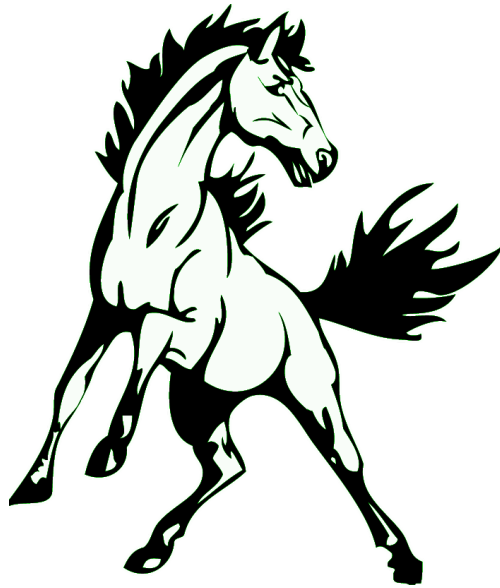


McFarland Middle School

Student Handbook

2021-2022



790 South 10th 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*.

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
- Kathy Anderson; 7th grade counselor
- Meredith Shafer; 8th grade counselor
- Carlos Gonzalez; Asst. Principal
- Brenda Dunn; Asst. Principal
- Jessica Schenck; Principal

McFARLAND MIDDLE SCHOOL IS A CLOSED CAMPUS.

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



The poster is for the Othello School District's 'Report it!' campaign. It features the district's logo on the left, which includes a stylized 'O' and 'SD'. The title 'Report it!' is prominently displayed in large, bold letters. To the right of the title is a yellow box with the text 'FOR EMERGENCIES, PLEASE CALL 911!'. Below the title, there is a paragraph explaining the SafeSchools Alert service. To the right of this paragraph is a list of categories for reporting tips. Below the paragraph are four ways to report tips, each with an icon and a brief description. A QR code is provided for scanning. At the bottom, there is a photograph of three students (two girls and one boy) looking at a smartphone. The footer contains contact information for the district, including the address, phone number, fax number, and website.

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.


REPORT TIPS ON:


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

4 EASY WAYS

-  <http://1337.alert1.us>
-  1337@alert1.us
-  866.365.2757
-  Text your tip to 866.365.2757







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](#)

1025 S. 1ST AVENUE | OTHELLO, WA 99344 | PH: 509.488.2659 | FX: 509.488.5876
WWW.OTHELLOSCHOOLS.ORG

COVID Safety Policies

Whenever in the building, all students, staff, and visitors will wear a **mask** at all times unless they are alone in a room. Social distancing will be practiced when possible as well as regular hand washing.

Teachers and Staff will:

- Consistently and proactively work to build positive relationships with all students.
- Model appropriate mask wearing as well as work to maintain other COVID safety policies.

Students will:

- Show respect to other students and staff.
 - Follow directions about mask wearing, social distancing, and hand washing.
-

Counseling Center

McFarland has a new Counseling Center in the 200 wing. Our school counselors, Mrs. Anderson (7th) and Mrs. Shafer (8th), 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 in the 200 wing (not the office).

School Nurse

Our school nurse, Miss Garfield, 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

- Cell phones are not permitted to be used by students without teacher permission. Students will keep cell phones out of view in their bag or backpack.
- Office and classroom phones are available as needed. During class time, students may use the office phone with teacher permission.
- Earbuds or headphones may only be used in the classroom with teacher 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">Each student will have their own locker. Only school locks are allowed.When enrolled in PE, students will also have PE Lockers for clothes/shoes.<u>Students may choose to carry a backpack with them during the day.</u>Do not share your locker or leave it unlocked!We will seek feedback from teachers, students, and parents about how well this new policy is working and make adjustments if needed.
7:50 - 8:04 a.m. and 2:50 - 3:00 p.m. Lockers are closed during passing time and lunch!	

Restrooms

- Because passing time is only 3 minutes, and because we are working to reduce tardiness, all restrooms will be closed during passing times.
- Students may use the restroom during class with teacher permission.
- The Commons restrooms will also be open during lunch.
- Teachers will allow two (2) students at a time to use the restroom during class time.
- Students will sign in and out of the classroom and take the hall pass provided.
- Teachers will follow all accommodations in IEP's and 504 regarding restroom use

Breakfast Procedures

Breakfast carts will be in the hallways at 7:50 a.m. Upon entering the building students may pick up breakfast and go to their Advisory class to eat. Teachers will also allow students to get breakfast at scheduled times during advisory. Students will need to show their ID card when getting breakfast.

Lunch Procedures

Students are expected to have their ID card 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 that 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 Commons and gym are open during lunch time.
- Students will clear their eating area and dispose of all garbage. Do not leave a mess.
- There will be inside and outside activities when students are done eating.
- No yelling, running, or horseplay. All school rules are in effect during lunch time.

Grading

New Grading Scale Effective January 25, 2021:

100 - 93% = A	82.99-80.00 = B-	69.99-67.00 = D+
92.99-90.00% = A-	79.99-77.00 = C+	66.99-60.00 = D
89.99-87.00 = B+	76.99-73.00 = C	59.99-50.00 = F
86.99-83.00 = B	72.99-70.00 = C-	

For 1st semester, late work will be accepted until January 14, 2022.

For 2nd semester, late work will be accepted until June 3, 2022

Student ID Cards

- Student ID will be printed and distributed to students and staff the week of August 29, 2021. Dorians Photography will be onsite for school pictures August 31st.
- 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

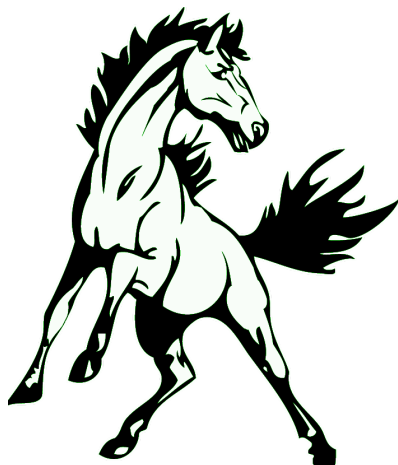
Book Fees: All students will be issued books from their classes and allowed to check books out from the Library. Existing damage must be reported at checkout. Any damage to any school books or books that are lost will result in fines to be paid before report cards and promotion certificates will be released.

Activities and Sports

Sports	Character Strong	Dress Up Days
Scholastic Recognition	Drill Team	Yearbook
Choir	Athletic Recognition	Robotics
ASB	Mustang Madness	STEM
Band	Chess Club	Gear UP

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

Fall	August 30th - October 29th	Football, Volleyball, Girls Soccer, and Cross Country
Winter I	November 21st - December 17th	Boys Basketball and Wrestling
Winter II	January 3rd - February 25th	Girls Basketball and Drill Team
Spring	March 29th - May 27th	Softball, Baseball, Track, Boys Soccer, and Parade Drill Team
Please visit the OSD Athletics website for more information: https://othelloathletics.com		



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

When do I eat lunch?

	Mon.	Tues. (A Day)	Wed. (B-Day)	Thurs. (A-Day)	Fri. (B-Day)
1st Lunch Mondays: 11:43-12:18 Tue-Fri: 11:44 - 12:29	1st period 2nd period 3rd period 1st Lunch Mustang Time 4th period 5th period 6th period	Advisory 1st period 2nd period 1st Lunch Mustang Time 3rd period	Advisory 4th period 5th period 1st Lunch Mustang Time 6th period	Advisory 1st period 2nd period 1st Lunch Mustang Time 3rd period	Advisory 4th period 5th period 1st Lunch Mustang Time 6th period

	Mon.	Tues. (A Day)	Wed. (B-Day)	Thurs. (A-Day)	Fri. (B-Day)
2nd Lunch Mondays: 12:21-12:56 Tue-Fri: 12:32-1:17	1st period 2nd period 3rd period Mustang Time 2nd Lunch 4th period 5th period 6th period	Advisory 1st period 2nd period Mustang Time 2nd Lunch 3rd period	Advisory 4th period 5th period Mustang Time 2nd Lunch 6th period	Advisory 1st period 2nd period Mustang Time 2nd Lunch 3rd period	Advisory 4th period 5th period Mustang Time 2nd Lunch 6th period

Bell Schedule

Late Start Mondays				Regular Start Mondays			
	Begin	Minutes	End		Begin	Minutes	End
BATB/1st Period	9:35 AM	0:49	10:24 AM	BATB/Advisory	8:05 AM	0:21	08:26 AM
Passing	10:24 AM	0:03	10:27 AM	Passing	08:26 AM	0:03	08:29 AM
2nd Period	10:27 AM	0:35	11:02 AM	1st Period	08:29 AM	0:45	09:14 AM
Passing	11:02 AM	0:03	11:05 AM	Passing	09:14 AM	0:03	09:17 AM
3rd Period	11:05 AM	0:35	11:40 AM	2nd Period	09:17 AM	0:45	10:02 AM
Passing	11:40 AM	0:03	11:43 AM	Passing	10:02 AM	0:03	10:05 AM
1st Lunch & Mustang Time	11:43 AM	0:35	12:18 PM	3rd Period	10:05 AM	0:45	10:50 AM
Passing	12:18 PM	0:03	12:21 PM	Passing	10:50 AM	0:03	10:53 AM
2nd Lunch & Mustang Time	12:21 PM	0:35	12:56 PM	4th Period	10:53 AM	0:45	11:38 AM
Passing	12:56 PM	0:03	12:59 PM	Passing	11:38 AM	0:03	11:41 AM
4th Period	12:59 PM	0:35	01:34 PM	1st Lunch & Mustang Time	11:41 AM	0:45	12:26 PM
Passing	01:34 PM	0:03	01:37 PM	Passing	12:26 PM	0:03	12:29 PM
5th Period	01:37 PM	0:35	02:12 PM	2nd Lunch & Mustang Time	12:29 PM	0:45	01:14 PM
Passing	02:12 PM	0:03	02:15 PM	Passing	01:14 PM	0:03	01:17 PM
6th Period	02:15 PM	0:35	02:50 PM	5th Period	01:17 PM	0:45	02:02 PM
				Passing	02:02 PM	0:03	02:05 PM
				6th Period	02:05 PM	0:45	02:50 PM

Tuesday - Friday Regular Bells A/B Rotating Schedule			
	Begin	Minutes	End
BATB/Advisory	8:05 AM	0:30	08:35 AM
Passing	08:35 AM	0:03	08:38 AM
1st/4th Period	08:38 AM	1:30	10:08 AM
Passing	10:08 AM	0:03	10:11 AM
2nd/5th Period	10:11 AM	1:30	11:41 AM
Passing	11:41 AM	0:03	11:44 AM
1st Lunch & Mustang Time	11:44 AM	0:45	12:29 PM
Passing	12:29 PM	0:03	12:32 PM
2nd Lunch & Mustang Time	12:32 PM	0:45	01:17 PM
Passing	01:17 PM	0:03	01:20 PM
3rd/6th Period	01:20 PM	1:30	02:50 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.

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, is prohibited.
2. Clothing with holes, rips, or tears below mid-thigh are acceptable (leggings must be worn underneath for holes above mid-thigh).
3. Oversized or saggy clothing, which may reveal undergarments, is not permitted.
4. Clothing must be modest and appropriate for the school setting. Bare midriffs, tank tops, pajamas, or visible underwear is not permitted.
5. Shorts and skirts must be mid-thigh length or longer.
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.)
7. Any dress that promotes gang activity in a public school setting is strictly prohibited for any individual student or groups. We understand gang dress, tattoos, and styles evolve through time and this enforcement will be at the discretion/judgment of school administration. If necessary, we may consult with Adams County Juvenile Court and/or the Othello Police Department.
8. Heads must be uncovered while in buildings.
9. Sunglasses may not be worn in buildings.
10. 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. Gropp for a form that needs to be filled out by parents.

Absence Definitions:

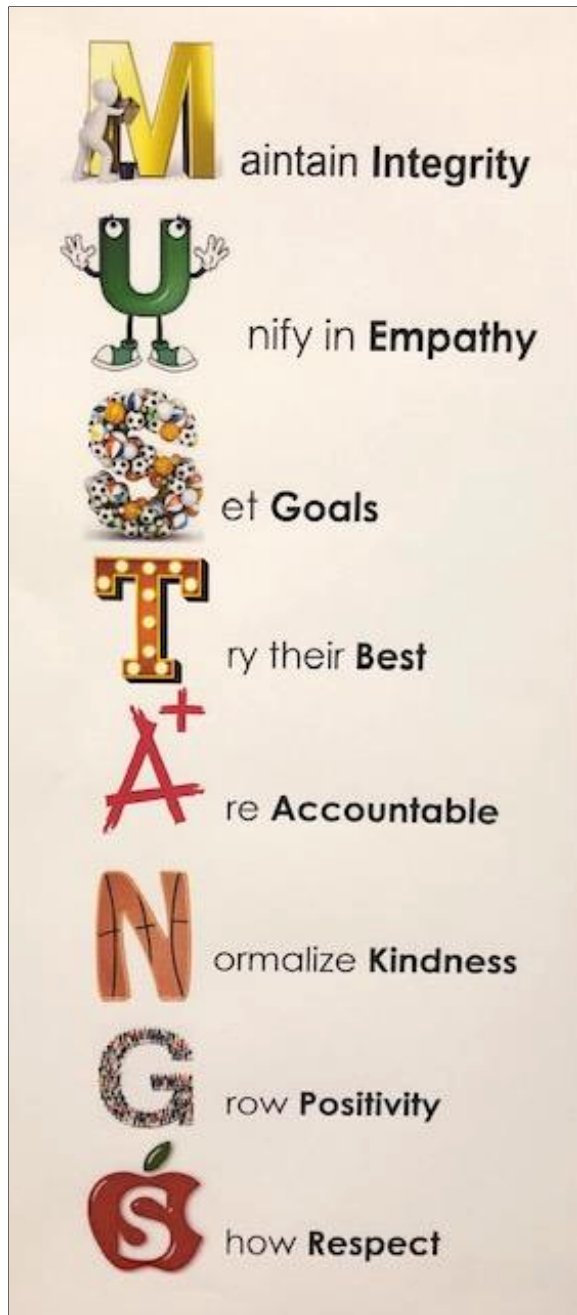
1. A student is absent when they are:
 - a. Not physically present on school grounds; and
 - b. Not participating in the following activities at an approved location:
 - i. Instruction;
 - ii. Any instruction-related activity; or
 - iii. Any other district or school approved activity that is regulated by an instructional/academic accountability system, such as participation in district-sponsored sports.
2. Students shall not be 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 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 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, 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 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.

At McFarland Middle School, we
follow the **Mustang Way**.

This means students and adults:



When students or adults show
they are living out our core
values, they are honored with
a **Golden Horseshoe**.



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

Golden Horseshoes are announced
every Monday. To nominate a
student or staff member, fill out a
nomination card in the office or staff
room. If you receive a Golden
Horseshoe we encourage you to
recognize others in the Mustang
Way by nominating someone else
for next week!

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 schools. 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 suspension creating a pattern of exclusion:

- A Multi-disciplinary team will meet to determine whether a 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 an 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 an 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 offences 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 7-12 Discipline Matrix Protocol

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

McFarland Middle School - Behavior Flow Chart

	Staff/Teacher Managed Behaviors	Office Managed Behaviors	
<p>Green behaviors may result in an office referral only if there are at least 5 documented interventions, including parent contact.</p> <hr/> <p>Intervention options (Document it!)</p> <ul style="list-style-type: none">• Verbal reminder/warning• One-on-one conversation with student• Refocus in classroom• Refocus with partner teacher (5 min. max)• Move assigned seat• Detention (w/ teacher)• Conference with previous teacher• Student calls home (with teacher present)• Teacher calls home and/or arranges in-person parent conference• Classroom-level behavior contract (with parent notification and input) <p>Note: Teachers must include SpEd students' case manager in determining appropriate interventions.</p> <p>Yellow behaviors will result in an office referral only if parent contact has been documented and the student has had time to correct the behavior.</p> <p>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>	Refusal to cooperate or work (isolated, passive incident)	Gang-related offenses (repeated, active incident)	<p>For any red behavior, including anything unsafe where injury might occur:</p> <ol style="list-style-type: none">1. Call Office (x3000)2. Office will notify admin.3. If admin. is unavailable, office will notify security or counseling staff.4. Admin/Support staff will respond promptly.5. Once student is calm and/or situation is secure, they may return to class unless consequence or action prevents this.
	Disruptive	False Alarm/ 911	
	Violations of: <ul style="list-style-type: none">• Dress Code• Cell Phone policy• Chromebook Acceptable Use Policy (AUP)	Severe violations of Chromebook AUP, misuse of computers and electronic devices	
	Unsafe behavior	Assault/Fighting/Encouraging others to fight	
	Inappropriate language, gestures, drawings, etc.	Major harassment, intimidation, or bullying (HIB), including social media incidents: taunting, threatening physical harm, etc.	
	Failure to make up detention		
	Public displays of affection		
	Tardies	Tobacco/e-cigarette (vaping) product use or possession	<ul style="list-style-type: none">• Except for unsafe/dangerous situations, <u>students may be returned to class</u> while parents are contacted or intervention steps are determined.• Teachers and the student will be informed about the status of the referral process and the steps that will be taken.• See Page 2 for color code key and list of office intervention possibilities.• Office Referrals will still follow the OSD 7-12 Discipline Matrix Protocol
	Dishonesty		
	Defiance/Insubordination (public, aggressive incident)	Drug paraphernalia	
	Minor harassment, intimidation, or bullying (HIB): teasing, name-calling, inappropriate comments, etc.	Distribution, Possession of or under the influence of illegal drugs/alcohol	
	Disrespectful to staff member	Severe public endangerment (bomb threats, arson, etc.)	
	Unsafe behavior (intentional)	Possession or use of dangerous weapons	
	Vandalism/Destruction of property Malicious mischief/Minor theft	Indecent exposure	
	Gang-related activities (isolated, passive incident)	Possession/Distribution of child pornography	
	Academic dishonesty (cheating)	Lighters/Fire starters	
	Excessive tardies	Major theft/possession of stolen property (police involved)	
	Leaving Class/Truancy	Flagrant disrespect to staff	

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 network.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Chromebook and case must remain free of any writing, drawing, or stickers.
- Chromebooks must never be left in an unattended or in an unsupervised area.
- Students are responsible for keeping their Chromebook's battery charged daily. Students are expected to come to school with their device fully charged.
- Students must keep their Chromebook in the case, provided by the school at all times.
- Students should not eat or drink near their Chromebook. Chromebooks are not to be used during meal times.

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.

Chromebook Insurance

Students are responsible for all damage whether intentional or accidental. Responsibility for repair caused by a malfunction or maintenance issue will be determined by the Othello School District Technology Department.

The Chromebook coverage program is optional and provides an inexpensive solution for parents to reduce the financial burden if an accident or theft occurs. Have your parents contact the office for more information about insurance. Please note that insurance will **NOT COVER**:

- Cords
- Charger
- Case
- Intentional damage
- Loss without a copy of the police report

(For the full and complete Chromebook Guide and AUP, go to www.othelloschools.org)

Using Your Chromebook at School

- Students are responsible for bringing their fully charged Chromebook to school daily.
- If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present. Violations will be handled by the classroom teacher. Repeat violations may be handled by building administrators for additional disciplinary action.

Charging Your Chromebook's Battery

Chromebooks must be brought to school each day fully charged. Students need to charge their Chromebook each evening. Only charge your Chromebook with the OSD provided charger.

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 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) 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, considerate, and to use appropriate language.
3. I will report and/or help prevent any bullying, abuse, or harm of 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.
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

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.

DISCRIMINATION

Othello School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination: Civil Right and Title IX Coordinator: Sandra Villarreal, svillarreal@othelloschools.org, 1025 S 1st Ave, (509)488-2659, 504 Coordinator: Heidi Wagner, hwagner@othelloschools.org, 1025 S 1st Ave, (509) 488-2659 You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: <https://go.boarddocs.com/wa/othello/Board.nsf/public#>

SEXUAL HARASSMENT

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

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

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

Examples of Sexual Harassment:

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

- Physical violence, including rape and sexual assault

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

<https://go.boarddocs.com/wa/othello/Board.nsf/public#>

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint. Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

Complaint to the School District

Step 1. Write Out Your Complaint

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

Step 2: School District Investigates Your Complaint

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

Step 3: School District Responds to Your Complaint

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

Appeal to the School District

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

Complaint to OSPI

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

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

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

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

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

Other Discrimination Complaint Options *Office for Civil Rights, U.S. Department of Education*
206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | [OCR Website](http://OCR.Website) *Washington State Human Rights Commission* 1-800-233-3247 | TTY: 1-800-300-7525 | [Human Rights Commission Website](http://HumanRightsCommissionWebsite)

DISCRIMINACIÓN

El distrito escolar Othello 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: Civil Right and Title IX Coordinator: Sandra Villarreal, svillarreal@othelloschools.org, 1025 S 1st Ave, (509) 488-2659
504 Coordinator: Heidi Wagner, hwagner@othelloschools.org, 1025 S 1st Ave, (509) 488-2659

Puede denunciar una situación de discriminación y acoso discriminatorio ante cualquier miembro del personal de la escuela o al Coordinador de Derechos Civiles del distrito, anteriormente mencionados. También tiene el derecho de presentar una denuncia (consulte la información a continuación). Para obtener una copia de la política y el procedimiento sobre la no discriminación de su distrito, comuníquese con la oficina de su escuela o distrito o consulte en línea en la siguiente dirección: <https://go.boarddocs.com/wa/othello/Board.nsf/public#>

ACOSO SEXUAL

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

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

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

Ejemplos de acoso sexual:

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

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

<https://go.boarddocs.com/wa/othello/Board.nsf/public#>

OPCIONES DE DENUNCIA: DISCRIMINACIÓN Y ACOSO SEXUAL

Si considera que usted o su hijo han experimentado discriminación ilegal, acoso discriminatorio o sexual en la escuela, tiene derecho a presentar una denuncia. Antes de presentar una denuncia, puede discutir sus inquietudes con el director de su hijo o con el Coordinador de la Sección 504 del Distrito Escolar, el Oficial de Título IX o el Coordinador de Derechos Civiles, que fueron mencionados con anterioridad. A menudo, esta vía es la más rápida para atender sus preocupaciones.

Denuncia ante el Distrito Escolar

Paso 1: redacte su denuncia

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

Paso 2: el distrito escolar investiga su denuncia

Una vez que el distrito recibe su denuncia por escrito, el coordinador le entregará una copia del procedimiento de denuncia y se asegurará de que se lleve a cabo una investigación rápida y exhaustiva. El superintendente o persona designada le responderá por escrito dentro de 30 días calendario, a menos que usted acuerde un período diferente. Si su denuncia incluye circunstancias excepcionales que requieren una investigación más extensa, el distrito le notificará por escrito y especificará por qué el personal necesita la extensión del plazo y una nueva fecha para su respuesta por escrito.

Paso 3: el distrito escolar responde a su denuncia

En su respuesta por escrito, el distrito incluirá un resumen de los resultados de la investigación, la determinación de si el distrito cumplió o no con las leyes de derechos civiles, la notificación de que usted puede apelar esta determinación y cualquier medida necesaria para que el distrito cumpla con las leyes de derechos civiles. Las medidas correctivas necesarias se implementarán dentro de 30 días calendario después de esta respuesta por escrito, a menos que usted haya acordado un período diferente.

Apelación ante el Distrito Escolar

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

Denuncia ante la OSPI

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

Cuenta con 20 días calendario para presentar una denuncia ante la OSPI a partir de la fecha en que recibió la decisión sobre su apelación. Puede enviar su denuncia por escrito a la Oficina de Equidad y Derechos Civiles de la OSPI: *Correo electrónico:* Equity@k12.wa.us | *Fax:* 360-664-2967

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

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

Otras opciones de denuncia por discriminación *Departamento de Educación de Estados Unidos, Oficina de Derechos Civiles* (Office for Civil Rights, OCR) al 206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | [Sitio web de la OCR](#) *Comisión de Derechos Humanos del Estado de Washington*

1-800-233-3247 | TTY: 1-800-300-7525 | [Sitio web de la Comisión de Derechos Humanos](#)

McFarland Middle School Map

McFARLAND MIDDLE SCHOOL
790 South 10TH AVE

