Sultan Middle School

301 High Ave. Sultan, WA 98294

2026-2027 STUDENT HANDBOOK

Sultan Middle School exists to empower all students to achieve at high levels of learning, to become community leaders and global citizens.



Main Office (360) 793-9850
Attendance Line (360) 793-9851 ext. 4
School Closure Information (360) 793-9851 ext. 8
Fax (360) 793-9859
Transportation (360) 793-9820

SULTAN MIDDLE SCHOOL STAFF DIRECTORY

PRINCIPAL	Brett Chapple	Call Main Office
ASSISTANT PRINCIPAL	Paige Pereira	Call Main Office
ATHLETIC DIRECTOR	Chris Hill	EXT 1046
COUNSELOR	Siena Laws	EXT 1542
HEALTH ROOM AID	Taylor Aldrich	EXT 1516
LIBRARY TECHNICIAN		EXT 1530
BEHAVIOR SPECIALIST	Tonia Boyd	EXT 1544
STUDENT SUPPORT ADVOCATE	Bethany Pownall	EXT 1645
SECRETARIES:		
ADMINISTRATIVE SECRETARY	Cindy Broughton	EXT 1506
OFFICE ASSISTANT	Melissa Garry	EXT 1501

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RESPONSIBILITIES OF STUDENTS/STAFF/PARENTS/GUARDIANS

Sultan Middle School holds the following expectations of students, staff, and parents/guardians in order to provide for a learning climate that holds the maximum possibility for student achievement:

Students:

- Demonstrate respect for all persons in the school community—staff, parents, and other students.
- Come to school/class every day, on time, prepared to learn and achieve at the highest levels.
- Learn what you are expected to know and do.
- Do your best at all times and ask for help when you need it.
- Read, understand, and commit to following our school's
  - Responsibilities and Rights
  - School Rules
- Keep school clean and litter free.
- All students must honor and respect all reasonable requests made by the staff.

Staff:

- Demonstrate respect for all persons in the school community—students, parents, and other staff.
- Begin school/class on time every day with purposeful activities.
- Set clear expectations for student achievement and behavior.
- Teach what students are expected to know and in accordance with grade level expectations.
- Develop a partnership with parents and the student to support the student's education.
- Communicate regularly with each student and parent regarding student progress and achievement.
- Pay attention to student performance and connect with students and parents if/when students begin to fall behind.
- Read and understand the Responsibilities and Rights booklet, our school rules and apply policies and rules.

Parents/Guardians:

- Demonstrate respect for all persons in the school community—students, staff, and other parents.
- Send your student to school/class every day on time and prepared to learn.
- Oversee your student's work and always expect his/her best effort.
- Develop a partnership with the teacher to support your student's education. Know that your student is on course for promotion.
- Communicate regularly with teachers regarding your student's progress and achievement.
- Uphold and abide by the Civility Policy and common rules of safety, respect, and orderly conduct as outlined by SSD Board Policy Civility 4313

Student Signature _____ Date _____

Parent Signature _____ Date _____

SMS INFORMATION

GENERAL SCHOOL INFORMATION

BUILDING HOURS & BELL SCHEDULE

Regular building hours, excluding extracurricular activities and sports: 7:30AM – 3:00PM

Students should not arrive before 7:30 a.m. or remain on campus after 3:00 p.m. unless participating in an authorized activity or under the direct supervision of a staff member.

The regular school day begins at **7:50AM** and consists of seven (7) class periods, with **three (3) minutes of passing time** between classes.

Daily schedules available: Sultan Middle School

Late-start schedules, when necessary, will be posted in classrooms and the main office.

Students must leave campus immediately after dismissal unless participating in a school-sponsored activity or otherwise authorized to remain.

FINES

During registration for the school year, your child cannot be registered or eligible for sports until fines are paid in full, or a payment plan/contract is in place. This includes library fines. A prompt payment is appreciated. Scholarships are available. Please contact the Main Office.

VISITORS

During the school year, all visitors, parents/guardians included, are permitted entry into the school as far as the main office and are not permitted to go any further into the building while school is in session without authorized permission. All visitors must use the call buzzer, identify themselves by showing government issued identification, and be checked in at the office upon arrival. The school staff will then assist the visitor.

MEDICATION AT SCHOOL

If a student will need medication, (either prescription or over the counter) at school, specific state laws apply:

- The school nurse must receive instructions, **written and signed** by the child's health care provider (HCP), and signed by the parent/guardian. These instructions are valid for one school year. This document **must be provided, even for non-prescription medications or supplements.** (This may be on a school form, or any other document provided by the HCP.)

- The medication must be brought to the school office by the parent, guardian, or other adult designated by the parent.

- The medication must be supplied in the **original pharmacy container with correct pharmacy label,** or, if over-the-counter product, it must be in the **original product container,** with the student's name on it.

- All medicines will be kept in a locked cabinet in the school office, with the exception of inhalers, emergency anaphylaxis medication, and insulin. Students needing these medications may carry them on their person, with HCP and parent permission.

- Office staff (and other staff as designated by the nurse) are trained by the district nurse to administer oral medication at school.

If your child needs medication during the school day, please contact the SMS Health Room Aid. Taylor Aldrich, at (360) 793-9850 x1516.

REPORT CARDS & PROGRESS REPORTS

Grades are a reflection of student learning towards relevant subject standards. While effort, attitude, interest, and willingness to work will play a role in determining how well a student is progressing towards those standards, a student's grade won't be negatively impacted by factors that have nothing to do with the standards they are being assessed on. Teachers are available each morning and immediately after school for any questions you may have concerning school work.

Progress reports are sent home with students part way through each quarter. The purpose of the report is to indicate to parents about students academic/behavioral achievements or deficiencies. In addition to progress reports, students and parents can access progress using our online grade management system, Qmlativ.

CAFETERIA/FOOD SERVICE POLICY & EXPECTATIONS

FREE/REDUCED PRICE MEALS

Unlike at the elementary schools, meals are not provided free of charge to all students at the middle school level. Students will be charged the applicable meal price for school meals and for additional snacks and beverages purchased through Sultan School District Food Services.

Families who may qualify for free or reduced-price meals should complete a Child Nutrition Eligibility & Education Benefits (CNEEB) application. Applications are available through the school office and online. Eligibility is determined based on federal and state guidelines.

Families must submit a new application each school year. Applications may also be submitted during the school year if a family's circumstances change.

Please contact the school office or Food Services Department with questions about meal prices, meal benefits, or eligibility.

BREAKFAST

Students who wish to have breakfast supplied by SSD Food Service prior to school may pick it up in the cafeteria/commons. Students must eat their breakfast in the commons prior to going to class. Food and open drinks may not be taken out of the cafeteria/commons.

LUNCH

Lunches are split into 3 separate times. Students' lunch time depends on their specific class schedule. Students who wish to have lunch supplied by SSD Food Service must make their lunch selection upon arrival to the cafeteria/commons at their designated lunch time. Students must eat their lunch in the commons prior to going to class or to lunchtime activities. Food and open drinks may not be taken out of the cafeteria/commons.

Additional snacks and drinks are available for purchase for an additional charge. These items are not covered by free and reduced meal waivers.

LOST & FOUND

Lost clothing, notebooks, water bottles, bags, and other personal items will be placed in the school's main Lost and Found area. Lost school-issued computers will be returned to the Technology Department for tracking.

Students must be able to reasonably identify valuable items before they are released from Lost and Found. **Students may not take items from Lost and Found that do not belong to them.** Taking another person's property may result in disciplinary action.

Lost or confiscated items that remain unclaimed at the end of each quarter will be donated to charity.

Sultan Middle School is not responsible for lost, stolen, or damaged personal property.

AFTER SCHOOL EVENTS

Attending an after-school event means you are there to show your school spirit as well as support your peers who are performing or competing. Therefore, regular school rules are still in effect at after school events such as dances, band concerts and athletic contests. Students who are in violation of the rules at these events may be asked to sit with a parent/guardian or leave school grounds. In addition, students may also be assigned disciplinary consequences for their behavior at these events. **Students must be in attendance <u>all day</u> to attend or participate in an after-school event, including attendance at athletic events**.

Students are not permitted to reentry to attend activities and events once they leave campus.

ASSOCIATED STUDENT BODY (ASB)

The Sultan Middle School Associated Student Body (ASB) provides students with opportunities to develop leadership skills, participate in school decision-making, and contribute to the school community.

ASB Council consists of elected officials and representatives. Officers are elected by the student body in accordance with the school's ASB procedures each Spring to serve the following school year. Representatives are selected from each homeroom every quarter. Election information and opportunities to participate will be communicated to students and families at the beginning of each school year.

The ASB Council meets regularly and serves as a representative voice for students. The Council works with school staff and administration to communicate student perspectives, make recommendations on matters of student interest, and plan and support student activities and events.

ASB activities and funds are managed in accordance with district policies, state requirements, and applicable ASB procedures, with student participation and adult supervision.

ATHLETICS & ACTIVITIES

The following athletic programs are offered for 7th and 8th grade students

<u>Fall Sports</u>

- Football
- Boys' Soccer
- Girls' Volleyball
- Co-ed Cross Country

Winter Sports

- Boys' Basketball
- Girls' Soccer
- Girls' Basketball
- Wrestling

Spring Sports

- Track

ATHLETICS PARTICIPATION POLICY

Participation in Sultan Middle School athletics is a privilege that requires students to meet all eligibility requirements. Prior to participating, student-athletes must complete all required forms, provide proof of a current physical examination and insurance coverage, purchase an ASB card, pay applicable team fees, clear all outstanding fines, and meet academic, attendance, and behavior expectations.

Students participating as team managers must meet all eligibility requirements except for the physical examination and team fee requirements.

Student-athletes must maintain eligibility throughout the season by meeting academic and behavior expectations. To participate in athletic contests, students must be passing all classes and maintain a minimum 2.0 grade point average.

All required athletic forms and paperwork must be submitted by the established deadlines. Late submission of required documents may result in delayed eligibility.

Student-athletes must attend the entire school day in order to participate in practices or competitions. A full-day absence or unexcused tardy may result in loss of eligibility for that day.

For questions regarding Sultan School District sanctioned athletics please contact SSD Athletic and Youth Programs Director, Chris Hill at 360-793-9860

ACTIVITIES & CLUBS

Students at all grade levels are welcome to participate in various activities throughout the school year. Some of these may include:

- Student Government (ASB)
- Dances – held after school
- Assemblies
- School Spirit Events
- Yearbook
- Activity Days
- Clubs (AVID, Homework Club, STEM/Robotics, and potentially others)

END-OF-YEAR ACTIVITIES PARTICIPATION

Eighth grade students must meet the following minimum standards to be eligible to participate in the year-end academic recognition/celebration activities. **Pass all core classes a minimum of three quarters**. Core classes

include math, language arts, science, social studies and health/physical education. Excessive behavioral interactions and safety concerns may also affect eligibility.

HONOR ROLL & HIGH HONORS

Honor Roll is a 3.50 to 3.79 G.P.A. High Honors is a 3.80 – 3.99 G.P.A. A GPA of 4.0 will also be specially recognized especially for those having earned this GPS for 3 consecutive years.

ACTIVITY BUS

Sultan School District provides activity bus transportation for students who require transportation home following approved co-curricular activities.

Students must obtain an **activity bus pass from the supervising staff member** before boarding the bus. Students are expected to follow all school and bus expectations while riding the activity bus.

Activity bus transportation is provided for students participating in approved co-curricular activities and **does not include transportation for spectators attending sporting events**.

For additional information regarding activity bus transportation, please contact the Sultan Middle School office.

STUDENT & FAMILY SUPPORT

COUNSELING

Counseling services are available to all students. The role of the counselor is to confer with students and their families on academic and behavioral growth. The counselor also coordinates the access to community resources for students with the goal of optimal self-adjustment, self-direction, and personal/academic growth.

If you need to speak to the counselor, please complete a Request to See the Counselor. Students will be called to the counselor's office for an appointment. Students are not to come to the counselor without a pass from their teacher.

Helpful Agencies:

Sultan Middle School is committed to supporting the academic, social-emotional, behavioral, and personal well-being of our students. Students and families are encouraged to contact the school counselor, Student Support Advocate, or main office when additional support or community resources are needed.

STUDENT WELLNESS RESOURCES

Sultan School District maintains a **Student Wellness Resources** webpage with information and links to community resources that support student and family well-being. Resources include mental health and crisis support, substance use resources, family support, and other community services.

Sultan School District Student Wellness Resources

ParentHelp123	**ParentHelp123** is a statewide resource that helps Washington families find services in their communities and apply for health insurance, food assistance, and other benefits. The website also provides health and parenting information and resources for children and families.	**ParentHelp123**
Sky Valley Community Resource Center	The Sky Valley Community Resource Center provides resources and referrals for individuals and families in the Sultan and Sky Valley communities.	**360-793-2400** **Sky Valley Community Resource Center** **701 1st Street, Sultan, WA 98294**
North Sound 2-1-1	Call **211** for information and referrals to local resources, including food assistance, housing, health care, mental health and substance use services, financial assistance, and other community programs.	**211** **North Sound 2-1-1**
Suicide & Crisis Lifeline	Call or text **988** for free, confidential, 24/7 support for mental health, substance use, or suicidal crises.	**988** **988 Suicide & Crisis Lifeline**
Snohomish County Crisis Services	Call **800-584-3578** for 24/7 crisis assessment, stabilization, referrals, and behavioral health crisis services.	**800-584-3578** **Snohomish County Crisis Services**
Teen Link	A confidential support line for Washington teens. Call **866-833-6546** between **6:00–10:00 p.m. every evening** to talk with a trained teen volunteer.	**866-833-6546** **Teen Link**

Washington Recovery Help Line	Call **866-789-1511** for confidential support related to substance use, mental health, and problem gambling.	**866-789-1511** **Washington Recovery Help Line**
Alcoholics Anonymous – Snohomish County		**425-252-2525** **Alcoholics Anonymous – Snohomish County**
Al-Anon / Alateen		**Al-Anon / Alateen**
Domestic Violence Services of Snohomish County		24-hour crisis line: **425-252-2873** **Domestic Violence Services of Snohomish County**
Washington State Domestic Violence Hotline		**800-562-6025** **Washington State Domestic Violence Resources**
Providence Intervention Center for Assault and Abuse	Provides advocacy, support, and other services for individuals and families affected by sexual assault, abuse, and relationship violence.	24-hour hotline: **425-252-4800** **Providence Intervention Center for Assault and Abuse**
Washington State Department of Children, Youth, and Families (DCYF)	To report suspected child abuse or neglect, call **866-829-2153**. For evenings, weekends, and holidays, call **866-363-4276**.	**866-829-2153** **Report Child Abuse or Neglect – DCYF**
Adult Protective Services (APS)	APS investigates reports of abuse, abandonment, neglect, exploitation, and self-neglect involving vulnerable adults.	For Snohomish County, call **866-221-4909**. If someone is in immediate danger, call **911**.

		Adult Protective Services – Washington State DSHS
Washington Mental Health Referral Service for Children and Teens	Families can call **833-303-5437** for help finding mental health services for children and teens in Washington.	**833-303-5437** **Washington Mental Health Referral Service**

For additional assistance identifying an appropriate community resource, families may contact the Sultan Middle School counselor or Student Support Advocate.

If a student or family member is experiencing an immediate emergency or is in immediate danger, call 911.

INSURANCE

All students are given the opportunity to purchase an accident policy which covers the student for injuries which may occur at school or to and from school. Proof of insurance is required for all students participating in school-sponsored athletics.

SAFETY PROCEDURES

SMS safety procedures are in conjunction with district, state and federal guidelines.

SULTAN SCHOOL DISTRICT
Emergency Procedures

Call 911 or use RAVE/Panic App for ALL life-threatening emergencies.

IN AN EMERGENCY: TAKE ACTION

HOLD! In your room. Clear the halls.

LOCKDOWN! Locks, lights, out of sight

SHELTER! Lead safety strategy for incident

SECURE! Get inside. Lock the outside doors

EVACUATE! (Use specified location)

LOCKDOWN:

Lock: classroom door
Block: cover windows
Scatter: Spread out around room
Blackout: Turn out lights
Listen: to further instruction

FIRE

PULL NEAREST FIRE ALARM AND ACTIVATE RAVE/PANIC APP!

- Alert other people as you evacuate.
- Use stairwells to leave the building. Do NOT use elevators!
- Do not re-enter building(s) until directed by emergency personnel or the Director of Operations.

MEDICAL EMERGENCY

CALL 911 OR ACTIVATE RAVE/PANIC APP IMMEDIATELY!

- Avoid leaving injured person(s) except to summon help.
- Do not move the injured person.
- Render First Aid or CPR if you are trained and feel comfortable doing so.

POWER OUTAGE

- If safe to do so, turn off electrical devices.
- Follow instructions from on-site school staff and administrators.
- Do not panic or push others while exiting.

EVACUATION

- Evacuate building using nearest marked exit in a safe, orderly fashion.
- Do NOT use elevators.
- Proceed to your site assembly and accountability location.

WHEN CALLING 911:

I WILL NEED TO KNOW:

- **NATURE OF EMERGENCY**
- **ADDRESS OF THIS LOCATION**

OPERATIONS DEPT.
32900 CASCADE VIEW DR
SULTAN, WA 98294

SHELTER-IN-PLACE

If a hazardous material is released in your area, authorities may request the school to "shelter-in-place".

- Stay indoors or move inside immediately.
- Close and lock windows and doors.
- Move to your designated shelter area (may be your classroom).
- Seal off the room from outside air as much as possible.
- Stay calm and quiet.
- Wait for the all clear from authorities.

EARTHQUAKE

- **STOP**: Running is the most common cause of injury during an earthquake.
- **DROP**: Make sure your head is not the tallest thing in the room.
- **COVER**: Get under a desk or table to protect yourself from falling objects.
- **HOLD**: Whatever you are under, hold on tightly until the shaking stops. Protect head and neck first.
- When tremors stop, check yourself and others for injuries and call 911 if medical help is needed.
- Decide on the need to evacuate if deemed safe to do so. Report your status to school officials.

VIOLENT INTRUDER

HOLD! In your room or area. Clear the halls.
Clear the hallways and remain in your room or area until the "All clear" is announced. Do business as usual.

SECURE! Get inside. Lock outside doors.
Return to inside of building. Do business as usual.

LOCKDOWN! Locks, lights, out of sight.
Move away from sight. Maintain silence. Do not open the door.

EVACUATE! (A location may be specified)
Leave stuff behind. If possible, bring phone. Follow instructions.

SHELTER! Hazard and safety strategy.
Use appropriate safety strategy for the hazard.

SUSPICIOUS PERSON

- Do not let a stranger into locked or secured areas for any reason.
- Do not confront or attempt to stop any person from leaving the area.
- Move to a safe location and report the person (description) to school, authorities or call 911 if needed.

SUSPICIOUS OBJECT

- Do not disturb, touch or use electrical devices near the object.

SMS RULES & POLICIES

SKYHAWK B.E.S.T.

POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS (PBIS)

SMS EXPECTATIONS: OUR SKYHAWK B.E.S.T.

Be respectful **E**ngaged **S**afe **T**rustworthy

The following expectations define what actions exemplify students and staff demonstrating our Skyhawk B.E.S.T behaviors in various locations and scenarios at Sultan Middle School:

Typical Settings/Contexts	School-Wide Expectations			
	Be Respectful	**Engaged**	**Safe**	**Trustworthy**
Classroom / Library / PE	• Use appropriate voice level for situation. • Value your own and others' thoughts, learning, and property. • Use only your own belongings unless given permission.	• Actively participate. • Follow classroom routines and expectations.	• Keep hands, feet and belongings to yourself. • Keep chairs and backpacks where they belong.	• Come prepared with required materials and supplies. • Be on time and use time wisely.
Hallways	• Use Level 1 voice. • Walk and enter on the right. • Use school appropriate language.	• Keep eyes forward and move directly to your destination.	• Walk at all times. • Keep hands, feet, and objects to yourself.	• Go where your hall pass directs you. • Enter and exit through designated doors.
Commons	• Use Level 2 voice. • Say please and thank you. • Clean up after yourself.	• Eat your food, then socialize with others at your table.	• Walk at all times. • Keep hands, feet and belongings to yourself.	• Keep food and drinks in the Commons. • Eat only what is rightfully yours.
Restrooms / Locker Rooms	• Give others privacy. • Leave the space clean.	• Use the space for its intended purpose. • Use facilities quickly and quietly.	• Walk at all times. • Be hygienic. • Keep hands, feet, and belongings to yourself.	• Keep electronics Off & Away. • Report problems to an adult.
School Issued Computers	• Be responsible for use, care, and digital citizenship.	• Bring your assigned laptop to every class. • Use technology for designated purposes.	• Carry and store the laptop properly. • Keep it in its protective case.	• Use only approved programs and activities. • Report damage or inappropriate use.
Courtyard	• Use Level 1 voice	• Move to your destination in a timely manner.	• Walk at all times. • Keep hands, feet, and belongings to yourself.	• Arrive on time when the bell rings. • Move to class rather than congregating.
Field / Gym	• Use good sportsmanship and include others. • Share equipment. • Clean up after yourself.	• Actively participate appropriately for activity.	• Follow game and activity rules. • Use equipment appropriately.	• Stay in designated areas. • Take care of equipment.

Office	• Speak politely and wait until staff are finished speaking.	• Listen carefully and speak clearly.	• Wait your turn. • Keep hands, feet, and belongings to yourself.	• Have a pass when visiting during class. • Enter offices only when invited. • Speak truthfully.
Assemblies	• Use appropriate voice level for situation. • Be a good listener and participant. • Have appropriate responses.	• Listen carefully and have eyes on the activity. • Take the opportunity to participate.	• Keep hands, feet, and belongings to yourself. • Stay in designated area.	• Follow assembly guidelines on your own. • Sit with expected group. • Keep electronics Off & Away.
After-School Activities	• Be considerate of staff, visitors, teammates, and community members. • Attend for the purpose of the activity.	• Participate fully and demonstrate school and community pride.	• Stay in your assigned area. • Follow school and activity rules.	• Follow Skyhawk B.E.S.T. expectations. • Report concerns to a supervising adult.

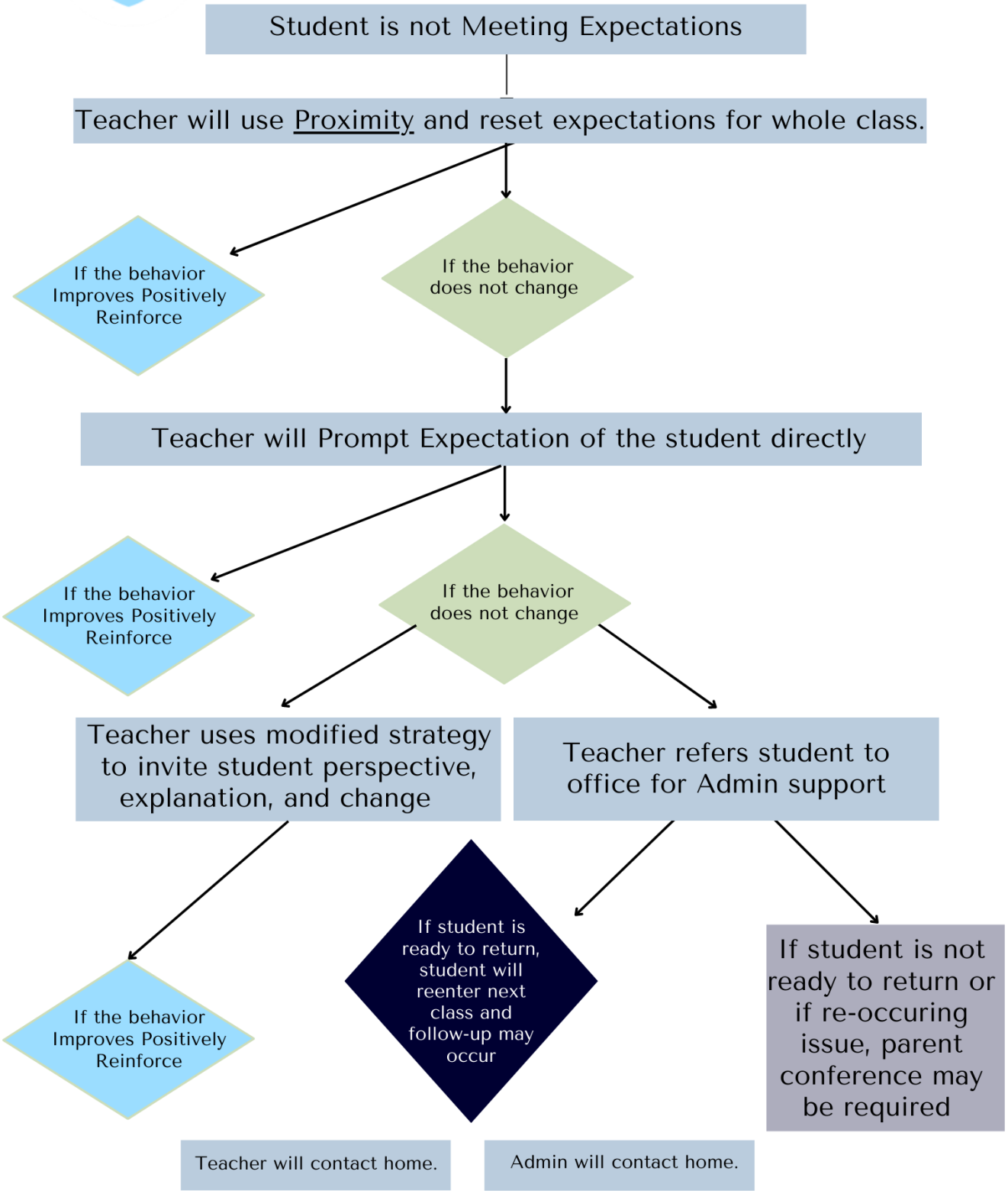
Students who meet these expectations will be positively reinforced. B.E.S.T. assemblies may be held to recognize students who regularly demonstrate their Skyhawk B.E.S.T. behaviors. There may be additional recognition during the school year for students who demonstrate their B.E.S.T. with behaviors, attendance, and grades.

BEHAVIORAL REINFORCMENT (Major/Minor) DISCIPLINE MATRIX

Type 1: Minors Behaviors that impact only the student and/or the learning of other students **CLASSROOM INCLUSIONARY INTERVENTIONS**	**Type 2: Severe Minors** Behavior that adversely impacts the learning, health, or safety of self, other students, or staff **CLASSROOM INCLUSIONARY OR EXCLUSIONARY INTERVENTIONS**	**Type 3-5: Majors** Harmful, illegal, unsafe or other offensive behaviors **CLASSROOM EXCLUSIONARY INTERVENTIONS**
• electronics • out of seat • breaking pencils • tardiness • not following directions • whining • sleeping • copying/cheating • not listening • talking out • inappropriate noises • out of seat and interfering with others • not following directions • public displays of affection • refusing to work crawling on the floor • not taking responsibility for actions • refusing to keep your hands to yourself • refusal to obey reasonable requests by staff members	• repeated electronics • talking back to an adult • throwing things • teasing/harassment/bullying • lying • cheating • forgery • inappropriate language • pushing • disrespectful to others • leaving room without permission • not taking responsibility for actions • profane hand gestures • repeated public displays of affection • intimidating others • damaging others property • taking someone else's property • damaging property belonging to the school or others • consistently not following directions	• repeated and inappropriate electronics/defiance • Repeated tardiness • actions that cause harm • stealing/theft • fighting • harassment/intimidation/ bullying/intimidation • drugs, tobacco, or alcohol possession or usage • arson • criminal acts as defined by the law • blackmail or extortion • inappropriate materials • weapons and explosives • punching, biting or spitting on others • willful disobedience • possession of stolen property • threatening to cause harm to another person or their property • sexual harassment • sexual behaviors • discrimination against others because they are part of a defined group

	• continued refusal to obey reasonable requests by staff members	• damaging others property • vandalism or trespassing
SMS Student Support Process ***Consequences may include…*** ○ classroom interventions (i.e. change of seat or collaborative group) ○ teacher proximity ○ parent contact ○ loss of privileges ○ Student problem solving expectation	***SMS Student Support Process*** ***Consequences may include…*** ○ classroom interventions (i.e. change of seat or collaborative group) ○ parent contact ○ loss of privileges ○ Student & Teacher problem solving behavior plan ○ classroom exclusion ○ in school suspension ○ possible emergency expulsion during investigation ○ short term/ long term suspension	***SMS Student Support Process*** ***Consequences may include…*** ○ Additional intervention Support ○ Student, Teacher & Parent conferencing ○ community service ○ lunch workshop/detention ○ Friday school ○ in-school suspension ○ short-term/long-term suspension ○ emergency expulsion ○ may result in loss of activity privileges ****Students who comprise the safety of themselves or others may bypass Level 1 and 2 interventions.*** ***For more details see District Discipline Matrix https://sms.sultanschools.org/***

STUDENT SUCCESS PROCESS
(STUDENT VERSION)



ACCESSORY AND/OR ACCOMPLICE

Students found to be an accessory/ accomplice to any items on the School Board's discipline matrix may be held responsible, but not limited, to the same discipline as if they intentionally committed the behavior infraction themselves. An accomplice or accessory is defined by SMS as someone who gives assistance to a person committing a crime or has direct knowledge of a crime being committed. The accessory or accomplice does not have to be present during the crime for this to be upheld. This can also include videotaping incidents and sharing the content.

AFFECTIONATE BEHAVIOR

Students should demonstrate appropriate behaviors while at school. Kissing, prolonged hugging, sitting on laps, excessive touching are inappropriate behaviors at school and after-school events. Hand holding is fine during passing time, lunch, and after-school activities.

BIKES

Bicycles are to be parked in the available bike racks and are not to be ridden on campus at any time. Bicycle protection is the responsibility of the owner. SMS is not liable for any missing or damaged bikes.

SKATBOARDS, SCOOTERS, & ROLLER-BLADES/SKATES

Skateboards, roller-skates, scooters, and roller-blades, shoes with wheels (Heelys) are not to be brought to school or ridden on any school district grounds at any time. Under some circumstances with administrator permission, students may use skateboards and/or scooters for transportation to/from school. These items must be locked at the bike racks and will not be stored inside the building. SMS is not responsible for lost, stolen, or missing items.

CELL PHONE & OTHER ELECTRONIC DEVICES

Students may bring personal electronic devices to school; however, all devices must be **Off & Away** during the school day and during passing periods. "Off & Away" means devices are powered off—not on silent or vibrate—and stored out of sight in a backpack or other designated location.

Personal electronic devices include, but are not limited to:

- Cell phones
- Smartwatches and other wearable technology
- Headphones, earbuds, AirPods, and Bluetooth devices
- Tablets and other personal computing devices
- Cameras and other recording devices

Devices may be used **before and after school only**. Devices may not be used during class, lunch, passing periods, in hallways, or in bathrooms unless specifically authorized by a staff member.

Students who need to communicate with a parent or guardian during the school day should contact the **main office**. Parents and guardians who need to reach their student during the school day should contact the main office rather than contacting the student directly through a personal device.

Students are expected to respect the privacy and safety of others. Recording, photographing, or otherwise capturing audio or video of students or staff without authorization is not permitted.

Sultan Middle School is **not responsible for lost, stolen, or damaged personal electronic devices**.

ELECTRONIC POLICY VIOLATION RESPONSE STEPS

The following protocol may be used in sequence OR may be followed out of sequence at the discretion of the teacher/staff. Ensuring a positive and productive learning environment is the goal.

1.) Policy taught in the classroom and school-wide (warning)

2.) Student's phone is given to office for pick-up at end of day by the student. The student will sign for the phone and acknowledge the Cell Phone and Electronic Use Policy

3.) Student's phone is given to the front office for pick-up at end of day by parent and the parent will sign for the phone and acknowledge the Cell Phone and Electronic Use Policy

4.) Any further violations fall under insubordination and necessitates a parent pick-up with a referral to an administrator for next steps in progressive discipline. Student and parent will sign for the phone

*NOTE: Personal device use in the classroom is with the **principal's permission only** and is the responsibility of the student to know, understand and follow the individual classroom use policy at any given time for that specific purpose.*

PHONE AND MESSAGING PROCEDURE (OFFICE)

A phone for student use is available at the main office. Phone use is limited to no more than one minute and only for school related issues. The phone can be used before/after school and at lunch. The main office phone will not be used during class time. **A telephone call for a student that will pull them out of class will only be taken if it is from a PARENT or GUARDIAN and is an emergency.** Messages from friends will not be taken. Students receiving messages will be paged between classes and at the end of the day to retrieve their message. Students will NOT be pulled out of class to take phone calls or be given messages. Messages will be delivered to students outside of instructional class time.

DRESS & APPEARANCE

Sultan Middle School's basic principle for school dress code is that clothing must be worn in a way such that genitals, buttocks, abdomen, breasts, and chests (including nipples) are fully covered with opaque fabric. All items below listed in the "must wear" and "may wear" categories below must meet this principle.

At Sultan Middle School all students and staff must wear at all times:

- Top (shirt, tank, blouse, etc.)
- Bottoms (pants, sweatpants, shorts, skirt, dress, leggings, etc.)
- Shoes (more specific athletic style shoes will be necessary for PE)

At Sultan Middle School all students and staff may wear:

- Hats (must allow for face to be visible to the staff)

- Religious headwear
- Hoodie sweatshirts (wearing hood is allowed, but face and ears must be visible to staff)
- Fitted pants, including opaque leggings, yoga pants, and skinny jeans
- Ripped jeans as long as underwear and buttocks are not exposed.
- Tank tops, (including spaghetti straps, and halter tops)
- Athletic Attire
- Visible waistbands or visible straps on undergarments worn under other clothing

At Sultan Middle School all students and staff cannot wear:

- Violent, sexual, or racist language, images or associations (including images of guns)
- Images or language depicting drugs or alcohol (or any illegal for minors item or activity)
- Hate speech, profanity sexualization, pornography, or gang related affiliations/logos/images
- Images of language that creates a hostile or intimidating environment based on any protected class
- Visible underwear (visible waistbands or straps on undergarments worn under opaque clothing are not a violation)
- Bathing suits
- Crop-tops that intentionally expose the abdomen (minimal exposure of abdomen during movement is not an exposed abdomen)
- Accessories that could be dangerous or considered a weapon
- Accessories that promote any illegal minors activity
- Any item that obscures the upper face or ears, including sunglasses (except as a religious observance or as medically necessary, or as appropriate on a school trip.)
- Pajamas, slippers, or blankets

Students wearing inappropriate clothing will be expected to change, borrow clothing from the office, or be sent home. Repeated violation of the dress code will result in disciplinary action.

SMS PE SUIT-UP POLICY

Students are expected to come prepared for Physical Education by wearing appropriate athletic attire and athletic shoes that allow for safe participation.

ATHLETIC SHOES

Students must wear appropriate athletic shoes for PE activities. The following footwear is not permitted:

- Crocs or similar footwear
- Open-toed shoes
- Boots
- Heels

Students who are not wearing appropriate athletic shoes will not participate in physical activities and will receive a **zero (0)** for the activity. Students may earn back half credit by completing a written reflection or summary of the lesson.

ATHLETIC ATTIRE

Athletic attire is strongly recommended for participation and safety. Students who do not have appropriate athletic clothing may use available PE loaner clothing. Optional PE uniforms may also be purchased through the main office.

The following items are **not considered appropriate PE attire**:

- Jeans or slacks
- Pajamas
- Dresses or skirts
- Clothing that does not meet the school dress code

Students are not required to change for PE; however, changing into athletic clothing is highly recommended. Students who choose to change will have designated time and access to the locker room.

Only students who are actively changing are permitted in the locker room. If locker room expectations are not followed, students may lose locker room privileges and will be provided an alternative location to change.

PE PARTICIPATION POINTS

Students who do not wear appropriate athletic attire will have participation points deducted. The consequence scale resets weekly.

- **1st offense:** -2 points (student may fully participate)
- **2nd or additional offenses in the same week:** -5 points (student may not participate in the entry activity)

FOOD & BEVERAGES

Energy drinks or any highly caffeinated/sugar drink similar to energy drinks (i.e. Rockstar) are not allowed at school or any school activity. Food and beverages are only to be consumed in the commons or outdoors. Food and beverages, except for clear water, are not to be consumed in the hallways or classrooms at any time. Clear water may be consumed in classrooms. The use of a refillable water bottle is a recommended alternative.

ALCAHOL, CHEMICAL SUBSTANCES, & TOBACCO PRODUCTS

A student shall not knowingly possess, use, transmit, be under the influence of, or show evidence of having used any alcoholic beverage, illegal chemical substance or opiate, or tobacco product including vaping paraphernalia. This includes any liquid or drug used in a vape or other device.

OFF-LIMITS AREAS

There are a number of areas around the middle school campus that for safety or security reasons, are off limits to students. All parking lots are off limits as well as behind or around portables where supervision is difficult. During lunches, students are allowed to go no further on the field than the bleachers or enter any hallways where classes are currently in session. Leaving campus without permission is not allowed. Students are not allowed to congregate or loiter in front of the school or along the 4th Street side of campus. Students found in off-limited areas will be referred to an administrator for discipline.

TRESSPASSING

Students are not to be on other school campuses (Sultan High School, Sultan Elementary, Gold Bar Elementary, etc.) before, during or after school unless clearly specified and issued a pass from the office.

Students are issued "No trespass notices" when they demonstrate inappropriate behavior resulting in suspension from school. When "no trespass notices" are issued to students due to a suspension, the notice is in effect for the same amount of time as the suspension and is removed once the suspension is over. Students may also be given "no trespass notices" for inappropriate behavior on school grounds outside of the school day. Examples would include vandalism, disrespect and/or inappropriate language during an after-school activity, or at an activity unrelated to school taking place on school grounds. Copies of "No trespass notices" are given to the Sultan Police Department when they have been violated.

ARRIVING TO SCHOOL

Once students arrive on campus, they are to remain at school until the end of the day unless prior arrangements by parent or guardian have been made with the office. This includes walkers, bus riders, or students arriving by private transport. If alternate plans for a student are needed, please contact the front office.

SKYHARK SPIRIT ROCK

The Spirit Rock in the front of the school should not be climbed by students at any time (including before and after school). This is for the safety of our students. Students ignoring this rule may face discipline actions.

DANGEROUS OBJECTS & WEAPONS

A student shall not possess or transport any object that can reasonably be expected to endanger self or others. This includes any firearms, explosives, knives or other sharp objects, pins, matches, laser devices, lighters or other fire ignition devices, large chains, spikes, or any other object that could impose danger. This also includes items that are not dangerous, but have been made to appear dangerous i.e. fake weapons. All SSD policies and procedures are in effect with regards to safety and responding to harm with weapons including disciplinary action and a response from law enforcement.

Squirt guns, water balloons, water syringes, snowballs and similar items are not acceptable in a school setting. These items will be confiscated, and discipline may be issued to students who bring and/or use such items at school.

TEXTBOOKS

Textbooks may be checked out from the library. Noticeable damage or lost books will be subject to fines or replacement costs and payment is expected at the end of each quarter.

TOYS, BALOONS, & OTHER PERESONAL ITEMS

Toys and other non-school items can be distracting and should be left at home. Students may not bring toys, stuffed animals, or similar items to school unless specifically authorized by a staff member or required as an accommodation in a student's IEP or 504 Plan. Fidgets and other approved sensory or support devices may be used as specified in the student's plan.

Balloons of any kind are not permitted at school. Balloons can be distracting and may pose safety or health concerns.

Gifts, flowers, deliveries, or other items intended for students that may cause a disruption or distraction will be held in the main office and may be given to the student at the end of the school day.

Students are responsible for their personal belongings. **Sultan Middle School is not responsible for lost, stolen, or damaged personal items.**

BUS EXPECTATIONS

Transportation to and from school is a courtesy of the district – it is a privilege to ride the bus. Rules regarding bus behavior are district wide. Most importantly, the bus driver's directions are to be followed at all times and without delay. Students must conduct themselves in a proper manner or the bus riding privilege may be denied. If a student is suspended from riding the bus, it is the responsibility of the parent/guardian to provide transportation to and from the school. Students with three bus referrals will not be allowed to ride the bus. Students must board and exit the bus at the middle school, not the high school.

Students who do not normally ride the bus or who need to ride a different bus must have written permission from a parent or guardian on file with the school. **Phone calls will not be accepted.**

A parent or guardian must submit a written note or email to the Attendance Office by **12:00 p.m. (noon)** on the day alternate transportation is requested. Once approved, the student will be issued a bus pass.

GANG ACTIVITY

A gang is defined as a group which consists of three or more persons, has identifiable leadership, and on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes (RCW 28A.225.225). A student who is enrolled in a public school may be suspended or expelled if the student is a member of a gang and knowingly engages in gang activity on school grounds (RCW 28A.600.455). At Sultan Middle School, evidence of any activity on school grounds such as graffiti, tagging, vandalism, hand symbols, recruiting, intimidation, gang associated clothing, or criminal activities or situations which promote the purpose of a gang can lead to suspension or expulsion. Evidence of gang activity at school also becomes a part of student's permanent record (RCW 72.05.020)

THREATS

All threats are taken seriously and will be evaluated for safety. Students making threats verbal, written, or otherwise, to kill, harm or injure students or staff or destroy/damage school property will be subjected to police contact, parent contact, and disciplinary consequences such as suspension or expulsion. Please report any threat to a staff member as soon as possible. If you believe there is an emergency, please report immediately. Student and staff safety is a top priority. Thank you.

DISCIPLINE & BEHAVIOR

At Sultan Middle School, we believe discipline is an opportunity for learning, growth, and relationship building. When students do not meet school expectations, staff use a **Positive Behavioral Interventions and Supports (PBIS)** approach to provide students with support, accountability, and opportunities to improve.

PBIS focuses on teaching expected behaviors, providing consistent support, and helping students develop the social-emotional skills needed to be successful members of our school community.

BEHAVIOR SUPPORTS PROCESS

The following steps are examples of interventions that may be used at the discretion of staff based on the needs of the student and situation.

Step 1: Classroom Expectations and Supports

Teachers establish clear, consistent, and supportive classroom expectations. When a student is not meeting expectations, staff may use one or more of the following interventions:

- Increased supervision or proximity
- Student conference
- Restorative practices
- Parent/guardian communication or conference
- Change of seat or group placement
- Loss of classroom privileges
- Behavior support plan
- Brief break or reset opportunity

The goal of Step 1 is to provide students with an opportunity to reflect, correct their behavior, and remain engaged in the classroom learning environment.

Step 2: Additional Classroom Support

Teachers will privately reteach expectations, provide feedback, and use research-based strategies to support students who are experiencing academic or behavioral challenges.

Step 3: Student Support Team Involvement

When additional support is needed, a teacher may request assistance from an administrator or student support team member.

Students referred for additional support will complete a **Due Process Form** to reflect on the incident, share their perspective, and ensure their voice is included in the process. Students may receive social-emotional support, skill-building opportunities, and assistance in identifying solutions.

Following this conversation, the student may return to class with additional supports or receive further interventions outside of the classroom.

RESTORATIVE PRACTIVES

Sultan Middle School uses restorative practices as part of our commitment to helping students learn from mistakes, repair harm, and strengthen relationships.

Restorative practices focus on building positive relationships, creating a strong school community, and balancing high expectations with meaningful support. When harm occurs between students, staff, or others in the school community, restorative conversations provide an opportunity to understand the impact of actions and identify ways to repair relationships.

Restorative conversations may occur in classrooms, with student support staff, or with administrators. These conversations help students develop lifelong skills in communication, empathy, accountability, and problem-solving.

Students may be guided through questions such as:

- What happened?
- What were you thinking at the time?
- What have you thought about since?
- Who has been affected by your actions, and how?
- What do you think you need to do to make things right?

For additional information about restorative practices, visit the International Institute for Restorative Practices at **www.IIRP.edu**.

LUNCH WORKSHOP, DETENTION, & EXTENDED DAY

A lunch workshop or after-school detention may be assigned by a staff member or administrator in response to inappropriate behavior. These interventions provide students with an opportunity to reflect on their choices, take responsibility, repair harm, and develop a plan for improvement.

Students may meet with an administrator, teacher, or member of the Student Support Team. Families may be notified and included in the process when appropriate.

Teachers may also meet with students during another designated time to address academic or behavioral concerns and may communicate outcomes with the Student Support Team and families.

EXENDED DAY (Friday Detention)

Sultan School District has early-release Fridays, when students are dismissed **90 minutes earlier than the regular dismissal time**. Students may be assigned an **Extended Day** on a Friday as a behavioral intervention. Students assigned Extended Day will remain at school for up to **90 minutes** after the regular Friday dismissal time.

Students will be expected to use this time productively and follow all school expectations. **Activity bus transportation may be arranged** for students who require transportation home following Extended Day. Students and families should contact the school office for transportation information.

SHORT-TERM IN SCHOOL SUSPENTION (ISS) & OUT OF SCHOOL SISSPENTION (OSS)

Short-term suspensions may be assigned for up to ten (10) school days in accordance with district policy and Washington Administrative Code. A student serving ISS remains at school in a designated supervised setting. A student serving OSS is removed from school attendance and may not participate in school activities or be present on district property during the suspension period.

Students receiving a suspension will have access to educational services and academic work consistent with Washington law and district procedures. Families may coordinate with the school regarding access to assignments and support.

Students receiving special education services are entitled to additional procedural protections under federal and state law. Discipline decisions involving students with disabilities will follow applicable requirements, including individualized review when required.

Before imposing a short-term suspension, students will receive notice of the behavioral violation and an opportunity to share their perspective regarding the incident, consistent with Washington law and district policy.

LONG-TERM OUT OF SCHOOL SUSPENTION (OSS)

A long-term suspension may range from eleven (11) school days through the end of a semester. Students serving a long-term suspension may not be on school district property or attend district-sponsored activities during the suspension period.

Before imposing a long-term suspension, students will receive notice of the behavioral violation and an opportunity to share their perspective regarding the incident, consistent with Washington law and district policy.

Students receiving special education services are entitled to additional procedural protections under federal and state law. Discipline decisions involving students with disabilities will follow applicable requirements, including individualized review when required.

Long-term suspensions may be appealed. Information regarding appeal procedures is available through the principal, assistant principal, or district office.

Students returning from a long-term suspension may participate in a reengagement meeting designed to support a successful return to school. The purpose of the meeting is to identify academic, behavioral, and social-emotional supports needed for student success.

EMERGENCY REMOVAL

An emergency removal may occur when a student's presence creates an immediate and continuing danger to other students or school personnel, or an immediate and continuing threat of material and substantial disruption to the educational process. Emergency removals will follow all requirements outlined in Washington Administrative Code and Sultan School District policies, including required notice, due process, and appeal procedures. Additional safety procedures, including threat assessment processes and collaboration with appropriate community partners, may be implemented when necessary.

TECHNOLOGY PROCEDURES

PERSONAL ELECTRONIC DEVICES (cell phones, cameras, digital music players, tablets etc.)

The school is not responsible for these items if stolen or broken while on school grounds. In addition, it is at the teacher's discretion on the students' usage of any personal device while in the classroom.

Students in possession of telecommunications devices, including, but not limited to, cell phones, smart watches, iPods/iPads, tablets and other personal electronic devices, while on school property or while attending school-sponsored or school-related activities shall observe the following conditions:

A. Telecommunication devices shall be turned off and operated only before and after the regular school day, unless an emergency situation exists that involves imminent physical danger or authorized by a school administrator. Student use of telecommunication devices for learning purposes may be authorized by teaching staff**.**

B. Students shall not use telecommunication devices in a manner that poses a threat to academic integrity, disrupts the learning environment, or violates the privacy rights of others.

C. Students shall not send, share, view or possess pictures, text messages, emails or other material depicting sexually explicit conduct, as defined in RCW 9.68A.011, in electronic or any other form on a cell phone or other electronic device, while the student is on school grounds, at school sponsored

events or on school buses or vehicles provided by the district.

D. By bringing a cell phone or other electronic device to school or school-sponsored events, the student and their parent/guardian consent to the search of the device when school officials have a reasonable suspicion, based on objective and articulable facts, that such a search will reveal a violation of the law or school rules. Although the search of devices will be conducted only upon reasonable suspicion of a violation, content, or images unrelated to the original reason for the search may be subject to school rules or referral to law enforcement if in violation of school policy or state or federal law.

E. Students are responsible for devices they bring to school. The district shall not be responsible for loss, theft or destruction of devices brought onto school property or to school sponsored events.

F. Students shall comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices.

ARTIFICIAL INTELLIGENCE (AI) USE

Sultan Middle School recognizes that artificial intelligence (AI) can be a valuable learning tool when used appropriately. Students are expected to follow their teacher's directions regarding AI use for each assignment. **The teacher will determine whether an assignment is designated Red Light, Yellow Light, or Green Light.**

RED LIGHT — AI NOT PERMITTED

AI tools are **not permitted** for Red Light assignments. These assignments are designed to demonstrate the student's own thinking, reflection, voice, and individual work.

Examples may include:

- Quizzes, tests, and other assessments
- Questions that require personal reflection and student voice
- Activities that require the student to demonstrate individual understanding
- Assignments where individual contributions must be separate from group work

YELLOW LIGHT — AI PERMITTED WITH TEACHER PERMISSION

AI tools may be used for Yellow Light assignments **only with teacher permission**. Students must follow the teacher's directions for how AI may be used and must appropriately identify and cite AI-generated work.

Examples may include:

- Projects requiring research and synthesis of information
- Group projects that require individual contributions
- Tasks that require multiple perspectives or viewpoints

GREEN LIGHT — AI PERMITTED

AI tools may be used for Green Light assignments. Students must clearly identify where AI was used and **cite AI-generated work** as directed by their teacher.

Examples may include:

- Assignments involving AI as a tool for exploration or innovation
- Research projects requiring the collection or analysis of information
- Projects involving collaboration and multiple sources or perspectives
- Assignments where AI use is specifically incorporated into the learning activity

Students are responsible for understanding and following the AI expectations established for each assignment. When AI use is permitted, students should use AI as a learning tool while maintaining ownership of their work and demonstrating their own understanding.

Using or collaborating with AI without permission on a Red Light assignment may result in a zero on the assignment and may be considered academic dishonesty. Continued violations may result in additional academic or disciplinary consequences in accordance with school and district policies.

TECHNOLOGY RESPONSIBLE USE: COMPUTERS, NETWORKS, INTERNET, ETC.

Technology Use Guidelines

Sultan School District **Board Policy 2022 – Electronic Resources** sets the district's rules for safe and responsible technology use. **Procedure 2022P – Electronic Resources** gives more detail about how those rules are followed.

These guidelines apply whenever students use district computers, laptops, accounts, Wi-Fi, Internet access, online services, communication tools, artificial intelligence (AI), or other district technology.

Take Care of Your Device

Students are responsible for taking care of their district-issued laptops, case, and any other equipment. Fines will be assessed for loss and damages.

Students should never remove the protective case. Removing the case could result in the loss of laptop privileges.

Intentionally damaging equipment or making operating system changes could result in the loss of laptop privileges.

Lost, stolen, or damaged equipment needs to be reported to school staff as soon as possible.

Using Technology Responsibly

Students are expected to:

- Use school technology for learning and other appropriate school activities.
- Follow staff directions about when and how technology may be used.
- Be respectful when communicating with others online.
- Keep personal information private and respect the privacy of others.
- Keep passwords secure and use only their own accounts.
- Give credit when using someone else's writing, pictures, videos, music, or other work.
- Use AI tools appropriately and follow teacher and school expectations for assignments.

- Take reasonable care of district laptops, chargers, cases, and other equipment.
- Tell a staff member immediately if they find inappropriate content, notice a security problem, or believe their account has been compromised.

Don't Use Technology To:

- Bully, harass, threaten, embarrass, or harm another person.
- View, create, send, save, or share inappropriate, sexually explicit, hateful, violent, or illegal content.
- Get around or attempt to disable Internet filters, security settings, monitoring systems, or other district restrictions.
- Use another person's account, password, files, or information without permission.
- Damage, change, or interfere with computers, networks, software, or other technology.
- Install software, apps, games, browser extensions, or other programs without permission.
- Use district technology for illegal activities or personal business.
- Use AI, websites, apps, or other technology to cheat or turn in work that is not really their own.

Internet Safety

The district uses Internet filtering and other safety tools to help protect students from inappropriate online content. However, no filter can block everything.

If students accidentally reach inappropriate or concerning content, they should leave the site or content and tell a staff member immediately.

Students should also be careful about sharing personal information online, including names, addresses, phone numbers, passwords, photographs, and other private information.

School Technology Is Monitored

Students should understand that **school technology is not private**.

The district may monitor or review activity on district devices, accounts, networks, Internet connections, files, email, and other electronic resources when appropriate.

Students should only use district technology in ways they would be comfortable having a teacher, administrator, or parent/guardian see.

What Happens If Technology Is Misused?

Students who misuse district technology may have their technology access limited or suspended. Depending on the situation, additional school discipline may also occur.

The goal is to keep technology **safe, useful, and available for learning**.

All students are expected to follow **Sultan School District Board Policy 2022 – Electronic Resources, Procedure 2022P – Electronic Resources**, the student handbook, and staff directions regarding technology use.

ATTENDANCE POLICIES

State law requires that all children of school age attend school (28A.225.010 RCW). School attendance is important to students' school success. Attendance will affect what is learned in school as well as have a bearing

on grades. Continued irregular attendance can lead to a student's referral to our local truancy board or juvenile court. Parents and students are encouraged to contact the counselor with attendance concerns before they become severe.

Students need to be in attendance the entire school day to be eligible to attend a school dance or after-school athletic event (games or practices). Allowances may be made for special circumstances by contacting the Athletic Director. Refunds for activities must be approved by the ASB council.

TRUANCY RCW 28A.225

Truancy shall be defined as an absence for any part of the day or a class period where the parent/guardian had no knowledge and the teacher did not give approval for the students' absence. Students out of class must have a pass or they are considered to be truant. Truancies will result in disciplinary action and loss of credit for missed assignments.

EXCUSED ABSENCES

Students shall be permitted to make up all assignments missed due to an excused absence except in participation-type classes where a student's grade may be affected because of the type of activity missed. Students are responsible for getting missed assignments from their teachers when students have excused absences. Students have the same number of days to submit work for credit as the number of days they were absent. This is for excused absences only. Excused absences are:

- Illness, health condition, family emergency;
- Participation in school-approved activity;
- Absence excused by the attendance office through pre-arranged parental request (form in office);
- Absence resulting from disciplinary actions or short-term suspension.
- Absences of five or more consecutive days, due to illness, must come with a doctor's note excusing those specific days. Please inquire with the attendance office for more information or clarification, if needed.

EXCESIVE EXCUSED ABSENCES

When a student has 5 excused absences in a 30-day period, or 15 days accumulated within the current school year, we are required by state law to have a conference to support student success.

Each absence after fifteen absences will be considered unexcused without principal approval.

UNEXCUSED ABSENCES

Unexcused absences are absences with or without approval of the parent, but not sanctioned by school law/district policy. Students will be required to make up any work missed during the student's absence. Examples of unexcused absences are:

- Needed at home
- Shopping
- Haircuts
- Missing the bus
- Leaving school without signing out
- Job interviews
- Overslept/parent overslept

- Became ill and went home or stayed in restroom instead of reporting to office

REPORTING AN ABSENCE

It is the responsibility of the parent/guardian to notify the student office on the day a student is absent by calling the school at **793-9851 ext. 4**, emailing the attendance secretary, or by sending a written, signed excuse when the student returns. Please include the students' name and grade, the reason for the absence and date(s) of absence, and parent/guardian's name/signature.

If a student is going to be absent for more than two days, assignments may be obtained by calling the student office or accessing Canvas. Assignments may be picked up at the office 24 hours after your request has occurred.

PREARRANGED ABSENCES

Students are encouraged to complete pre-arranged absence forms well in advance to avoid problems with the absence not being approved due to low grades or prior poor attendance. Parents must notify the attendance office as soon as possible when they know a student will be absent due to vacations, family trips, etc. The attendance secretary will issue a prearranged absence form for the student to carry to classes to receive advance assignments. A copy of the pre-arranged absence form with teacher comments will be given to the student. It is expected that the assignments be completed prior to the absence if possible, or at the latest, turned in upon return to school. If a student is failing one or more classes the absence will not be excused. State law allows for excusing an absence upon the request from a student's parent/guardian for purposes agreed upon by the school authorities and the parent, provided that such excused absence not cause a serious adverse effect upon the student's educational progress.

EARLY DISMISSAL

If it becomes necessary to leave school during the day, the student must submit to the Student Office a signed note from a parent/guardian stating the reason and time for early dismissal. A dismissal slip will be issued by the student office, which is to be presented to the teacher from whose class the student will leave. **The student must sign out in the student office prior to leaving campus.** If returning to school the same day, the student must report to the student office for an admit slip to class. **Any student who leaves school without office clearance will be considered truant and subject to disciplinary action**.

ILLNESS DURING THE SCHOOL DAY

Students who become ill during the school day are to get permission from their teacher to report to the office-health room. An attempt will be made to contact parents/guardians if the student is too ill to remain in school. Students should not contact parents via their cell phone before reporting to the health room. No student will be allowed to go home if the parent/guardian cannot be reached. In case of severe illness or accident, school officials will see that the student receives medical attention.

TARDINESS

The ability to be on time is a lifelong expectation for most careers and personal settings.

Promptness to class is very important. At the middle school level, it is our intention to build strong foundational skills. Coming to school on time is important because it allows students the opportunity to be part of the classroom community and to prepare for the learning activities for the day, as well as to build positive habits and skills. Tardiness does indeed impact your learning and the learning of others in the class. Working together we can ensure success for your school experience.

To help master this skill and deal with ever-increasing tardy students, SMS has developed a tardy policy.

TARDY PROCEDURES

If a student is tardy to school in the morning, he/she must report to the student office. Tardiness due to dental/doctor appointments or late buses will be excused. Students not accompanied by a parent/guardian, turn in a note from a parent/guardian, or whose parent/guardian has not called to notify the attendance office of the late arrival will be issued an unexcused tardy.

Tardiness to class after first period is excused only if the student has been detained by another teacher or by the office. In such cases, the student must have a note from the office or from the teacher who detained them. Students are allowed three (3) minutes passing time to get to class. The walking time it takes to get from the two farthest classrooms in the building is under 2:30 so there is plenty of time to reach class in the time allowed. Students are expected to be in class on time, ready to learn when the bell rings. Ready to learn means students will have all teacher required materials; i.e., charged computer, pencil, papers, books, notebooks, etc.

If a student is tardy, they must report to the office to and get a late pass from the tardy kiosk, then take this to their teacher to be admitted into class.

Unexcused tardies will result in the following consequences:

- **At 5th tardy:** Lunch held in the Student Success Center to review expectations.
- **At 8th tardy:** Two lunches held in the Student Success Center to review expectations.
- **At 11th tardy:** Four lunches held in the Student Success Center to review expectations and a parent meeting scheduled.
- **At 14th tardy:** Alternative passing schedule put in place to help facilitate arriving to class on time. This will be in place for the remainder of the quarter.

HARASSMENT/INTIMIDATION/BULLYING

What is harassment, intimidation, or bullying?

We strive to make our school a safe and inclusive environment where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section explains what HIB is, what to do when you see or experience it, and how our school responds to it.

State law (RCW 28A.600.477(5)(b)(i)) defines HIB as "any intentional electronic, written, verbal, or physical act including, but not limited to, one shown to be motivated by any characteristic in RCW 28A.640.010 and 28A.642.010 (discrimination based on a protected status) or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

A. Physically harms a student or damages the student's property;

B. Has the effect of substantially interfering with a student's education;

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

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

HIB often involves one student having, or appearing to have, more power than another student. While HIB often appears as repeated behaviors, it is important to take single serious incidents seriously. It usually happens more than once or is very likely to happen again. HIB is against the law in our schools.

HIB policy only applies to actions between students. It does not cover harassment, intimidation, or bullying of an employee, volunteer, parent/legal guardian, or community member.

How can I make a report about HIB?

Talk to any school staff member, start with whoever you feel most comfortable with, such as a teacher, counselor, coach, or other school staff. You can report HIB by telling school staff in person or in writing (written reports can be made in your home language; please ask your school or district for support with translation). You can make your report anonymously/without giving your name or confidentially (asking that your name not be shared with other students or parents/caregivers involved). No student will be disciplined based only on an anonymous or confidential report.

If a staff member learns about, sees, or hears HIB happening, they must act quickly to stop the behavior(s) and keep it or them from happening again. Our district also has a HIB Compliance Officer Isaac Swartz by phone at: (360)793-9800 or by email at: isaac.swartz@sultan.k12.wa.us who helps prevent and respond to HIB.

What happens after I make a report about HIB?

When you report HIB, school staff must act quickly to stop the behavior and prevent it from happening again. If you and the school agree that the problem is resolved, then no further action may be needed. But, if you feel that you or someone you know is facing HIB that is unresolved, severe, or keeps happening, you should ask for an official HIB investigation by completing an Incident Reporting Form here.

The school must also make sure that students who report HIB are not treated badly for speaking up. This is called retaliation, and it is not allowed.

What is the investigation process?

The HIB investigation begins if you submit the HIB Incident Report Form here, and the incident meets the definition of HIB toward a student. When you submit the Incident Reporting Form, the HIB Compliance Officer or the staff member leading the investigation must notify the families of the students involved that a complaint was received. They must make sure a prompt and thorough investigation takes place. The investigation is usually finished within five school days. If it takes longer, the school will keep you updated, generally once a week, until it is done.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must share the results with you within two school days.

This response should include:

- A summary of what the investigation found
- A decision about whether the HIB was substantiated (found to have happened)
- Any steps the school will take to address the problem
- Clear information about how you can appeal the decision
- If HIB is confirmed, the school will address it.

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

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

If you disagree with the school district’s decision, you may appeal. To appeal, send a written request asking the superintendent to review the investigation. They will send you a written decision.

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

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

What information may I have about other students?

Student privacy laws limit what the school can tell you about any intervention or discipline given to another student. You will be told whether HIB was found to have happened and that steps were taken, even if the details of those steps impacting all students involved cannot be shared.

For more information about the HIB complaint process, including important timelines, please see the district’s HIB webpage or the district’s HIB Policy [3207] and Procedure [3207P].

How do I make a HIB complaint about a staff member?

This process is for concerns about one student harassing, intimidating, or bullying another student. If your concern is about a staff member's behavior, ask your school for information on how to report it.

NONDISCRMITATION

Our School Stands Against Discrimination

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

What is discriminatory harassment?

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

To review the district’s Nondiscrimination Policy [3210] and Procedure [3210P], visit the Sultan School District Website.

What is sexual harassment?

Sexual harassment is unwelcome behavior or communication that is sexual in nature and seriously interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must accept unwelcome sexual behavior or communication to receive something in return, such as a better grade or a place on a sports team.

Examples of sexual harassment include:

- Pressuring a person for sexual actions or favors.
- Unwelcome sexual touching.
- Written, graphic, or electronic messages that are sexual in nature.
- Sharing sexually explicit texts, emails, or pictures.
- Making sexual jokes, spreading sexual rumors, or making suggestive comments.
- Physical violence, including rape and sexual assault.

Our school does not discriminate based on sex. We prohibit sex discrimination in all education programs, activities, and employment, as required by Title IX and state law.

To review the district's Sexual Harassment Policy [3205] and Procedure [3205P], visit the Sultan School District Website.

What should my school do about discriminatory and sexual harassment?

When a school learns about possible discriminatory harassment or sexual harassment, it must investigate and take steps to stop the unwanted behavior. The school must address any effects of the harassment on the student at school, including eliminating the hostile environment, and prevent the harassment from happening again.

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

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff to report your concerns, ask questions, or learn more about how to resolve your concerns. If English isn't your first language, you can request an interpreter or prepare the complaint in your language. If you have a disability and need accommodations to make a complaint, let the school know your disability needs.

Concerns about discrimination:

Civil Rights Coordinator:

Isaac Swartz
Director of Human Resources
isaac.swartz@sultan.k12.wa.us
360-793-9801 *x 1030*
514 4th Street
Sultan, WA 98294

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator:
Isaac Swartz
Director of Human Resources
isaac.swartz@sultan.k12.wa.us
360-793-9801 *x 1030*
514 4th Street
Sultan, WA 98294

Concerns about disability discrimination:

Section 504 Coordinator:

Dr. Paul Douglas
Assistant Superintendent
paul.douglas@sultan.k12.wa.us
360-793-9801 Work
360-862-3825 Cell
514 4th Street
Sultan, WA 98294

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator:

Isaac Swartz
Director of Human Resources
isaac.swartz@sultan.k12.wa.us
360-793-9801 *x 1030*
514 4th Street
Sultan, WA 98294

To submit a written complaint, describe the behavior or incident that you believe may be discriminatory. Send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible so the school district can investigate it promptly. You must submit your complaint within one year of the behavior or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator will make sure your complaint is investigated promptly and thoroughly. The investigation will be completed within 30 calendar days unless you agree to a different timeline. If exceptional circumstances require more time, the Civil Rights Coordinator will notify you in writing and tell you the expected date for the response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. The response will include:

- A summary of the investigation results.
- A determination of whether the school district failed to comply with civil rights laws.
- Any corrective actions or remedies that are needed.
- Information about how to appeal the decision.

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

If you disagree with the decision about your complaint, you may appeal the decision to the Assistant Superintendent, Dr. Paul Douglas. You may then file a complaint with the Office of Superintendent of Public Instruction (OSPI). For more information about this process, including important deadlines, see the school district's Nondiscrimination Procedure [3210P] and Sexual Harassment Procedure [3205P].

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

Harassment, intimidation, or bullying (HIB) can be discrimination if it is based on a protected status. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the

Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure [3210P] and the HIB Procedure [3207P] to fully address your concerns.

Our School is Gender-Inclusive

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

- Address students by their requested name and pronouns, whether or not they have legally changed their name.
- Update students' gender designation so they accurately reflected in school records.
- Provide students with access to restrooms and locker rooms that align with their gender identity.
- Ensure students can participate in sports, physical education classes, field trips, and overnight trips consistent with their gender identity.
- Keep students' health and education information private and confidential.
- Allow students to wear clothing that reflects their gender identity and enforce dress codes without regard to a student's gender or perceived gender.
- Create an inclusive, respectful environment and protect students from teasing, bullying, or harassment based on their gender or gender identity.

To review the district's Gender-Inclusive Schools Policy [3211] and Procedure [3211P], visit www.sultanschools.org. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

Isaac Swartz
Director of Human Resources
isaac.swartz@sultan.k12.wa.us
360-793-9801 *x 1030*
514 4th Street
Sultan, WA 98294

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above on page 34.

Our School is Committed to Students and State Law

Students have the right to learn in schools that follow state law and protect their rights. Willful noncompliance happens when a school district leader or school board member does something—or fails to do something—that they knew, or reasonably should have known, would violate state law. Under ESHB 1296, OSPI is responsible for investigating complaints about willful noncompliance and working to find fair solutions.

These laws include requirements related to:

- Civil rights and nondiscrimination (RCWs 28A.640 and 28A.642)
- Harassment, intimidation, or bullying (RCW 28A.600.477)
- Curriculum requirements and instructional materials policies (RCWs 28A.150.230, 28A.300.475, 28A.320.170, 28A.320.230, and 28A.320.235)
- Use of restraint or isolation (RCW 28A.600.485)
- Student discipline (chapter 28A.600 RCW)

How do I make a complaint about willful noncompliance with state law?

You must first use available complaint processes to try to resolve your concern. This means the available complaint processes start with your school district, even if the school district superintendent or a school board member is the subject of your complaints. School personnel are not allowed to retaliate for making a formal complaint.

If no available complaint processes are available, you must check OSPI's website for other OSPI complaint procedures at How to File a Complaint, and follow any applicable processes. If none exist, or you have completed all other processes, you must send written notice to the district superintendent at least 30 calendar days before filing a complaint with OSPI.

Complaints to OSPI must be submitted within 30 calendar days after a final decision in the local complaint process, when one applies. The complaint must be in writing and include enough information to describe the concern and the actions or failures to act that may be willful noncompliance. You may send the complaint by mail, email, or hand delivery to OSPI.

When OSPI receives a complaint that meets the requirements for investigation, it will open an investigation. OSPI will send you written notice of the allegations under investigation. After the investigation is complete, OSPI will issue written findings to you and your school. These findings will state whether noncompliance occurred and may require the school to take actions to fix the issue.

Who else can help with HIB, Discrimination, or Willful Noncompliance Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level, even if the complaint involves the school or school district. School personnel should not retaliate against students or families for making a formal complaint.

OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes, as well as complaints alleging willful noncompliance with state law under ESHB 1296.

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

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

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

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

OSPI Office of Legal Affairs (For more details on the willful noncompliance complaint process)

- Website: ospi.k12.wa.us/educator-support/educator-conduct/state-law-noncompliance-complaints
- Email: OLA@k12.wa.us

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

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

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

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

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

- Website: www.ed.gov/
- Email: ocr@ed.gov
- Phone: 800-421-3481

Our School is Committed to Safety at School Activities and Events

Washington State wants school activities and events, like athletic competitions, performances, and other extracurricular activities, to be safe for everyone who takes part in them or watches them.

What does state law say?

Washington State law has long banned intimidation, force, and threats of violence at school events. ESB 5272 (which takes effect in 2026) made those protections stronger. It now also covers officials and volunteers at extracurricular athletic activities, and it has created new consequences for breaking the law. For non-students, if they are convicted of a crime, they may be banned from school activities for up to 18 months, receive a fine, or go to jail for no more than 6 months. For students, other school consequences, including removal from school, may also apply under RCW 28A.600.015.

SSD Civility Policy

The Sultan School board believes that a safe, civil environment of mutual respect and orderly conduct contributes to a quality educational environment. Conversely, uncivil conduct, similar to other forms of disruptive behavior, may interfere with an employee's ability to accomplish their work and a school's ability to educate its students.

The board of directors commits the district in its entirety to the core value of mutual respect for each person regardless of individual differences or characteristics. The district expects this value to be manifested in the daily behavior of all constituents. When differences exist, stakeholders will use clear, concise, and courteous communication with the goal of arriving at a goodwill solution. Uncivil conduct on district property or at district-sponsored activities by school directors, staff, parents, volunteers, contractors, or visitors is prohibited.

Expectations of Stakeholders (Board of Directors, Employees, Parents, Volunteers, Contractors, and Visitors)

In support of this policy, the board of directors expects its members and all stakeholders to:

- Treat each other and students with dignity and respect;

- Exercise reasonable, good judgment in handling interpersonal disputes;
- Exercise respect, courtesy, and concern for the dignity and cultural background of others;
- Refrain from use of abusive language;
- Model respectful problem-solving;
- Reduce actions or behaviors that might provoke fear, anger, frustration, or alienation;
- Use clear, concise, and courteous oral and written communication to arrive at goodwill solutions;
- Extend common courtesy to others such as saying please and thank you;
- Practice civility in all conversations and behavior;
- Be respectful of others even when in a disagreement;
- Address incivility when it is observed; and
- Seek to understand others' points of view and cultural perceptions.

Definition of Uncivil Conduct

For the purposes of this policy, "uncivil conduct" includes but is not limited to, the following:

- Using vulgar, obscene or profane gestures or words;
- Using insulting or disrespectful nonverbal behaviors toward or in connection with another;
- Taunting, jeering, or inciting others to taunt or jeer an individual;
- Raising one's voice at another individual, and/or repeatedly interrupting another individual who is speaking;
- Using personal epithets or slurs,
- Gesturing or behaving in a manner that puts another in fear for his/her personal safety, including invading the personal space of an individual after being directed to move away, physically blocking an individual's exit from a room or location, or remaining in a classroom or school area after a teacher or administrator in authority has directed one to leave, or other similar disruptive conduct.

"Uncivil conduct" does not include the expression of controversial or differing viewpoints that may be offensive to some persons, so long as (1) the ideas are presented in a respectful manner and at a time and place that are appropriate, and (2) such expression does not materially disrupt, and may not be reasonably anticipated to disrupt, the educational process. Nor does "uncivil conduct" include regular supervisory-subordinate interactions, including but not limited to, corrective action, discipline, unsatisfactory evaluations, plans for improvement, or probation.

Addressing Uncivil Conduct

Stakeholders are expected to:

- Calmly and politely caution or warn any speaker who is engaged in uncivil conduct. If the conduct does not cease, politely end the conversation;
- Attempt to resolve differences with another employee first in a private conversation. If that is not feasible or successful, request an appropriate administrator to conduct a private conference with all parties of concern;
- Resolve personal complaints or grievances with a supervisor's decision or action by requesting a problem-solving conference with the supervisor or with the administrator's supervisor.
- Persons who observe or experience uncivil behavior have an obligation to intervene, share their reflection with the offender about the impact of that behavior, or report the uncivil behavior to a supervisor.
- Supervisors have an obligation to address reports of uncivil behavior. Employees who engage in uncivil behavior may be subject to corrective action or discipline. Retaliation for reporting allegations will result in discipline.

How is this different from HIB?

This is different from our school's HIB policy, which deals with conduct between students through a school process. ESB 5272 covers more people and more situations and is enforced through criminal law and school discipline procedures instead of the school's HIB process.

The expectations in this section are broader. They apply to everyone at school activities — students, parents, and community members alike — and they cover behavior toward everyone involved, not just students. This section and the HIB section work together but cover different situations.

What should I do if I experience or witness this conduct?

- Call 911 if there is an immediate safety concern
- Report to a coach, event supervisor, school administrator, or other trusted adult as soon as possible. They can connect you with the right support and make sure the right steps are taken
- If a student was the target of the conduct, you may also be able to file a report under our school's HIB policy — see the HIB section of this handbook for more information

Who can I contact with questions?

For questions about safety at school events, contact your school principal.

For questions about whether conduct (student-to-student) may also be HIB, contact the HIB compliance officer:
Isaac Swartz
Director of Human Resources
isaac.swartz@sultan.k12.wa.us
360-793-9801 *x 1030*
514 4th Street
Sultan, WA 98294

For more information regarding Sultan School District Policy and Procedures visit:
www.sultanschools.org