

EISENHOWER HIGH SCHOOL

Home of the Mighty Cadets

Website: www.yakimaschools.org

2018-19 Student Handbook

Eisenhower High School		573-2600
Principal	Mr. Eric Diener	573-2601
Asst. Principal/Assessment	Mrs. Ruby Armijo (A-E)	573-2611
Asst. Principal/ASB	Ms. Jill Duffy (F-L)	573-2603
Asst. Principal/Safety and Attendance	Mr. Steve Long (M-Rob)	573-2605
Asst. Principal/Athletic Director	Mr. Paul Stephens (Roc-Z)	573-2604
Counselors:		
(Student Last Name: A-E)	Ms. Katie Tait	573-2625
(Student Last Name: F-L)	Mr. Steve Scott	573-2623
(Student Last Name: M-Rob)	Mrs. Cynthia Gallon	573-2622
(Student Last Name: Roc-Z)	Mrs. Chris Bazaldua	573-2621
Office Manager	Heather Quesnell	573-2602
Activities Secretary	Keisha Ochoa	573-2616
Attendance Secretary	Alicia Rocha	573-2610
Athletics Secretary	Amber Maras	573-2613
Guidance Specialist/ISS	Rosemary Martinez	573-2635
Receptionist	Marlina Almaguer	573-2606
Registrar	Grecia Trujillo Galvan	573-2614
Scheduling Specialist	Leticia Gonzalez	573-2617
School Resource Officer	Officer Jim Fuehrer	573-2810
College Success Foundation	Yolanda Guzman	573-2618
Migrant Education Specialist	Sylvia Sanchez	573-2629

(A complete list of staff names and phone numbers is located on the school website)

Eisenhower High School

Vision and Mission Statement

Vision Statement

Building a better future, one student at a time.

Mission Statement

Eisenhower High School, in partnership with parents and community members, will ensure all students will graduate with the skills necessary for success in school, work and life through the Cadet tradition of **I**ntegrity, **K**indness and **E**ngagement.



STUDENT RESPONSIBILITIES

Introduction—The purpose of this section is to outline basic behaviors expected of all students at Eisenhower High School. These regulations apply to all persons, spectators and visitors during school hours and at all school-sponsored activities/athletic events at home and away.

Busing: Riding the school bus is a privilege. Students must follow directions immediately, quietly remain seated, be courteous, and avoid participating in inappropriate touching or fighting, littering and vandalism. Progressive discipline includes: assigned seats, parent/guardian notice, loss of riding privilege for three to five days and a permanent loss of riding privileges.

Closed Campus: All students shall remain on school grounds from their time of arrival until the close of school, unless officially excused. During school hours (8:00am – 2:35pm), students may only enter/exit the building through the main office. Students exiting/entering the building through unapproved sites are subject to discipline.

Cooperation – When at school, all students shall comply with building and classroom rules and directives, cooperate with all school staff and comply with Yakima School District regulations. Students are not allowed to obstruct or disrupt classroom instruction, activities and school assemblies or programs.

Criminal Acts - In addition to school-imposed discipline, criminal acts require police notification.

Display of Affection - Displays of affection beyond handholding are inappropriate in the school environment. Students who are in violation of this are subject to the following:

1. Given a verbal warning with e-mail sent to security.
2. Being sent/taken to security and their parents are called.
3. Conferencing with parents and students.

Deliveries – Students may not have items delivered to school. Any items delivered including, but not limited to: flowers, balloons, purchased food deliveries (pizza, sandwich shop, coffee, etc.), will not be allowed to be delivered to students in classrooms. This does not apply to parents dropping school items off to their children/student(s).

Dress/Appearance –As determined by the administration and staff at Eisenhower High School and the Yakima School District, clothing should be neat and clean, covering backs, chests, stomachs, behinds and undergarments.

The following are prohibited clothing items:

- Swimsuits
- Hoods on head
- Halter tops
- Spaghetti straps
- One shoulder-strapped garments
- Short shorts/ skirts
- Any clothing that depicts gang involvement (sagging pants, long belts, color blocking, bandannas, etc.)
- Any clothing that depicts drugs, alcohol, tobacco, weapons
- Clothing with inappropriate/offensive language or graphics

In addition, undergarments must be covered at all times.

Students violating the dress code will be required to dress appropriately in order to return to class. Students must also consider and adhere to the special safety and hygiene requirements of classes such as welding, science or cooking labs, art and physical education. Footwear must be worn for health and

safety reasons. Athletic shoes must be worn in physical education classes with the exception of Yoga classes.

Administration reserves the right to modify or expand this list as needed.

Drug and Alcohol Policy - Students are not permitted to sell, possess, use, or be under the influence of any alcoholic beverages or illegal drugs while on the school grounds or at a school-sponsored event. The use of alcoholic beverages, controlled substances, items purporting to be alcoholic beverages or controlled substances, or the possession of such substances or paraphernalia is in violation of the Yakima School District rules. All drugs and alcohol offenses are considered a criminal act and will be reported to the Yakima Police Department along with the school issued discipline.

Electronic Devices: Students are prohibited from using any electronic devices **during class periods, except as directed by teachers for instructional purposes.** Personal electronic devices including, but not limited to: cell phones, I-pods, MP3 players, I-pads, tablets, gaming devices and headphones are subject to confiscation by staff. Electronic devices are frequent targets of theft and are seldom recovered. The school does not accept responsibility for damage, loss or theft of any of these items on campus or at school-sponsored events.

Fighting/Physical Abuse - Inflicting or attempting to inflict physical injury or hazing of any student, teacher, visitor, administrator or other school personnel on school grounds or at school-sponsored events is prohibited.

Gang Related Activities – Gang whistles, clothing, graffiti, language and/or hand signs, or other actions that intimidate, foster fear and/or disruption or promote the formation or continuance of gangs will be considered engaging in gang activity. The student will be placed on a Gang Contract which, if violated, will result in corrective action, which may include expulsion.

Harassment/Bullying/Hazing –In order to ensure respect and prevent harm, it is a violation of district operational procedure for a student to be harassed, intimidated or bullied by others in the school community, at school-sponsored events, or when such actions create a substantial disruption to the educational process. The school community includes all students, school employees, school board members, contractors, unpaid volunteers, families, patrons and other visitors. Student(s) will not be harassed, intimidated or bullied because of their race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics.

“Harassment, intimidation or bullying” means any intentional electronic, written, verbal or physical act that:

- physically harms a student or damages the student’s property;
- has the effect of substantially interfering with a student’s education;
- is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; and/or
- has the effect of substantially disrupting the orderly operation of the school.

Incident Reporting Forms may be used by students, families, or staff to report incidents of harassment, intimidation or bullying. District form 3215.1X may be used for informal or formal complaints.

I.D. Badges – I.D. badges are required to be carried or worn by all students. Students must show their ID badges if asked by a school staff member. If the student doesn't have their ID badge with them they will need to purchase a new badge for \$5 at the Main Office.

Loitering: Students are prohibited from loitering on campus after 3:00 pm, unless under the supervision of a staff member.

Lunches/Cafeteria: Students are expected to follow all posted signs in the cafeteria. It is also expected that students will appropriately clean up after themselves, which includes clearing all trash and trays from their tables and ensuring that re-usable trays are cleared and placed in the appropriate storage rack.

Medications – Prescribed and over-the-counter medication may be dispensed at school under supervised conditions. Medications at school require the completion of form 3416.1X and must be in the original container.

Plagiarism - Plagiarism is presenting any work or idea from another source, either written or oral, as your own. Plagiarized assignments will receive a zero and be reported to administration, the Athletic Director and/or activity sponsors. You will receive a zero for the assignment and, depending on the severity of the infraction, may result in failing the course.

Profanity - Freedom of speech shall not include the right to use obscenities, to slander another or to cause a substantial disruption. **Swearing and profanity are not acceptable.**

Printed Material - No student may publish or distribute written material on school property. All printed material must be approved by administration prior to distribution and/or posted on school grounds.

Search/Seizure - School officials may conduct searches of lockers, desks, backpacks, and other property assigned to individuals if they have reasonable suspicion. Student vehicles are also subject to searches if there is reasonable suspicion by school administration.

Selling Items at School - Only organizations authorized by the district may sell items on school property or at school events.

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, such as a school-sponsored field trip.

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

How do I report sexual harassment?

You can report sexual harassment to any school staff member or to the district's Title IX Officer: Amanda Jewell, (509) 573-7004. For a copy of your district's Sexual Harassment policy and procedure, contact your school or district office, or: <http://www.yakimaschools.org/policy/3216.pdf>

Skateboarding/Skating - The use of skateboards or other wheeled devices, with the exception of medically required wheelchairs and other medically prescribed mobility devices, is prohibited on campus. Stated exceptions apply only to the student in need of the device.

Student responsibilities - It is understood that students must meet reasonable expectations of conduct while attending school to ensure the smooth operation of school programs so that all persons attending may receive their "equal" educational opportunities guaranteed by the law.

School Action - Initial discipline shall be based on the seriousness of the offense. In some cases, corrective action will be progressive, determined by the severity of the misbehavior. Students are urged to modify their inappropriate behaviors. Administrators review all circumstances when assigning discipline.

Tobacco/Smoking/Chewing/E-cigarettes - The Yakima School District is committed to a tobacco-free learning and working environment. In order that this commitment is met, all tobacco use (including electronic cigarettes) is prohibited in/on all district property. This prohibition extends to all students in the district's schools and all other persons who, for whatever reason at whatever time, occupy district property.

Vehicles - Students parking any motorized vehicles at school must be parked legally in designated student parking areas only. Students may not drive through or park in the faculty lot. Vehicles are not permitted in fire lane areas near the building, shops, or the stadium. Violators are subject to towing and the accompanying costs. Schools are not responsible for damage to or theft of vehicles or their contents (referring to lost or stolen property). All vehicles are subject to search by administration or security per board policy.

Weapons - A student shall not possess a firearm or other dangerous weapon on or in the vicinity of school premises or at a school-sponsored event. Dangerous weapons include, but are not limited to, any real or simulated weapons, such as firearms, nunchu-ka sticks, throwing stars, air guns, BB guns, air rifles, knives and devices used as weapons, or other dangerous weapons as defined in RCW 9.41.010 to RCW 9.41.280. For purposes of student safety and to prevent disruption of the instructional environment, any object that is regarded as potentially harmful is also banned under this procedure. Possession of a firearm will result in not less than a one (1) calendar year expulsion, subject to appeal, with notification to parents and to law enforcement. Expulsions are discipline actions where students are withdrawn from school and must re-apply to the superintendent to get back into the school district. Possession of other dangerous weapons will result in expulsion. If the student acts with malice and displays an instrument that appears to be a firearm on or in the vicinity of school premises, on a school bus or other school-provided transportation, or at a school-sponsored event, the student may be expelled. Referral will be made to a law enforcement agency.

EISENHOWER HIGH SCHOOL ATTENDANCE POLICY

The attendance office is open for students before school, at lunch time, and after school. Attendance inquiries need to be taken care of during those times **ONLY**. Students are not allowed to leave class to take care of attendance issues. Please be vigilant in taking care of attendance matters at the appropriate time.

ABSENT TO CLASS

If a student has a valid reason (see excused absences section below), the absence will be excused; otherwise, it will be considered an unexcused absence for that class period.

If a student has unexcused absences in a class, the teacher may allow his or her student to make up the missed work, so they do not fall behind. This may not be the case in all classes, such as lab activities and presentations, etc.

Consequences:

- The teacher may refer attendance concerns to an administrator by Last Name Alpha to arrange an intervention meeting. This will allow the student and parent/guardian to examine the student's academic standing and review resources available to help them be successful for the remainder of the school year.

EXCUSED ABSENCES

Excused absences include the following: illness, family emergencies, pre-excused medical or dental appointments, pre-arranged school activities, college visits, court dates, or students out of class for security, counseling or administrative actions.

Students returning from an absence have an indefinite time to verify and excuse the absence; parents/guardians must contact the attendance personnel. Notes are not required. The student will be allowed to make up the coursework (1 day per absence) or as stated in the class syllabus.

NOTE: School-related absences, security, counseling, and administrative interventions (In House/Short-term Suspensions) are excused absences.

UNEXCUSED ABSENCES

As a means of instilling the values of responsibility and personal accountability, a student whose absence is not excused as described previously may result in negatively affecting the said student's grade; if a graded activity or assignment occurs during the period of time when a student is absent this assignment may not be made up by the student.

2.1 Unexcused absences are:

- (a) Parental/Guardian contact for an absence that does not fall under the excusable absence, as defined previously. Notes are not required. This type of absence is defined as **truancy**; or
- (b) Failing to have parental/guardian (or students who is considered an adult) contact the attendance personnel. There is no time limit for said contact.

PRE-ARRANGED ABSENCES

To pre-arrange an absence, a student must complete a pre-arranged absence form available in the Attendance Office, obtain teacher signatures, and present it to the attendance office prior to the absence. This facilitates arranging homework and should occur at least three **(3) days prior to the absence**. For a pre-arranged absence to be excused, it must be for a reason previously stated in the EXCUSED ABSENCE paragraph. *In the best interest of students, parents/guardians should plan vacations around the school calendar.*

TARDY POLICY

- Tardy One (1) is a classroom documented warning.
- Tardy Two (2) is a Skyward (Classroom) referral for documentation and encouraged parent notification (Instructor).
- Tardy Three (3) is after/before school detention with instructor (15 minutes) and parent will be notified (Instructor).
- Tardy Four (4) is after/before school detention (30 minutes) and parent is officially notified for a second time (Administration).
- Tardy Five (5) is a mandatory parent conference to discuss future consequences (Administration and instructor).

Note: Tardies are calculated per period.

ATTENDANCE INTERVENTIONS

There are many ways that parents and students will be notified of attendance activity. These notifications are designed to keep parents and students informed of all attendance issues. Such notification may occur by phone (auto dialer), attendance contracts, discipline referrals, staff contact, letters, and parent/student access to Skyward “Family Access”.

- Phone calls will be made on a daily basis through the automatic dialer system to the parent/guardian phone number on record.
- “Family Access” is available for parents/guardians to access student grades and attendance on a daily basis.
- The Retention Specialist is available to do home visits to support student success.
- **Compulsory Attendance:** In compliance with new attendance laws, when a student has been absent (unexcused) at least seven (7) days within a given month or has ten (10) said absences in a year, Eisenhower High School will begin truancy proceedings in the Yakima County Superior Court – Juvenile Division (BECCA Bill)

High School Procedure

Students and/or parents wishing to transfer from Eisenhower High School to Davis High School, Stanton Academy, Yakima On-Line, or a GED program must fill out a High School Ad Hoc Transfer Form.

- The High School Placement Form can be picked up in the main office.
- The High School Placement Form is taken to a weekly meeting by administration for consideration.
- Student and/or parent/guardian are notified if the transfer request was granted.
- If the transfer is not granted, student and/or parent/guardian may request a “Reconsideration Hearing” with the High School Placement Committee.
- The last step of appeal is to request a meeting with the Superintendent in charge of student services.

Attendance, discipline, and transcript history are reviewed by High School Placement members.

STUDENT ACTIVITIES

Eisenhower High School has a tradition of pride and excellence in both academic and extra-curricular activities. Ike offers many opportunities for all students.

ASB Cards - Students are encouraged to purchase an ASB card that allows students to attend ASB activities and home athletic contests either free or at a reduced price. **In addition, only students with an ASB card may be admitted into dances.** Students who participate in Eisenhower High School extra-curricular activities (Athletics, Music, Clubs) **must have** an ASB card. The cost of an ASB card is \$30, which includes other tremendous benefits.

Athletics - In order to be eligible to participate in sports, student athletes must:

- meet WIAA eligibility guidelines
- complete and sign an “Athletic/Activity Contract” (filed with athletic director)
- have a current physical (filed with athletic director)
- attend **all** classes on the day of a practice/game/competition
- have purchased an ASB Card prior to the first contest/game
- pay a \$25 “Pay-to-Play” fee for each sport after teams have been decided and prior to the first contest/game
- provide proof of insurance
- have a concussion form signed by athlete and parent (filed with athletic director)
- have athletic form specific to each sport filled out and returned to office

Transportation to athletic events must be in school district vehicles **only!** The only exception is a written parent/guardian note given to the head coach and athletic director that must be approved prior to a given contest/game. Student athletes will remain with their squad and under the supervision of their coach when attending any game or contest.

General School Activities/Dance Policy - Students are expected to abide by all school rules at any school-sponsored event. Eisenhower ASB sponsors dances during the school year: After-game dances, Tolos, Homecoming, and Prom. To attend any dance, Eisenhower students must possess a current ASB card and present it when entering the dance as identification. Dances held at Eisenhower end at 11:30 p.m. **No student may leave a dance and return for any reason.** Students found letting people into the building will be removed from the dance with no refund of admission charge. Security officers will be on duty at all dances.

Formal dances may be held at a different location; however, the same rules apply. Eisenhower students may bring a guest to dances held at Eisenhower High School. The guest **must** be pre-approved and have their high school identification with a picture. If they do not attend high school or do not have an ASB card from their high school, they are NOT allowed to attend the dance. Eisenhower students are only allowed one guest per dance and their guest must enter with them.

Homecoming and Prom may be held off campus and end at midnight. Eisenhower students may bring a guest that fits the following criteria:

- Guests need to be enrolled at a high school or they may be out of high school but **UNDER** the age of 21.
- Guests need to be pre-approved and bring a picture identification card such as an ASB card or a driver’s license to the dance for identification. Guests without pre-approval and a picture identification card will NOT be allowed admittance to the dance.
- A guest who is pre-approved will be reviewed by the Administration, and Administration

reserves the right to deny attendance to anyone to the dance. If you have any question regarding school dances and/or other activities, please call 573-2616.

Student Activities Code of Conduct - Extra-curricular activities require a great commitment from students, advisors, coaches and parents/guardians. Programs at this level stress personal dedication, drive and determination, while teaching the student participant to accept obligations to the group, teammates, advisors, coaches, student body and community.

Extra-curricular activity programs are a privilege and completely voluntary for students. There is a high level of motivation that is developed from being involved in an activity for enjoyment and the pursuit of excellence. Extra-curricular activity programs shall include all optional, non-credit, school-approved student activities that are personal, cultural, social, recreational, athletic, or student government in nature.

Extra-curricular participants will be expected to abstain from the use and/or possession of tobacco products, alcohol and other drugs. Failure to do so will result in disciplinary action. Students and their parent/guardian, who participate in any co-curricular activity, will be required by their advisor/coach to sign a contract indicating their agreement to follow the regulations of the Activity and Athletic Code.

Student Government - The Associated Student Body is the governing body for all students of Eisenhower High School. Operating as the student voice to the school administration, ASB shares in the common goal of a quality education for all Eisenhower students. Serving as an ASB officer or representative is an honor and a great responsibility. Students have input into ASB governance and/or policy by contacting their class officers/representatives.



RIGHTS AND RESPONSIBILITIES

Student Rights:

- To be safe and secure from harm
- To be respected as individuals
- To be treated with care and understanding

Student Responsibilities:

- To respect the individual rights of others
- To contribute to a safe and secure environment for others
- To recognize the rights of others to learn and be heard
- To respect school personnel and property
- To follow all directions from any staff member
- To be honest, caring and concerned citizens at school, at home, and in the community

Staff Rights:

- To have adequate materials and space to facilitate the learning process
- To have reasonable assurance as to safety of self and personal property

- To be treated with respect
- To be recognized as being in a position of authority
- To be given the support and assistance of the administration

Staff Responsibilities:

- To carry out the philosophy of Eisenhower High School
- To provide an inviting, positive and supportive school climate
- To use instructional techniques that meets the academic and the developmental needs of students
- To help students learn and use appropriate behavior by teaching and modeling the expected behavior
- To teach students school responsibilities and consequences, and demonstrate a commitment to use them
- To deal with inappropriate behaviors immediately, positively and consistently
- To communicate frequently and effectively with students, staff members, parents, and administrators

Parent(s)/Guardian(s) Rights:

- To feel their student will be safe and secure
- To have their student receive instruction from competent teachers
- To be respected as the parent or guardian
- To be informed of social and academic status of their student throughout the year or upon request
- To contact the school about any concerns that may arise
- To request additional instruction time
- To observe the educational process

Parent(s)/Guardian(s) Responsibilities:

- To be an active member of the school process (open house, committees, parents conferences, etc.)
- To foster a positive attitude toward learning and school activities
- To promote school success by ensuring attendance
- To promote positive social skills
- To understand and support Eisenhower students' behavior expectations and consequences
- To respond in cooperative and timely manner to the school and staff members in working to modify student behavior

NON-DISCRIMINATION **(OP 3210) and (OP 5010)**

“Yakima 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 or 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 employees at **104 N. 4th Ave., Yakima, WA 98902** have been designated to handle questions and complaints of alleged discrimination:

Civil Rights Compliance Coordinator: Cece Mahre, Deputy Superintendent, (509) 573-7039, mahre.cece@yakimaschools.org;
Section 504/ADA Coordinator (students): Amanda Jewell, Director of Health and Student Services, (509) 573-7004, jewell.amanda@yakimaschools.org; **Title IX Coordinator/ADA Coordinator** (non-students): Stephanie Arnold, Human Resources Director, (509) 573-7066, Arnold.Stephanie@yakimaschools.org.
Individuals with disabilities who require assistance or special arrangements to attend a program or activity sponsored by the Yakima School District should contact one of the **ADA Coordinators** 24 hours in advance of the event to inquire about reasonable accommodation. Deaf, deaf-blind, hard of hearing, and/or speech impaired individuals may access Washington Relay Services by calling 7-1-1 or 1-800-833-6388.”

NON-DISCRIMINATION **COMPLAINT PROCEDURES** **(OP 3210) and (OP 5010)**

What is discrimination?

Discrimination is the unfair or unequal treatment of a person or a group because they are part of a defined group, known as a protected class. Discrimination can occur when a person is treated differently, or denied access to programs, services or activities because they are part of a protected class. Discrimination can also occur when a school or school district fails to accommodate a student or employee's disability. Harassment (based on protected class) and sexual harassment can be forms of discrimination when it creates a hostile environment.

What is a protected class?

A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal and state laws. Protected classes defined by Washington State Law include:

- Sex
- Race/Color
- Creed/Religion
- National origin
- Disability or the use of a trained dog guide or service animal
- Sexual orientation
- Gender expression or identity
- Honorably discharged veteran or military status

What should I do if I believe my child is being discriminated against?

You should report your concerns to your child's teacher or principal immediately! This

will allow the school to respond to the situation as soon as possible.

If you cannot meet with the teacher or principal, you can always contact your school district's main office. Each school district will have someone who is responsible for responding to complaints about discrimination. Sometimes this person is called the Title IX Coordinator or for issues related to disability, the Section 504 Coordinator.

What if I can't resolve the problem with the school?

If you cannot resolve your concern, you may wish to file a complaint with the school district. Anyone can file a complaint with the school district. You can file a formal complaint by writing a letter to your Superintendent that describes what happened and why you think it is discrimination. It is helpful to include what you want the district to do. Your letter must be signed.

The employee designated by the district to receive complaints will investigate your allegations and provide the Superintendent with a written report of the complaint, and the results of the investigation. You and the district may also agree to resolve your complaint in lieu of an investigation.

The Superintendent will send you a written letter within thirty (30) calendar days which will either deny your allegations or describe the reasonable actions the district will take. The letter will include how to file an appeal with your school board if you do not agree with the Superintendent's decision. Corrective measures must occur no later than thirty (30) calendar days of the Superintendent's letter.

What if I don't agree with the Superintendent's decision or no one responds to my letter?

Your next step is to appeal to the school board. You can file an appeal by writing a letter to your school board. The letter must include the part of the Superintendent's written decision that you would like to appeal and what you want the district to do. Your letter must be filed with the secretary of your school board by the tenth (10th) calendar day after you received the Superintendent's response letter. The school board will schedule a hearing within twenty (20) calendar days after they receive your appeal letter. You may also all agree on a different date.

What will happen at the hearing?

You will explain why you disagree with the Superintendent's decision. You may bring witnesses or other information that is related to your appeal.

The school board will send you a copy of their decision within ten (10) calendar days after the hearing. The decision will include how to appeal to the Office of Superintendent of Public Instruction if you disagree.

What if I don't agree with the school board's decision?

You may appeal the school board's decision to the Office of Superintendent of Public Instruction (OSPI).

You can file an appeal by writing a letter to the Superintendent of Public Instruction. The

letter must include the part of the school board's decision that you would like to appeal and what you want the district to do.

Your signed letter must be received by OSPI by the twentieth (20th) calendar day of receiving the school board's decision. It can be hand-delivered or mailed to:

OSPI
Administrative Resource Services
P.O. Box 47200
Olympia, WA 98504-7200
Phone (360) 725-6133

OSPI will schedule a hearing with an Administrative Law Judge through the Office of Administrative Hearings (OAH). During this process you will be provided information about the hearing.

At the hearing you will explain why you disagree with the school board's decision. You may bring witnesses or other information that is related to your appeal. After the hearing, you will receive a copy of the judge's decision.

SEXUAL HARASSMENT **(OP 3216) and (OP 5014)**

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, such as a school-sponsored field trip.

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

How do I report sexual harassment?

You can report sexual harassment to any school staff member or to the district's **Title IX Coordinator**: Amanda Jewell, (509) 573-7004. For a copy of the Yakima School District's Sexual Harassment operational procedures, contact your school or district office, or visit our website at www.yakimaschools.org/op/3216 and www.yakimaschools.org/op/5014.

**HARASSMENT,
INTIMIDATION, AND
BULLYING**

(OP 3215)

“Harassment, intimidation, or bullying” means any intentional electronic, written, verbal, or physical act, including but not limited to those shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, mental or physical disability or other distinguishing characteristics, when such as act:

Physically or emotionally harms a student or damages the student’s property; or

Has the effect of substantially interfering with a student’s education; or

Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or

Has the effect of substantially disrupting the orderly operation of the school.

[RCW 28A.300.285](#)

How to prevent being a target:

- Learn how to speak out and stick up for yourself:
- If it feels safe, look the bully in the eye and say strongly and calmly, ‘Leave me alone.’
- Walk (don’t run) away from the bully. Running away may strengthen a feeling of power in the bully.

- **Tell an adult** about the experience. If you see another student being bullied, seek help from an adult right away.
- Stay near adults and other kids. Most bullying occurs when adults are not around.
- Stay away from places where bullying occurs.

How to report bullying:

If you see someone being bullied, tell someone you trust. You can report bullying to any school staff member or the **District Compliance Officer**: Amanda Jewell, (509) 573-7004. Reports can be filed anonymously. Each school office has incident reporting forms **OP 3215.1XE**. Incident reporting forms are also available on the Yakima School District website at www.yakimaschools.org/hibform.

Eisenhower High School Student Handbook Review
September 2018

Student Signature Required	6th period teacher
1.	2.
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