othello School District, whether in public or private messages.
- Students will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
- Students should be respectful and polite in all online communication when using the School's network. This includes, but is not limited to, email, chat, instant messaging, texting, gaming, and social networking sites.
- Students will not post private or false information about another person.

## **Student Agreement**

I understand that the Internet is to be used only for schoolwork as directed by teachers and staff. I further understand that any inappropriate use of the Internet will result in the loss of my computer privileges, as well as other disciplinary action. I agree to abide by the Othello School District's Acceptable Use Procedure.

1. I will follow teachers'/building/district instructions when using technology.
2. I will be polite, and considerate, and use appropriate language.

3. I will report and/or help prevent any bullying, abuse, or harm to others.
4. I will tell an adult if I read, see, or access something inappropriate, or if I witness inappropriate use of technology.
5. I will follow all filters and security measures.
6. I will use technology carefully and to conserve district resources.
7. I will not share my passwords, except with my parent/guardian.
8. I will only use my own files and folders. I will not access another individual's files and folders without his/her permission.
9. I will not reveal or post personal information belonging to myself or another person (i.e., passwords, addresses, or telephone numbers).
10. I will follow copyright laws.
11. I agree to return the Chromebook, case, and power cords in good working condition when checked out from the library.
12. I will never loan out my Chromebook to other individuals.

Following Federal, State, and local laws, The Othello School District will protect student and employee data. However, I understand that my use of any district technology (computer, network, internet, resources, etc.) will be monitored and is neither private nor confidential to district/authorized personnel. I understand that if I violate this agreement, the district's policies and procedures, or my student handbook, I may not be allowed to continue to use technology or I may receive other appropriate consequences.

Individual school Chromebooks and accessories must be returned to Othello School District at the end of each school year. Students who withdraw, or terminate enrollment at Othello School District for any reason must return their individual school Chromebook on the date of termination.

The information above was included in the OSD Student Registration that you and your parents already signed. Please initial and date below to indicate that your teacher has reviewed these policies with you again.

Initials \_\_\_\_\_ Date \_\_\_\_\_

## **Othello School District BOARD POLICIES**

### **Promotion Participation**

Adopted September 27, 2010  
 Last revised April 10, 2023  
 Last Reviewed March 27, 2023  
 Prior Revised Dates 3/2017

The Promotion Ceremony is a tradition at McFarland Middle School, and to honor the past and our students, it is our goal to have 100% of our students meet the criteria to participate in our Promotion Ceremony. Our requirements represent the minimum expectation we have of all students at our school while also striving for a

standard of excellence in the areas of academics, behavior, and attendance. For academics, we have high expectations in post-secondary education and in the workforce to meet qualifications and certifications. For behavior, we must be able to conduct ourselves as part of a team and to positively develop professional relationships. For attendance, there is a societal expectation to show others we can exercise punctuality and that our profession can rely on us to be present and contribute regularly. Participation in our Promotion Ceremony is a privilege. The students who have met the minimum requirements and who earn this privilege are ready for the rigor and expectations of a high school education. These students can participate and have their name read at Promotion, promoting to Othello High School.

The minimum requirements for participation in the promotion ceremony from McFarland Middle School are as follows:

1. Academics: Students must have a full schedule and have 4 of 6 classes with a passing grade in the 2nd semester, at a minimum, to participate in our Promotion Ceremony.
2. Behavior: Students with one short-term suspension or less for the 2nd semester can participate in our Promotion Ceremony. Long-term suspension students will not participate due to state law prohibiting them from being on school property during a suspension.
3. Attendance: Students with truancy petition filed with the Adams County Superior Court will not participate in our Promotion Ceremony

Students who do not meet all requirements can appeal to the McFarland Middle School Review Committee.

### **Regulations Regarding the Waiving of Promotion Requirements**

Enrollment in similar middle school or correspondence courses may be substituted for required courses in the event the student:

- Entered McFarland Middle School by transfer;
- Has physical limitations that prevent normal participation.

Adjustments and substitutions must be approved through the middle school review committee process.

### **McFarland Middle School Review Committee**

- A review committee, chaired by the middle school principal and consisting of the middle school assistant principals, and counselors, will review such requests and recommend approval or disapproval. The review committee may request the assistance of the appropriate curriculum committee (content departments) in reviewing such requests.
- The review committee's recommendation may be forwarded to the superintendent for a final decision, but is not required since the student will not be retained.
- Documented communication (phone call, conference, or letter) as to the disposition of the request will be made available to the student and his/her parents.

### **Students Right to Appeal**

The parent/guardian may appeal to the superintendent or designee by filling a written notice of appeal within three (3) school days of receiving the written decision. The superintendent or designee will review the McFarland Middle School Review Committee report and issue a written decision on the merits of the appeal within five (5) school days of receiving the notice of appeal. The superintendent or designee decision will be the final district decision.

### **Participación en la promoción**

Adoptada el 27 de septiembre de 2010

Última revisión 10 de abril de 2023

Última revisión 27 de marzo de 2023

Fechas revisadas anteriores 3/2017

La Ceremonia de Promoción es una tradición en McFarland Middle School y, para honrar el pasado y a nuestros estudiantes, nuestra meta es que el 100% de nuestros estudiantes cumplan con los criterios para participar en nuestra Ceremonia de Promoción. Nuestros requisitos representan la expectativa mínima que tenemos de todos los estudiantes de nuestra escuela y al mismo tiempo nos esforzamos por alcanzar un estándar de excelencia en las áreas académicas, de conducta y de asistencia. En cuanto al mundo académico, tenemos altas expectativas en la educación postsecundaria y en la fuerza laboral para cumplir con las calificaciones y certificaciones. Para comportarnos debemos ser capaces de comportarnos como parte de un equipo y desarrollar relaciones profesionales positivamente. En cuanto a la asistencia, existe la expectativa social de mostrar a los demás que podemos ser puntuales y que nuestra profesión puede depender de que estemos presentes y contribuyamos con regularidad. La participación en nuestra Ceremonia de Promoción es un privilegio. Los estudiantes que han cumplido con los requisitos mínimos y obtienen este privilegio están listos para el rigor y las expectativas de una educación secundaria. Estos estudiantes pueden participar y que se lea su nombre en Promoción, promoviendo a Othello High School.

Los requisitos mínimos para participar en la ceremonia de promoción de McFarland Middle School son los siguientes:

1. Académico: Los estudiantes deben tener un horario completo y tener 4 de 6 clases con calificación aprobatoria en el 2do semestre, como mínimo, para participar en nuestra Ceremonia de Promoción.
2. Comportamiento: Los estudiantes con una suspensión de corto plazo o menos para el 2do semestre pueden participar en nuestra Ceremonia de Promoción. Los estudiantes con suspensión a largo plazo no participarán debido a la ley estatal que les prohíbe estar en la propiedad escolar durante una suspensión.
3. Asistencia: Los estudiantes con una petición de ausentismo escolar presentada ante el Tribunal Superior del Condado de Adams no participarán en nuestra Ceremonia de Promoción.

Los estudiantes que no cumplan con todos los requisitos pueden apelar ante el Comité de Revisión de la Escuela Intermedia McFarland.

### **Regulaciones sobre la exención de requisitos de promoción**

- La inscripción en cursos similares de escuela intermedia o por correspondencia puede sustituirse por cursos requeridos en caso de que el estudiante:
- Ingresó a la escuela secundaria McFarland por transferencia;

Tiene limitaciones físicas que impiden su participación normal.

### **Los ajustes y sustituciones deben aprobarse mediante el proceso del comité de revisión de la escuela intermedia.**

- Comité de revisión de la escuela secundaria McFarland
- Un comité de revisión, presidido por el director de la escuela intermedia y compuesto por los subdirectores y consejeros de la escuela intermedia, revisará dichas solicitudes y recomendará su aprobación o desaprobación. El comité de revisión puede solicitar la asistencia del comité de currículo correspondiente (departamentos de contenido) para revisar dichas solicitudes.
- La recomendación del comité de revisión puede enviarse al superintendente para una decisión final, pero no es obligatoria ya que el estudiante no será retenido.

Se pondrá a disposición del estudiante y sus padres una comunicación documentada (llamada telefónica, conferencia o carta) sobre la disposición de la solicitud.

## **Derecho de los estudiantes a apelar**

El padre/tutor puede apelar ante el superintendente o su designado completando un aviso de apelación por escrito dentro de los tres (3) días escolares posteriores a la recepción de la decisión por escrito. El superintendente o su designado revisará el informe del Comité de Revisión de la Escuela Intermedia McFarland y emitirá una decisión por escrito sobre los méritos de la apelación dentro de los cinco (5) días escolares posteriores a la recepción del aviso de apelación. La decisión del superintendente o su designado será la decisión final del distrito.

## **DISCRIMINACIÓN**

El distrito escolar Otelo 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 y Título IX: Sandra Villarreal, svillarreal@othelloschools.org, 1025 S 1st Ave, (509)488-2659  
Coordinadora 504: Heidi Wagner, hwagner@othelloschools.org, 1025 S 1st Ave, (509) 488-2659

## **Weapons Statement**

The Othello School District has a no-tolerance policy toward students who are in any way involved with a weapon on school property or at a school activity. The recommended penalty for possession or involvement with a weapon on school property or at a school activity is expulsion. Expulsion is a state requirement if the weapon is a firearm. Weapons have no place and will not be tolerated in the school environment.

We have had some instances of students being at school or on school property with toy weapons or with other items that could be construed to be weapons. These include toys that look like guns or other weapons, pellet guns, paintball guns, and variations of knives. These items will be considered weapons and shall result in severe penalties including expulsion.

The Othello School District also has a no-tolerance policy towards students who make threats to do severe bodily harm. These types of threats will be taken seriously and may also result in expulsion.

School property related to this policy includes school buildings, play fields, athletic fields, and parking lots.

### **Please Note:**

- It is a one-year mandatory expulsion for possession of firearms at school.
- It is mandatory for parents/guardians and law enforcement to be notified.
- Re-admission procedures are required. Only the chief school district Officer or designee may modify this expulsion.

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# **Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)**

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. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

## **What is HIB?**

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

## **How can I make a report or complaint about HIB?**

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB (<https://othello-wa.safeschoolsalert.com>) but reports about HIB can be made in writing or verbally. 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. No disciplinary action will be taken against another student based solely on an anonymous or confidential report.

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 also has a HIB Compliance Officer (Sandra Villarreal, Executive Director of Human Resources • 509-488-2659 • [svillarreal@othelloschools.org](mailto:svillarreal@othelloschools.org)) that 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.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

## **What is the investigation process?**

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

## **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 see the district’s [HIB Policy 3207](#) and [Procedure 3207P](#).

## **Our School Stands Against Discrimination**

Discrimination can happen when someone is treated differently or unfairly because they are part of a protected class, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

## **What is discriminatory harassment?**

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student’s protected class and is serious enough to create a hostile environment. A hostile environment is created when conduct is so severe, pervasive, or persistent that it limits a student’s ability to participate in, or benefit from, the school’s services, activities, or opportunities.

To review the district’s Nondiscrimination Policy 3210 and Procedure 3210P, visit <https://go.boarddocs.com/wa/othello/Board.nsf/Public>

## **What is sexual harassment?**

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student’s educational performance or creates an intimidating or hostile environment.

Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

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 3207 and Procedure 3207P, visit <https://go.boarddocs.com/wa/othello/Board.nsf/Public>

## **What should my school do about discriminatory and sexual harassment?**

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

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

**Talk to a Coordinator or submit a written complaint.** You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: Sandra Villarreal, Executive Director of Human Resources • 509-488-2659 • [svillarreal@othelloschools.org](mailto:svillarreal@othelloschools.org) • 1025 S. 1st Ave Othello, WA 99344

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Sandra Villarreal, Executive Director of Human Resources • 509-488-2659 • [svillarreal@othelloschools.org](mailto:svillarreal@othelloschools.org) • 1025 S. 1st Ave Othello, WA 99344

Concerns about disability discrimination:

Section 504 Coordinator: Heidi Wagner, Director of Special Education • 509-488-2659 • [hwagner@othelloschools.org](mailto:hwagner@othelloschools.org) • 1025 S. 1st Ave Othello, WA 99344

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Amy Parris, Director of Student Services • 509-488-2659 • [aparris@othelloschools.org](mailto:aparris@othelloschools.org) • 1025 S. 1st Ave Othello, WA 99344

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

## **What happens after I file a discrimination complaint?**

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation 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, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district 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

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

If you do not agree with the outcome of your complaint, you may appeal the decision to [identify the decision maker on appeal identified in board policy (e.g., the School Board)] and then 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 to fully resolve your complaint.

## **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](http://ospi.k12.wa.us/student-success/health-safety/school-safety-center)
- Email: [schoolsafety@k12.wa.us](mailto: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](https://ospi.k12.wa.us/policy-funding/equity-and-civil-rights)
- Email: [equity@k12.wa.us](mailto: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](http://www.oeo.wa.gov)
- Email: [oeoinfo@gov.wa.gov](mailto: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](mailto:orc@ed.gov)
- Phone: 800-421-3481

## Our School is 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

To review the district’s Gender-Inclusive Schools Policy 3211 and Procedure 3211P, visit <https://go.boarddocs.com/wa/othello/Board.nsf/Public>. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

Amy Parris, Director of Student Services • 509-488-2659 • [aparris@othelloschools.org](mailto:aparris@othelloschools.org) • 1025 S. 1st Ave Othello, WA 99344

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above.

# Nuestras escuelas protegen a los estudiantes del acoso, la intimidación y el acoso (HIB)

Las escuelas están destinadas a ser entornos seguros e inclusivos donde todos los estudiantes estén protegidos del acoso, la intimidación y el acoso (HIB), incluso en el aula, en el autobús escolar, en los deportes escolares y durante otras actividades escolares. Esta sección define HIB, explica qué hacer cuando lo ve o lo experimenta y el proceso de nuestra escuela para responder a ello.

## ¿Qué es HIB?

HIB es cualquier acto electrónico, escrito, verbal o físico intencional de un estudiante que:

- Daña físicamente a otro estudiante o daña su propiedad;
- Tiene el efecto de interferir en gran medida con la educación de otro estudiante; o,
- Es tan severo, persistente o significativo que crea un ambiente educativo intimidante o amenazante para otros estudiantes.

HIB generalmente implica un desequilibrio de poder observado o percibido y se repite varias veces o es muy probable que se repita. HIB no está permitido, por ley, en nuestras escuelas.

## ¿Cómo puedo realizar una denuncia o queja sobre HIB?

Habla con cualquier miembro del personal de la escuela (¡considera comenzar con quien te sientas más cómodo!). Puede utilizar el formulario de informe de nuestro distrito para compartir inquietudes sobre HIB (<https://othello-wa.safeschoolsalert.com>) pero los informes sobre HIB se pueden realizar por escrito o verbalmente. Su informe puede realizarse de forma anónima, si no se siente cómodo al revelar su identidad, o de forma confidencial si prefiere que no se comparta con otros estudiantes involucrados en el informe. No se tomarán medidas disciplinarias contra otro estudiante basándose únicamente en un informe anónimo o confidencial.

Si un miembro del personal es notificado, observa, escucha o es testigo de HIB, debe tomar medidas inmediatas y apropiadas para detener el comportamiento de HIB y evitar que vuelva a suceder. Nuestro distrito también cuenta con un Oficial de Cumplimiento HIB (Sandra Villarreal, Directora Ejecutiva de Recursos Humanos • 509-488-2659 • [svillarreal@othelloschools.org](mailto:svillarreal@othelloschools.org)) que apoya la prevención y la respuesta a la HIB.

## ¿Qué sucede después de hacer un informe sobre HIB?

Si informa HIB, el personal de la escuela debe intentar resolver las inquietudes. Si se resuelven las inquietudes, es posible que no sea necesario tomar más medidas. Sin embargo, si cree que usted o

alguien que conoce es víctima de una HIB no resuelta, grave o persistente que requiere más investigación y acción, entonces debe solicitar una investigación oficial de la HIB.

Además, la escuela debe tomar medidas para garantizar que quienes denuncian HIB no sufran represalias.

## ¿Cuál es el proceso de investigación?

Cuando usted reporta una queja, el Oficial de Cumplimiento de HIB o el miembro del personal que dirige la investigación debe notificar a las familias de los estudiantes involucrados con la queja y debe asegurarse de que se lleve a cabo una investigación rápida y exhaustiva. La investigación debe completarse dentro de los 5 días escolares, a menos que acuerde un cronograma diferente. Si su queja involucra circunstancias que requieren una investigación más larga, el distrito le notificará con la fecha anticipada para su respuesta.

Cuando se complete la investigación, el Oficial de Cumplimiento de HIB o el miembro del personal que dirige la investigación debe proporcionarle los resultados de la investigación dentro de los 2 días escolares. Esta respuesta debe incluir:

- Un resumen de los resultados de la investigación.
- Una determinación de si la HIB está fundamentada
- Cualquier medida correctiva o remedio necesario
- Información clara sobre cómo puede apelar la decisión.

## ¿Cuáles son los siguientes pasos si no estoy de acuerdo con el resultado?

Para el estudiante designado como “estudiante objetivo” en una queja:

Si no está de acuerdo con la decisión del distrito escolar, puede apelar la decisión e incluir cualquier información adicional sobre la queja al superintendente o a la persona asignada para dirigir la apelación, y luego a la junta escolar.

Para el estudiante designado como “agresor” en una denuncia:

Un estudiante declarado "agresor" en una denuncia de HIB no puede apelar la decisión de una investigación de HIB. Sin embargo, pueden apelar las acciones correctivas que resulten de las conclusiones de la investigación del HIB.

Para obtener más información sobre el proceso de quejas de HIB, incluidos cronogramas importantes, consulte el sitio web del distrito. [Política HIB 3207](#) y [Procedimiento 3207P](#).

## Nuestra escuela se opone a la discriminación

La discriminación puede ocurrir cuando alguien recibe un trato diferente o injusto porque es parte de una clase protegida, incluida su raza, color, origen nacional, sexo, identidad de género, expresión de género, orientación sexual, religión, credo, discapacidad o uso de un animal de servicio, o estatus de veterano o militar.

## ¿Qué es el acoso discriminatorio?

El acoso discriminatorio puede incluir burlas e insultos; declaraciones gráficas y escritas; u otra conducta que pueda ser físicamente amenazante, dañina o humillante. El acoso discriminatorio ocurre cuando la conducta se basa en la clase protegida de un estudiante y es lo suficientemente grave como para crear un ambiente hostil. Se crea un ambiente hostil cuando la conducta es tan severa, generalizada o persistente que limita la capacidad de un estudiante para participar o beneficiarse de los servicios, actividades u oportunidades de la escuela.

Para revisar la Política de No Discriminación 3210 y el Procedimiento 3210P del distrito, visite <https://go.boarddocs.com/wa/othello/Board.nsf/Public>

## ¿Qué es el acoso sexual?

El acoso sexual es cualquier conducta o comunicación no deseada que sea de naturaleza sexual y que interfiera sustancialmente con el desempeño educativo de un estudiante o cree un ambiente intimidante u hostil. El acoso sexual también puede ocurrir cuando a un estudiante se le hace creer que debe someterse a una conducta o comunicación sexual no deseada para obtener algo a cambio, como una calificación o un lugar en un equipo deportivo.

Ejemplos de acoso sexual pueden incluir presionar a una persona para que realice acciones o favores sexuales; tocamientos no deseados de naturaleza sexual; declaraciones gráficas o escritas de carácter sexual; distribuir textos, correos electrónicos o imágenes sexualmente explícitos; hacer bromas, rumores o comentarios sugerentes de carácter sexual; y violencia física, incluidas violaciones y agresiones sexuales.

Nuestras escuelas no discriminan por motivos de sexo y prohíben la discriminación sexual en todos nuestros programas educativos y laborales, según lo exige el Título IX y la ley estatal.

Para revisar la Política de Acoso Sexual 3207 y el Procedimiento 3207P del distrito, visite <https://go.boarddocs.com/wa/othello/Board.nsf/Public>

## ¿Qué debería hacer mi escuela ante el acoso sexual y discriminatorio?

Cuando una escuela se da cuenta de un posible acoso sexual o discriminatorio, debe investigar y detener el acoso. La escuela debe abordar cualquier efecto que el acoso haya tenido en el estudiante en la escuela, incluida la eliminación del ambiente hostil, y asegurarse de que el acoso no vuelva a ocurrir.

## ¿Qué puedo hacer si me preocupa la discriminación o el acoso?

**Habla con un Coordinador o presenta una queja por escrito.** Puede comunicarse con los siguientes miembros del personal del distrito escolar para informar sus inquietudes, hacer preguntas u obtener más información sobre cómo resolver sus inquietudes.

Preocupaciones por la discriminación:

Coordinadora de Derechos Civiles: Sandra Villarreal, Directora Ejecutiva de Recursos Humanos • 509-488-2659 • [svillarreal@othelloschools.org](mailto:svillarreal@othelloschools.org) • 1025 S. 1st Ave Otelo, WA 99344

Preocupaciones sobre la discriminación sexual, incluido el acoso sexual:

Coordinadora del Título IX: Sandra Villarreal, Directora Ejecutiva de Recursos Humanos • 509-488-2659 • [svillarreal@othelloschools.org](mailto:svillarreal@othelloschools.org) • 1025 S. 1st Ave Otelo, WA 99344

Preocupaciones sobre la discriminación por discapacidad:

Coordinadora de la Sección 504: Heidi Wagner, Directora de Educación Especial • 509-488-2659 • [hwagner@othelloschools.org](mailto:hwagner@othelloschools.org) • 1025 S. 1st Ave Otelo, WA 99344

Preocupaciones por la discriminación por identidad de género:

Coordinadora de Escuelas con Inclusión de Género: Amy Parris, Directora de Servicios Estudiantiles • 509-488-2659 • [aparris@othelloschools.org](mailto:aparris@othelloschools.org) • 1025 S. 1st Ave Otelo, WA 99344

A **presentar una queja por escrito**, describir la conducta o incidente que pueda ser discriminatorio y enviarlo por correo, fax, correo electrónico o entrega en mano al director de la escuela, superintendente de distrito o coordinador de derechos civiles. Presentar la queja lo antes posible para una pronta investigación y dentro del año de la conducta o incidente.

## ¿Qué sucede después de presentar una queja por discriminación?

El Coordinador de Derechos Civiles le dará una copia del procedimiento de queja por discriminación del distrito escolar. El Coordinador de Derechos Civiles debe asegurarse de que se lleve a cabo una investigación rápida y exhaustiva. La investigación debe completarse dentro de los 30 días calendario a menos que usted acepte un cronograma diferente. Si su queja involucra circunstancias excepcionales que requieren una investigación más larga, el Coordinador de Derechos Civiles le notificará por escrito con la fecha prevista para su respuesta.

Cuando se complete la investigación, el superintendente del distrito escolar o el miembro del personal que dirige la investigación le enviará una respuesta por escrito. Esta respuesta incluirá:

- Un resumen de los resultados de la investigación.
- Una determinación de si el distrito escolar no cumplió con las leyes de derechos civiles.
- Cualquier medida correctiva o remedio necesario
- Aviso sobre cómo puede apelar la decisión

## ¿Cuáles son los siguientes pasos si no estoy de acuerdo con el resultado?

Si no está de acuerdo con el resultado de su queja, puede apelar la decisión ante [identificar a la persona que toma la decisión en la apelación identificada en la política de la junta (por ejemplo, la Junta Escolar)] y luego ante la Oficina del Superintendente de Instrucción Pública (OSPI). Se incluye más información sobre este proceso, incluidos cronogramas importantes, en el Procedimiento de no discriminación 3210P y el Procedimiento de acoso sexual 3205P del distrito.

## Ya presenté una queja HIB: ¿qué hará mi escuela?

El acoso, la intimidación o el acoso (HIB) también pueden considerarse discriminación si están relacionados con una clase protegida. Si le entrega a su escuela un informe escrito de HIB que involucra discriminación o acoso sexual, su escuela notificará al Coordinador de Derechos Civiles. El distrito escolar investigará la queja utilizando tanto el Procedimiento de No Discriminación 3210P como el Procedimiento HIB 3207P para resolver completamente su queja.

## ¿Quién más puede ayudar con HIB o inquietudes sobre discriminación?

### Oficina del Superintendente de Instrucción Pública (OSPI)

Todos los informes deben comenzar localmente a nivel de escuela o distrito. Sin embargo, OSPI puede ayudar a los estudiantes, las familias, las comunidades y el personal escolar con preguntas sobre la ley estatal, el proceso de quejas de HIB y los procesos de quejas por discriminación y acoso sexual.

### Centro de seguridad escolar de OSPI (para preguntas sobre acoso, intimidación y acoso escolar)

- Sitio web: [ospi.k12.wa.us/student-success/health-safety/school-safety-center](http://ospi.k12.wa.us/student-success/health-safety/school-safety-center)
- Correo electrónico: [schoolsafety@k12.wa.us](mailto:schoolsafety@k12.wa.us)
- Teléfono: 360-725-6068

### Oficina de Equidad y Derechos Civiles de OSPI (para preguntas sobre discriminación y acoso sexual)

- Sitio web: [ospi.k12.wa.us/policy-funding/equity-and-civil-rights](http://ospi.k12.wa.us/policy-funding/equity-and-civil-rights)
- Correo electrónico: [equidad@k12.wa.us](mailto:equidad@k12.wa.us)
- Teléfono: 360-725-6162

### Oficina del Defensor del Pueblo de Educación (OEO) del Gobernador del Estado de Washington

La Oficina del Defensor del Pueblo para la Educación del Gobernador del Estado de Washington trabaja con familias, comunidades y escuelas para abordar los problemas juntos para que todos los estudiantes puedan participar y prosperar plenamente en las escuelas públicas K-12 de Washington. OEO proporciona herramientas informales de resolución de conflictos, asesoramiento, facilitación y capacitación sobre la familia, la participación comunitaria y la defensa de sistemas.

- Sitio web: [www.oeo.wa.gov](http://www.oeo.wa.gov)
- Correo electrónico: [oeoinfo@gov.wa.gov](mailto:oeoinfo@gov.wa.gov)
- Teléfono: 1-866-297-2597

### Departamento de Educación de EE. UU., Oficina de Derechos Civiles (OCR)

La Oficina de Derechos Civiles (OCR) del Departamento de Educación de EE. UU. hace cumplir las leyes federales contra la discriminación en las escuelas públicas, incluidas aquellas que prohíben la discriminación por motivos de sexo, raza, color, origen nacional, discapacidad y edad. La OCR también tiene un proceso de denuncia por discriminación.

- Sitio web: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Correo electrónico: [orc@ed.gov](mailto:orc@ed.gov)
- Teléfono: 800-421-3481

## Nuestra escuela es inclusiva en materia de género

En Washington, todos los estudiantes tienen derecho a ser tratados de acuerdo con su identidad de género en la escuela. Nuestra escuela:

- Dirijase a los estudiantes por el nombre y pronombres solicitados, con o sin cambio de nombre legal.
- Cambiar la designación de género de un estudiante y hacer que su género se refleje con precisión en los registros escolares
- Permitir que los estudiantes usen baños y vestuarios que se alineen con su identidad de género.
- Permitir que los estudiantes participen en deportes, cursos de educación física, excursiones y viajes nocturnos de acuerdo con su identidad de género.
- Mantener la información de salud y educación confidencial y privada.
- Permitir que los estudiantes usen ropa que refleje su identidad de género y aplicar códigos de vestimenta sin tener en cuenta el género del estudiante o el género percibido.
- Proteger a los estudiantes de burlas, intimidación o acoso por su género o identidad de género.

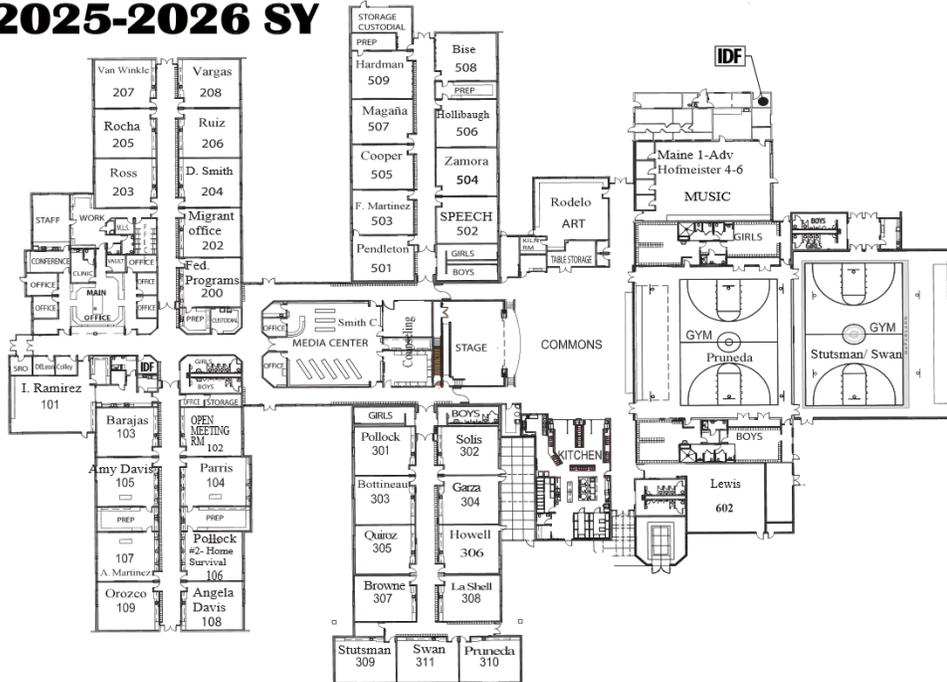
Para revisar la Política de Escuelas con Inclusión de Género 3211 y el Procedimiento 3211P del distrito, visite <https://go.boarddocs.com/wa/othello/Board.nsf/Public>. Si tiene preguntas o inquietudes, comuníquese con el Coordinador de Escuelas con Inclusión de Género:

Amy Parris, Directora de Servicios Estudiantiles • 509-488-2659 • [aparris@othelloschools.org](mailto:aparris@othelloschools.org) • 1025 S. 1st Ave Otelo, WA 99344

Si tiene inquietudes sobre discriminación o acoso discriminatorio por motivos de identidad o expresión de género, consulte la información anterior.

## McFarland Middle School Map

### MMS SCHOOL MAP 2025-2026 SY



**McFarland Middle School 775 S. 10th Ave.  
509-488-3326**

