



Sunny Hills  
Student Handbook

At Sunny Hills, students, families and staff are expected to follow The Mustang Way. These three school wide rules are explicitly taught for both specific areas of our school as well as the general use of our facility.

# **The Mustang Way**

## **Be Respectful**

## **Be Responsible**

## **Be Engaged**

Throughout our school, you will find posters that describe in detail the expectations for our school. Each poster specifically outlines what is “The Mustang Way” for that particular area. We ask that all families review these posters when they are at school with their child.

### **Equitable Conduct Expectations**

The Issaquah School District values equity, diversity and inclusion. The district is committed to building and sustaining a welcoming school community. Our district and community are made up of people of different backgrounds, needs and perspectives. Our learning community includes people of varying races, ethnic backgrounds, abilities/disabilities, religions, ages, languages, socioeconomic status, immigration status, sexual orientation, gender expressions or identities.

Student expectations include:

- Respect each individual, even if that person's identity is different from your own.
- Seek to understand your impact on others while seeking to understand other's intent.
- Communicate respectfully with others in person, on social media and in any other form.
- Use what you are learning to use good judgment and make ethical and informed decisions.
- Take responsibility for your words and actions.

We all have a responsibility to report behavior that interferes with having an equitable and inclusive learning environment that honors and respects people of all identities. If you become aware of any actions that violate the expectations above, we encourage you to speak up through one or more of the following ways:

- Tell a teacher, staff member or other trusted adult immediately.
- If you are comfortable and safe doing so, speak up in the moment to encourage more equitable and inclusive talk or action, and/or support those being hurt.

**What do I do if I have a question?** Please visit the Sunny Hills [website](#) to access contact information for the appropriate staff and our front office who can help to answer your questions.

**Drop Off and Pick Up (supervision is provided 10 minutes before the first bell and 10 minutes after the dismissal bell)**

Student safety begins with you! During drop off and pick up, please follow the rules below to ensure that all students are safe at all times.

- **Adults stay in car at all times.** If you need to assist your child getting in or out of the car, you will need to park rather than use the drop off/pick up lane.
- **Students are ready to exit.** Have coats on and backpacks/lunches nearby when you leave your house rather than waiting until it is time to exit.
- **Say your "Good byes", "I love yous"** and reminder of the pick up plans as soon as you enter the parking lot.
- **Drive slowly.** Plan your drop off time so that it allows for traffic. If you are on a tight schedule, taking the bus, walking or riding with a friend is a better option.
- **Engage civilly.** Moments of frustration are bound to occur. Remembering our Culture of Kindness and our District's Civility Regulation are important.

Thank you for keeping our students safe!

**Dress Code**

At Sunny Hills, we do not have a specific dress code defining what can or cannot be worn with the exception of print that advertises adult content such as alcohol. We leave clothing decisions up to the discretion of each family and ask that you dress your child in accordance with common sense and the weather.

**Cell Phones**

Students may have cell phones. Cell phones may be out as a child travels to and from campus. Once a student arrives on campus, he or she is asked to turn off the phone and secure it in his/her backpack for the school day. We define the school day as "bell to bell". At no time are students allowed to use a cell phone, or any device, to take pictures on campus. If your child has a cell phone that is a watch style, we ask that it too be removed and placed in his/her backpack "bell to bell".

## **Toys**

Students may bring toys to school to use during recess or during special events in their classrooms. All toys are brought at the risk of the owner. While we can certainly empathize with the disappointment of a loss or break, we cannot assume the responsibility for any child's personal items. Please think through sending your child to school with personal items.

## **Emergency Events**

Should we ever find ourselves in an emergency such as an earthquake, fire, etc. we ask that you **wait in either the QFC or Pine Lake Middle School parking lots** until direction is given from the first responders about reunification. Directions will be sent using an electronic method such as posting to our website or sending an eNews OR, first responders will go to QFC/PLMS to give directions. While it will be your impulse to seek out your child, to ensure that all families will be properly matched with their child(ren) and to allow our first responders to do their jobs, we ask that you wait for instruction. To help expedite the process of reunification, we ask that you review the [ISD Standard Reunification Process](#), download and complete the form found within that presentation, and keep it in your car as a back up to the one in your child's emergency kit kept in class. You may also consider printing a copy of your ID to keep with the form. You may want to have each person listed on your emergency contact list do the same. ID and the completed form will be the fastest way to pick up your child.

## **Student Conduct**

Any student, who willfully performs any act which materially interferes with, or is detrimental to, the orderly operation of a school-sponsored activity, or any other aspect of the educational process within the Issaquah School District, will be subject to corrective action, discipline, suspension, or expulsion.

The District requires that each student adhere to the rules of conduct and submit to corrective action taken as a result of conduct violations. The rules of conduct are applicable during the school day as well as during any school activity conducted on or off campus. Special rules are also applicable while riding on a school bus.

Students are expected to:

- A. Conform to reasonable standards of acceptable behavior;
- B. Respect the rights, person and property of others;
- C. Preserve the degree of order necessary for a positive climate for learning; and
- D. Submit to the authority of staff and respond accordingly.

Student discipline, suspension, and/or expulsion will be administered in such a

manner as to take into consideration the nature, severity, and circumstances of the violation, the individual circumstances of the student, and prior or other forms of corrective action or discipline which may have been imposed. A complete copy of Regulation 3240 and related Regulations are available on the District's website.

Any action, which removes a student from school for longer than one day, will comprise a "disciplinary action" and will be documented.

Bullying is a situation in which one or more students (the 'bullies') repeatedly single out a child (the 'target') and engage in behaviors intended to harm that child. Bullying is one-sided. A bully frequently targets the same student repeatedly and on purpose over time. A child who bullies can dominate the targeted student because the bully possesses more power than the targeted student (physically stronger, more intelligent, have a larger circle of friends, or possess a higher social standing). Bullying occurs when:

1. Physically harms a student or damages the student's property; or
2. Has the effect of substantially interfering with a student's education (for example, substantially interfering with classroom performance, attendance, or pattern of tardiness) or
3. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
4. Has the effect of substantially disrupting the orderly operation of the school.

### **Misbehavior vs. Bullying Behavior**

As friendly as our students at Sunny Hills are, it is not out of the norm for students to occasionally have conflicts, argue, tease, not play fair, be left out or play too rough. Some of these behaviors can occur when a student is trying to establish a connection with another student but they may not go about it appropriately. Or a student may get their feelings hurt and push another student at recess. A student may say goofy, inappropriate remarks to another student, but these behaviors usually stop once attention is drawn to that behavior. While these behaviors are unacceptable and mean, they are far different from engaging in bullying behavior.

### **Why is it important to not label misbehavior as bullying?**

We need to be careful to recognize the damage that can occur when we over use or inappropriately use the word 'bully'. When we label a child as a "bully" it doesn't let us see past the label, and view kids as individuals. A child is

more than just a "bully" and we need to see their other qualities and strengths. Children have a hard time seeing beyond labels. Once a child has been categorized as a 'bully', that label can follow them for life.

We want Sunny Hills Elementary School to be a safe environment where students can share with staff if they feel they are being hurt or treated unfairly by another student. We take that behavior very seriously and will make every effort to see that each child feels safe at our school.

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

If a student feels that he or she is being harassed, intimidated, or bullied for any reason including because of race, creed, color, national origin, ancestry, gender, sexual orientation, or disability, the student should immediately report such incidents to a teacher, counselor, or building administrator. A complete copy of Regulation 3207 may be obtained at any school or on the District website at [www.issaquah.wednet.edu](http://www.issaquah.wednet.edu).

"Harassment, intimidation or bullying" is defined for purposes of this Regulation as any intentional written message or image - including those that are electronically transmitted, verbal or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability, or other distinguishing characteristics, when the act:

1. Physically harms a student or damages the student's property; or
2. Has the effect of substantially interfering with a student's education (for example, substantially interfering with classroom performance, attendance, or pattern of tardiness) or
3. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
4. Has the effect of substantially disrupting the orderly operation of the school.

Conduct that may rise to the level of harassment, intimidation and bullying may take many forms, including, but not limited to: urging others to a malicious action "ganging up on someone"; spreading knowingly hurtful rumors, lies, pictures, drawings, or cartoons; slurs; jokes; innuendoes; repeated/ongoing demeaning comments; pranks; ostracism; gestures; verbal or physical aggression directed at a specific student; physical attacks or threats; or purposeful destructive acts relating to an individual or group whether electronic, written, oral, or physically transmitted messages or images.

### **Nondiscrimination**

Issaquah School District does not discriminate in any programs or activities on

the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

**Title IX Coordinator**

Amanda Dorey, Director of Human Resources  
5150 220th Ave SE  
Issaquah, WA 98029  
425-837-7000  
[doreya@issaquah.wednet.edu](mailto:doreya@issaquah.wednet.edu)

**Harassment, Intimidation, Bullying (HIB) Coordinator**

Stacey Zachau, Assistant Director of Student Intervention - Compliance  
5150 220th Ave SE  
Issaquah, WA 98029  
425-837-7000  
[zachus@issaquah.wednet.edu](mailto:zachus@issaquah.wednet.edu)

**Civil Rights Compliance Officer**

Amanda Dorey, Director of Human Resources  
5150 220th Ave SE  
Issaquah, WA 98029  
425-837-7000  
[doreya@issaquah.wednet.edu](mailto:doreya@issaquah.wednet.edu)

**Section 504 Coordinator**

Pam Ridenour, Director of Student Interventions  
5150 220th Ave SE  
Issaquah, WA 98029  
425-837-7000  
[ridenourp@issaquah.wednet.edu](mailto:ridenourp@issaquah.wednet.edu)

**Parent/Volunteer and Employee/Applicant-Related Matters**

Carleena Scammon, Director of Human Resources  
5150 220th Ave SE  
Issaquah, WA 98029  
425-837-7000  
[scammonc@issaquah.wednet.edu](mailto:scammonc@issaquah.wednet.edu)

You can report discrimination and discriminatory harassment to any school staff member or to the District's Civil Rights Coordinator, listed above. You also have

the right to file a complaint under District Regulation 3210

### **Sexual Harassment**

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

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

A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or

The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

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

Pressuring a person for sexual favors

Unwelcome touching of a sexual nature

Targeted writing of a sexual nature

Distributing sexually explicit texts, e-mails, or pictures

Making sexual jokes, rumors, or suggestive remarks

Physical violence, sexual assault

**You can report sexual harassment** to any school staff member or Title IX Coordinator, Amanda Dorey, 425-837-7000.

### COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

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

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

### Complaint to the School District

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

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe

discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the District should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the Superintendent or civil rights compliance coordinator.

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

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

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

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

**Appeal to the School District**

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

**Complaint to OSPI**

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

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

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

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

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

### **Other Discrimination Complaint Options**

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

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

*Washington State Human Rights Commission* 1-800-233-3247 | TTY: 1-800-300-7525  
| [www.hum.wa.gov](http://www.hum.wa.gov)

**Weapons** - Possession, transmission or use of any object that is or reasonably appears to be a dangerous weapon or related device is prohibited. Such objects include, but are not limited to: firearms, ammunition, incendiary or explosive devices, clubs, knives with blades of at least three (3) inches in length, or other cutting or stabbing instruments brought or possessed with the intent to cause bodily harm, or to instill fear and/or intimidate by their mere presence on school property or at school sponsored events.

Pursuant to RCW 9.91.160, persons over eighteen (18) years of age, and persons between fourteen (14) and eighteen (18) years of age who have written parental permission, may possess personal protection spray devices (i.e., mace or pepper spray) on school property.

No one may deliver such a spray device to anyone under fourteen (14), or to anyone between fourteen (14) and eighteen (18) who does not have written parental permission. Personal protection spray devices may only be used in self-defense as defined by state law. Possession, transmission, or use of a spray device under any other circumstances will be treated as a violation of the District's rule prohibiting weapons.

Pursuant to RCW 9.41.280, students who possess a dangerous weapon on school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools may be immediately expelled. Law enforcement and parents will be notified. Pursuant to RCW 28A.600.420, students who possess a firearm must be expelled without an opportunity for readmission for at least one (1) year. This minimum one-year expulsion will also apply to students who act with malice and display an instrument that

appears to be a firearm on public school property, transportation, or other facilities being used exclusively by public schools. The superintendent of the School District or educational service District may modify the expulsion of a student on a case-by-case basis.

## **Attendance**

As provided in District Regulation 3122, regular school attendance is necessary for mastery of the educational program provided students. Daily attendance and active participation in each class are critical parts of the learning process. Students, at times, may appropriately be absent from class. A computerized message will contact households in the evening informing parents that their student(s) missed one or more periods that day. The message will also notify parents of the potential consequences of additional unexcused absences. The following principles shall govern the development and administration of attendance procedures within the District:

Excused (School Day and Individual Class) absences are absences due to:

1. Participation in a District or school approved activity or instructional program;
2. Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental or optometry);
3. Family emergency, 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, judicial proceeding or serving on a jury;
6. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
7. State-recognized search and rescue activities consistent with RCW 28A.225.055;
8. Absence directly related to the student's homeless or foster care/dependency status;
9. Absences due to a student's migrant status
10. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and
11. Absences due to student safety concerns, including absences related to threats, assaults, or bullying;

12. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

The principal or designee may only grant permission for a student's absence providing such absence does not adversely affect the student's educational process. Family trips taken during assessment windows will be marked as unexcused. Assessment windows will be posted on our website as soon as they become available. A pre-arranged absence form must be submitted at least one week prior to travel. If a form is on file and there are no academic concerns about the child, a conference will not be necessary.

### **Required conference for elementary school students**

If an elementary school student has five or more excused absences in a single month during the current school year or ten or more excused absences in the current school year, the district will schedule a conference with the student and their parent(s) at a reasonably convenient time. The conference is intended to identify barriers to the student's regular attendance and to identify supports and resources so the student may regularly attend school. **A conference is not required if (1) prior notice of the excused absences was provided to the district by 8:30 a.m. on the day of the absence or (2) a pre-arranged absence form has been submitted or (3) if a doctor's note has been provided and a plan is in place to ensure the student will not fall behind in their coursework.**

A conference with the parent or guardian will be scheduled after two unexcused absences within any month during the current school year. Prior to suspension or expulsion, the parent will be notified in writing in his/her primary language that the student has unexcused absences. A conference will be scheduled to determine what corrective measures should be taken to ameliorate the cause for the student's absences from school. If the parent does not attend the conference, the parent will be notified of the steps the district has decided to take to reduce the student's absences. A student may be suspended or expelled for habitual truancy.

Not later than the student's fifth unexcused absence in a month the district will enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010