

S T U D E N T H A N D B O O K
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SUNNYSIDE HIGH SCHOOL



TOGETHER WE WILL
KEEP MOVING FORWARD!

SHS Class Schedules 2016-2017

Extended Day Schedule

Extended Day Schedule 9th-10th Grade (M-F)

Extended Day Schedule 11th-12th Grade (M-F)

PERIOD	TIME		PERIOD	TIME
1	7:50-8:55		1	7:50-8:55
2	9:00-10:05		2	9:00-10:05
Grizzly Time	10:10-10:30		3	10:10-11:15
Lunch	10:30-11:00		Grizzly Time	11:15-11:35
3	11:00-12:05		Lunch	11:35-12:05
4	12:10-1:15		4	12:10-1:15
5	1:20-2:25		5	1:20-2:25

Advisory Day Schedule

Advisory Day Schedule 9th-10th Grade (W)

Advisory Day Schedule 11th-12th Grade (W)

PERIOD	TIME		PERIOD	TIME
1	7:50-8:50		1	7:50-8:50
Advisory	8:55-9:25		Advisory	8:55-9:25
2	9:30-10:30		2	9:30-10:30
Lunch	10:30-11:10		3	10:35-11:35
3	11:15-12:15		Lunch	11:35-12:15
4	12:20-1:20		4	12:20-1:20
5	1:25-2:25		5	1:25-2:25

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SUNNYSIDE HIGH SCHOOL CONTACT INFORMATION

Principal's Welcome Message

Welcome to Sunnyside High School! We are glad you are here at what we consider one of the best high schools in the state of Washington. Our goals this year are to help every student recognize the potential of his or her own future; to provide an education that gives every student maximum opportunity to successfully pursue his or her future goals; to create an open and honest communication and partnership with all of our students and parents; and to create a caring, civil, safe and healthy environment for all. Please read this booklet through, and if you have questions or concerns, come and see us. The entire staff at SHS is here to help everyone be successful and to graduate.

Together We Will: Keep Moving Forward!

Ryan Maxwell, Principal

SHS Phone Contact Information

SHS Main Office	837-2601	SHS Main Office FAX	837-0494
SHS Attendance Office	836-3226	SHS Attendance Office FAX	837-0494
SHS Counseling Office	836-5801	SHS Counseling Office Fax	837-4940
SHS Athletics / ASB Office	836-3228	SHS Athletics / ASB Office Fax	836-5817

SHS Administrative and Office Staff

Principal.....	Ryan Maxwell
Assistant Principal.....	Dave Martinez
Assistant Principal.....	Wally Shearer
Assistant Principal.....	Gabe Darbyson
Assistant Principal.....	James Wise
Assistant Principal / Career and Technical Education Director.....	Holly Ohler
Athletic Director.....	Reed Hornung
Counselor – 12th.....	Diana Blumer-Kilian
Counselor – 11th.....	Adrian Martinez
Counselor – 10th.....	Sara Vega-Evans
Counselor – 9th.....	Elizabeth Lozano
Intervention Counselor / School Social Worker.....	Terry Shines
School Social Worker / Family Support Specialist.....	Maria Rodriguez
Migrant Graduation Specialist.....	Maribel Madrigal-Mendez
Head Secretary.....	Elda Cuevas
Main Office Secretary.....	Rosie Kranz
Attendance Secretary.....	Alice Aguirre
Counseling Center Secretary.....	Marcy Guerrero
Counseling Center Secretary.....	Diana Herrera
ASB / Athletics Secretary.....	Kelly Story
ASB / Athletics Secretary.....	Sandra Gonzalez
Assessment Coordinator.....	Ludine Siller
School Nurse.....	Anne Concienne
Discipline Specialist.....	Ignacio Tovar
Attendance Specialist.....	Christina Valdez
School Security.....	Garin Moore / Leo Gomez / TBA
SRO Officers.....	Jose Chiprez and Erica Rollinger

Annually Required Notifications to Families

Your Right to Know

Sunnyside School District receives funds for Title I programs that are part of the Every Child Succeeds Act 2015. Throughout the school year we will continue to provide you with important information about this law and your child's education.

You have the right to request information regarding the professional qualifications of your child's classroom teacher(s). If you request this information, the district or school will provide you with the following as soon as possible:

- A. If the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;
- B. If the teacher is teaching under an emergency status for which state licensing requirements have been waived;
- C. The field of discipline of the certification of the teacher;
- D. If your child is receiving Title I services from paraprofessionals and, if so, his/her qualifications.
- E. If you would like this information please contact your child's school.

Your FERPA Rights

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

If you wish for the school district to not release directory information about your student, you may fill out a non-release form at the district office (1110 S. 6th Street, Sunnyside, WA 98944).

Discrimination Complaint Procedure

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

What is a Protected Class?

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

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

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

You should report your concerns to your child's teacher or principal immediately! This will allow the school to respond to the situation as soon as possible.

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

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

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

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

The superintendent will send you a written letter within 30 calendar days that will either deny your allegations or describe the reasonable actions the district will take. The letter will include how to file an appeal with your school board if you do not agree with the Superintendent's decision.

Corrective measures must occur no later than 30 calendar days of the superintendent's letter.

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

Your next step is to appeal to the school board. You can file an appeal by writing a letter to your school board. The letter must include the part of the superintendent's written decision that you would like to appeal and what you want the district to do. Your letter must be filed with the Secretary of your School Board by the 10th calendar day after you received the superintendent's response letter.

The school board will schedule a hearing within 20 calendar days after they receive your appeal letter. You may also all agree on a different date.

What will happen at the hearing?

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

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

What if I don't agree with the School Board's decision?

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

You can file an appeal by writing a letter to the Superintendent of Public Instruction. The letter must include the part of the school board's decision that you would like to appeal and what you want the district to do.

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

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

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

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

Citizen Complaints Concerning Staff or Programs

Most complaints can be resolved by informal discussions between the citizen and the staff member. Should the matter not be resolved, the principal shall attempt to resolve the issue through a conference with the citizen and the staff member.

The following procedures apply to the processing of a complaint that cannot be resolved in the manner described above:

- A) If the problem is not satisfactorily resolved at the building level, the citizen should file a written complaint with the superintendent that describes the problem, and a suggested solution. The superintendent should send copies to the principal and staff member. Complaint forms can be obtained at the Superintendent's Office (1110 S. 6th St., Sunnyside, WA).
- B) The principal and staff member shall respond to the superintendent in writing or in person.
- C) The superintendent may conduct a hearing on the matter.

The superintendent will consider the legal merit, board policy, the results of a hearing if conducted, and administrative procedure before rendering a final decision.

Sexual Harassment

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

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

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

Examples of Sexual Harassment:

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

How do I report sexual harassment?

You can report sexual harassment to any school staff member or to the district's Title IX Officer: Debbie Holwegner, 1110 S. 6th St., Sunnyside, WA 98944.

For a copy of your district's Sexual Harassment policy and procedure, contact your school or district office: Sunnyside School District, 1110 S. 6th St., Sunnyside, WA 98944.

Homeless Assistance - McKinney/Vento Homeless Assistance Act

Sunnyside School District welcomes all of our families. Assistance is available to students who qualify under the Federal McKinney/Vento Homeless Assistance Act. If you are homeless, living in temporary or transitional housing, or are an unaccompanied youth, please let our staff know so we can help you through the enrollment process. If you are affiliated with an agency or case-worker, please feel free to have them contact us on your behalf. You may contact us at: Sunnyside School District, 1110 S. 6th Street, Sunnyside, WA 98944. Telephone: (509) 837-5851.

Gun Free Zone

The Sunnyside School District has a gun-free schools policy (Policy 4219) that includes one-year mandatory expulsion for firearms, mandatory notification of student violations to parents/guardians and law enforcement, and allows the expulsion to be modified by the chief school district officer or designee on a case-by-case basis. Sec 4141(b)(1) and Sec 4141(h)(1).

Anaphylaxis Prevention and Response (SSD Policy/Procedure 3420/3420P)

For students with a medically diagnosed life-threatening allergy (anaphylaxis), the district will take appropriate steps for the student's safety, including implementing a nursing care plan. The district will utilize the Guidelines for the Care of Students with Anaphylaxis published by the Office of the Superintendent for Public Instruction.

Parent/Guardian Responsibility

Prior to enrolling a student, the parent/guardian will inform the school in writing of the medically diagnosed allergy(ies) and risk of anaphylaxis. School districts will develop a process to identify students at risk for life-threatening allergies and to report this information to the school nurse. Upon receiving the diagnosis, school staff will contact the parent/guardian to develop a nursing care plan. A nursing care plan will be developed for each student with a medically diagnosed life-threatening allergy.

Student Responsibility

Sunnyside High School will make it's best attempt to make sure highly allergic items are not in our school. These items include latex balloons, and peanuts there are many other items which students can be allergic to. Some items may be easier to identify and dispose of than others. It will be the responsibility of the student to remind the teacher, coach, and other students of their life-threatening allergy in the case where they may come in contact with that specific allergen. The student with the allergy is responsible to ask for or read an ingredients list before consuming any new food item not familiar to them or brought in from somewhere else. We encourage store bought items only without nuts or nut oils. A nursing care plan should be in place with the nurse as well as medication orders for emergency medication in case the student comes in contact with the allergen by accident. (As per School Policy 3420P on Parent/Guardian Responsibility). The student is responsible for going to or calling for the nurse immediately upon feeling they may have come in contact with their life threatening allergen.

Parent and Family Engagement

The Sunnyside School District recognizes that family and parental engagement has a positive effect on student achievement. Therefore, it is our goal that 100 percent of families and parents are engaged. The basis for assessing the degree of family and/or parental engagement will be all six standards of the National Standards for Family-School Partnerships. Policy 4129 can be accessed on the SSD website's policy section (www.sunnysideschools.org) or the Superintendent's Office (1110 S. 6th St., Sunnyside, WA).

Media Opt-Out Notification

The Sunnyside School District makes a concerted effort to promote the positive activities, honors, and work of our students and staff. This includes working with the local newspapers and television stations, as well as developing our own publications (newsletters, brochures, website, etc.). Throughout the year, opportunities are available for students to be interviewed and/or photographed. However, we understand that some parents and guardians may prefer that their child not be interviewed or photographed. If a parent or guardian does not want their student to be interviewed or photographed, An opt-out form available in the high school school's office can be filled out. If this status changes during the school year, a new form may be filled out. Please note, this release form does not apply to photographs taken during extra-curricular activities. Students who participate in extra-curricular activities forfeit their rights to retain authority over publication of photos taken.

Sunnyside High School Counseling Center Staff & Hours

HOURS: 7:30 am - 4:15 pm (Monday through Friday)

PHONE: (509) 836-5810

FAX: (509) 837-4940

Dave Martinez	Assistant Principal
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Diana Blumer-Kilian	Grade 12 -Class of 2017
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Adrian Martinez	Grade 11 -Class of 2018
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Sara Vega-Evans	Grade 10 -Class of 2019
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Elizabeth Lozano	Grade 09 -Class of 2020
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Terry Shines	Intervention Counselor/School Social Worker
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Maria Rodriguez	Family Support Specialist/School Social Worker
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Dustin Crowe	School Psychologist
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Michael Botner	School Psychologist
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Maribel Madrigal	Migrant Student Graduation Specialist
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Alejandra Ramos	Migrant Student Advocate
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Diana Herrera	Counseling Office Secretary
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Marcy Guerrero	Counseling Office Secretary
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Lori Febus	GEAR UP Site Coordinator
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Eva Ramos	GEAR UP Assistant Site Coordinator
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Oralia Cisneros	GEAR UP Assistant Site Coordinator
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Paula Ramirez	GEAR UP Graduation Specialist
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TBD	GEAR UP College Prep Coach
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Counseling Office Expectations

In order to serve the student population more efficiently and have less lost class time:

- For non-emergency situations, students are to sign up to see grade-level counselors before school, during lunch, or after school. Counselors will call students to meet at the appropriate time.
- Students may go to the counseling office between classes provided they check into the upcoming class and get the teacher's written permission beforehand.
- Students failing to follow the above procedure will not be excused for tardiness or absences.

Registration Deadlines and Class Changes

- Enrolled students who do not show up the first day of class will be withdrawn and will schedule classes when they return. Students and their parents must determine the course selections to be pursued during the upcoming year.
- Schedule changes will not be allowed in the fall unless there has been a computer error or the student has signed up for a course that is not being offered.
- Course changes will be permitted only by approved parent request, teacher request due to improper placement, or through administrative determination.
- Regardless of the source of the request, no class change can be completed without the signatures of all of the following: parent/guardian, teacher, counselor, and administrator/designee.
- Students choosing to drop classes after three weeks will receive a failing grade and must audit a replacement class with no credit.
- The principal or designee will make all final determinations regarding schedule/registrations.

Sunnyside High School and Beyond Plan (Sample Class Schedule for 9th-12th Grades)

Grade 9

	1st Trimester	2nd Trimester	3rd Trimester
1	English	English	English
2	Math	Math	Math
3	Science	Elective	Science
4	Health	PE	Elective
5	CTE	CTE	Elective

Grade 10

	1st Trimester	2nd Trimester	3rd Trimester
1	English	English	English
2	Math	Math	Math
3	Science	Science	Elective
4	World History	Elective	World History
5	Visual & Performing Arts	Visual & Performing Arts	Elective

Grade 11

	1 st Trimester	2 nd Trimester	3 rd Trimester
1	English	Elective	English
2	Math	Math	Elective
3	US History	Elective	US History
4	PE	Elective	PE
5	Elective	Elective	Elective

Grade 12

	1 st Trimester	2 nd Trimester	3 rd Trimester
1	Elective	CWP	CWP
2	* Math (If student didn't pass EOC)	* Math (If student didn't pass EOC)	Elective
3	Senior Capstone (1 Tri)	English	English
4	Elective	Elective	Elective
5	Elective	Elective	Elective

Student Progress Reports

There are three trimesters in a school year. Each trimester consists of 12 weeks. Reports are mailed three times per trimester. Parent conferences are held every trimester after week 9, and a progress grade report is handed out. **Only the end-of-trimester grades are posted on a student's transcript.**

Withdrawing a Student from School

During a school year, a parent/guardian may need to withdraw his/her student to attend school in another school district. When a student is withdrawn from school, the student must check in all books and district property or be subject to monetary fines.

College in the Classroom

High school students can enroll and earn college credit in selected courses taught by SHS faculty. Students and teachers use the college in the classroom curriculum, activities, texts, tests, and grading scales. Students earn a final grade over time; a grade does not depend on one exam. Students receive recognition for their academic work at most public institutions and many private ones.

The program gives students a chance to test their readiness for higher education in a familiar environment. The program also can help strengthen upper-division high school offerings, establishing a collaborative relationship between the participating college and high schools.

Courses are college-level and therefore demand considerable work outside of the classroom. Successful students have discipline and are willing to dedicate more time than the typical high school course demands. Students should have a B average in courses in the subject area or have permission of their instructor before considering registering. Students also must pass the COMPASS on-line test before registering to determine eligibility for participating in this program.

SHS Course Requirements for Graduation

Class of 2017-2018	Class of 2019	Class of 2020
English-4.0 credits	English-4.0 credits	English-4.0 credits
Math-3.0 Credits	Math-3.0 Credits	Math-3.0 Credits
Science-3.0 Credits	Science-3.0 Credits	Science-3.0 Credits
Social Studies-3.0 Credits	Social Studies-3.0 Credits	Social Studies-3.0 Credits
Fitness/Health-2.0 Credits	Fitness/Health-2.0 Credits	Fitness/Health-2.0 Credits
Career and Technical Education-1.0 Credit	Career and Technical Education-1.0 Credit	Career and Technical Education-1.0 Credit
Fine Arts-1.0 Credit	Fine Arts-1.0 Credit*	Fine Arts-1.0 Credit*
Electives-7.0 Credits	Electives-7.0 Credits**	Electives-7.0 Credits**
Total for Graduation-24.0 Credits	Total for Graduation-24.0 Credits	Total for Graduation-24.0 Credits

*Fine Arts – 2.0 credits are required if a student’s personalized pathway requirement determines a specific post-high school career or educational outcome chosen by the student and based on the student’s interests and High School and Beyond Plan, which may include Career and Technical Education, and are intended to provide a focus for the student’s learning.

**World Languages – If a student’s personalized pathway requirement choice is a four-year degree pathway in their High School and Beyond Plan, the student will be advised to earn two credits in world language.

-See your grade level counselor for more information on Graduation requirements and Pathway.

Graduation Requirements

All credits for graduation must be earned while the student is enrolled in grades 9 through 12 with some exceptions (Washington State History) or like courses offered at the middle school in the 7th or 8th grade. A credit is earned by the satisfactory completion of class work and attendance for one class during a school year.

Non-Credit Graduation Requirements

- Washington State History (taken in the 7th grade)
- High School and Beyond Plan
- Students must pass State exams for Science (Biology-Class of 2017-2019), Mathematics (in Algebra or Geometry), and Reading and Writing
- A Culminating Senior Project (part of Senior Capstone class)*

**Senior Capstone is reviewed annually and modified as needed to ensure that it is meeting the needs of Sunnyside High School.*

Additional Credits Required for Entrance for Most Four Year Colleges

- Foreign Language = 2.0 credits
- Math = 1.0 additional credit
- Science = 1.0 additional credit
- NCAA Clearinghouse Requirements for Division I: 14 core classes, specified GPA, specified SAT scores.
- See grade level counselor for more information.

Early Graduation

A senior requesting early graduation at the beginning of third trimester must submit a letter to the principal requesting a waiver of attendance during the senior year. The following conditions must be met before consideration of early graduation can take place:

- Must have passed all state testing graduation requirements and has met all graduation requirements of Washington State and Sunnyside High School
- Has applied and has proof of acceptance to a post high school institution or employed.

If not 18 and emancipated, the letter must be signed by the parent(s) or guardian(s). Attachments must include a transcript and an evaluation by the student's counselor indicating that all requirements will have been met for granting a diploma (otherwise, all students will take a full schedule). If the waiver is granted, the student is finished with high school and is no longer a student at SHS. The student will be allowed to go through graduation ceremonies, but cannot participate in any school activities including Senior Follies and Prom.

An underclassman requesting graduation at the end of the junior year must request to the principal during the first trimester of the junior year with the same requirements listed above. However, the student cannot participate in senior follies, participate for local-scholarships, and cannot contend for graduation academic distinction or for valedictorian or salutatorian of the graduating class.

Receiving Academic Honors

Receiving honors recognition implies more than academic success. Students honored by their school represent responsibility, knowledge, and good character. Honor students are expected to uphold the rules and regulations of the school and the state, pay fines and fees attributed to them, and abide by the Student Activities Code. Sunnyside High School reserves the right to consider these things before bestowing honors.

Honor Roll

Students earning a 3.0 or better for a grading period will be named to the Honor Roll provided they are enrolled in five graded classes. Four of the classes must have letter grades not Pass/Fail.

Determining Academic Distinction and Selecting Valedictorian and Salutatorian for Graduation

Cum Laude (with honors)

Senior students who have been enrolled in Sunnyside High School and whose GPA falls within the threshold of a 3.5 GPA or higher will be recognized with the academic distinction award of Cum Laude. The distinction award will be figured at the midterm of the last term of the senior year.

Magna Cum Laude (with highest honors)

Senior students who have been enrolled in Sunnyside High School and whose GPA falls within the threshold of a 3.7 GPA or higher will be recognized with the academic distinction award of Magna Cum Laude. The distinction award will be figured at the midterm of the last term of the senior year.

Valedictorian/Salutatorian

These two honors require a minimum enrollment of two full nine-month years in Sunnyside High School. The senior(s) with the highest GPA will be named Valedictorian and the senior(s) with the second highest GPA will be named Salutatorian. The following criteria will be used to determine eligibility for consideration as the Valedictorian(s) and Salutatorian(s) of the senior class:

1. The seniors must have successfully completed a **minimum of five Advanced Placement and or College in the High School courses**.
2. Must have been enrolled in Sunnyside High School for a **minimum of two full 9-month years**.
3. The distinction award will be figured at the midterm of the last term of the senior year.

SHS Grading System

GRADE	GPA	PERCENTAGE
A	4.0	93-100
A-	3.7	90-92
B+	3.3	88-89
B	3.0	83-87
B-	2.7	80-82
C+	2.3	78-79
C	2.0	73-77
C-	1.7	70-72
D+	1.3	68-69
D	1.0	60-67
F	0.0	0-59

Student Academic Support Systems

Advisory

The purpose of advisory is increase graduation rates at SHS by ensuring that every student has an opportunity to build relational trust with an adult at the high school and serves as a place to gather information and pursue post high school paths. Advisory meets once per week and students stay with the same advisory group and teacher all four years.

Advisory goal areas are as follows:

- For all students to know and understand an adult at the high school cares about them, and cares and their success.
- A student has his/her academics and attendance monitored week to week by an SHS staff member.
- Ensure parents have an adult at the high school working as an advocate for their student.

Enrichment Time

Wednesday “Enrichment Time” offers opportunities for students to build academic skills and to provide social support while developing their interests and talents. Examples of Enrichment Activities are as follows: Community Service opportunities, Instrumental Practice time, academic tutoring, computer lab time, Young Life, Grizzly Newspaper, Credit Retrieval opportunities, Scholarship application assistance, Visual Arts programs, Pep Club, SLP, (Student Leadership Program) and other social support groups.

Gear Up

The U.S. Department of Education GEAR UP/RISE UP grant beginning in the 6th/7th grades (Fall 2011), through high school graduation and into the first year of college. Increasing students’ readiness for college includes: a rigorous STEM curriculum and enrichment activities, Instructional support and tutoring, SAT test preparation, field trips, and visits to colleges. Providing parents w/information regarding college entrance requirements, the college application process, and financial aid-and teachers with ongoing STEM curriculum training and professional development, are also key components to the success of the program.

Grizzly Time (GT)

GT is an intervention program to provide additional academic support to students that meets every day except for Advisory Days.

Grizzly Time is a structured time that is connected to 3rd period. Students who are required to attend are as follows:

- Students who have below a C+ in any class.
- Students who are credit deficient and not on track to graduate.

At the beginning of each week teachers will receive a list of students that are out of Grizzly Time and can leave to lunch.

What Grizzly Time is...

- A time to get academic support
- Help with study skills, homework

What Grizzly Time is not...

- Free Time
- Punishment

Attendance Policies: Procedures and Interventions

Attendance Policy

Regular attendance is essential for the on-going social and academic growth of a student. Excessive absences often leave a student feeling behind and overwhelmed, but it may also mean that he/she has missed the introduction or development of important skills. Excessive absenteeism may lead a student to lose credit in the course(s) he/she has failed to attend. Another important consideration is that state law requires students between the ages of six and 18 to attend school every school day ([RCW 28A.225.010](#)).

Truancy/BECCA Bill

State law dictates that when a student accumulates two (2) unexcused absences, a conference with the parent/guardian will be requested ([RCW 28A.020](#)). When a student accumulates five (5) unexcused absences in a month, the school must enter into a written truancy agreement with the family, where the parent, student and school agree on the necessary steps to resolve the student's attendance problem. When a student accumulates seven (7) unexcused absences in a month or ten (10) unexcused absences in a year, a petition will be filed with the Yakima County Juvenile Court ([RCW 28A.030](#)). Both student and parent may be held to the petition order. As part of this process both the student and parent will be expected to participate in a community truancy board. We ask the help and support of parents/guardians in seeing that our students learn the importance of regular attendance so that the consequences of a court petition may be avoided.

Absences: Excused and Unexcused

Sometimes there are extenuating circumstances that cause a student to miss school. An illness or health condition, a family emergency, a religious observance when requested by the parent(s), a pre-arranged medical appointment, a pre-arranged principal/parent approved absence, or other absences deemed appropriate by the administration are considered excused.

- Students are expected to attend school for 173 school days.
- When an absence occurs, the student must bring a note from home explaining the reason for the absence.
 - The note must be brought to the attendance secretary no later than two (2) days after the absence.
 - The note should be dated and signed by the parent/guardian, state the number of days absent, and the cause of the absence.
 - A parent/guardian may choose to call the secretary within two (2) days instead of sending a note.
 - *Special Note:* If a student brings a falsified excuse note they will no longer be allowed to bring written excusal notes. Face-to-face contact between the parent / guardian and the attendance office staff will be required for all subsequent absences.
 - Students are considered absent after failing to attend the first 10 minutes of the class period.
- Excused absences shall be defined as absences resulting from:
 - Illness, health conditions, family emergencies, religious observance when requested by a student's parent(s), pre-arranged medical appointment, school-approved absences, and other absences deemed appropriate by the administration.
- Unexcused absences shall be defined as follows:
 - Absences not falling under the above definition of excused absences
 - Failure to submit any type of excuse statement authorized by the parent, guardian, or adult student.

- Truancy and/or unverified absences will be cause of disciplinary action and/or legal action.

Checking In and Checking Out of School

For the safety, well-being, and protection of our students the SHS campus is a **closed** campus. The SHS staff cannot give students permission to exit campus. Parent / Guardian cooperation in the following areas is essential in maintaining campus security.

- All students leaving campus during the school day must go through the attendance office and have a Dismissal Form that is filled out and signed by the proper authorities.
 - This applies to *all* students during their scheduled school day; including teacher's assistants (T.A.)
 - Habitual checking out during lunch-time will be referred to the principal or designee.
- Parents/guardians checking out a student may send a note with the student, call the school, or come into the main office and sign the student out. Calls to pick up students after 2:00 p.m. will be attempted but not guaranteed to get out before the end of school.
 - Adults other than the parent or guardian desiring to pick up a student must be listed as a contact on the student's registration form. If the adult is not listed then notification from the parent or guardian is required before the school may release the student.
 - When a student is to be picked up during school hours he/she must attend class until the attendance office notifies him/her for check out.
 - Excusals out of school on the day of school assemblies in the gym or auditorium must be done prior to the assembly start-time. It is not possible for students to be contacted during the assembly so we cannot guarantee the student to get out at the desired check out time.
 - If a student forgets his/her parental release note, the school must speak directly to a parent or guardian and receive verbal permission for the student to be released.
- If a student leaves school and wants his/her absence excused, he/she must follow the procedure described above. Failure to follow the check out procedure upon leaving will be treated as truancy. Explanations from the student or parents/ guardians will not be accepted in lieu of signing out.
- There are no exceptions to the above requirements. The school is not held liable for student actions that do not follow the check out procedures.

Truancy

The following attendance-related behaviors undermine the school's efforts to ensure the safety, well-being, and protection of our students and merit disciplinary action.

- Failure to submit any type of statement excusing prompt classroom attendance by a parent or guardian. This includes,
 - Leaving the classroom or school campus without proper authorization; including failure to follow the check-out procedures.
 - Leaving the school campus at lunch without following the check-out procedures, failing to attend class after lunch, and the parent failing to contact the school prior to the class absence occurring.
 - Having received permission; departing to an on-campus destination and then failing to arrive at the destination.
- Arriving to school but not reporting to class(es). For example, staying in the restroom or other area on campus instead of promptly reporting to class.

Academic Requirements for Release from Class

- Student academic growth is linked to their attendance in class. A student with a failing grade may not be granted release from class and excused to attend SHS athletic, club activities, or any class activities that occur during the school day.
- It is recommended that parents / guardians review the academic performance of their student(s) when considering whether to excuse their student(s) from class.

Make-Up Work

When a student is absent, excused or unexcused, they missed an important educational experience. There is often work that must be completed to stay on track in the course.

- In the case of excused absences, a student is allowed time to complete the work missed during the absence(s). The amount of time given to complete the work is equivalent to the time missed. For example, a student who missed two days of school will be permitted two days to complete the make-up work.
 - In the case of unexcused absences, there is no guarantee that the late work will be accepted by the teacher.
- Excessive absenteeism may lead the student to lose credit in the class.
 - In performance-based classes such as Construction, Health and Fitness, and Band, etc., excessive absenteeism can quickly lead the student to lose credit in the class since classroom activities are challenging to make-up.
- A student's grade will be affected if a graded activity or assignment occurs during the period of time when the student is absent.
- With loss of credit any student or parent may request a conference with the building principal before the end of that school year.

Other Attendance Expectations

- Students with release or work-based learning should only be on campus during their release time when engaged in academically productive behaviors. Otherwise, those students having a 1st period release may not come to school until 10 minutes prior to 2nd period. Similarly, those with 5th period release are to leave school immediately after 4th period.
 - When students enrolled in Running Start, YV-Tech, and/or work-based learning are required to be absent or tardy due to their off-campus learning schedule they must ensure they follow the excusal / check-in or check-out procedures described above.
- When a student has been called out of one class and is held over and is late for his/her next class due to conferring with the nurse, a counselor, administrator, or other adult in authority, it is the student's and adult's responsibility to clear the tardy or absence with the attendance office and take an excuse to both (all) of the teachers involved.
- The distinction of Perfect Attendance is given to those students who have been present and on time to every class, every day. Class, athletic, and counseling absences are not calculated against Perfect Attendance.

Campus: Open and Closed

- SHS has areas that are considered *Out of Bounds* during the school day. These include all parking lot areas, vehicles, and hallways where classes are in session during lunch-time.
- Lunch-time access to campus
 - For students in grades 9-10 there are no campus access exceptions
 - Students in grades 11-12 involved in Grizzly Time are not eligible to earn off-campus lunch privileges.
 - Students in grades 11-12 released from Grizzly Time have an opportunity to earn the right to earn off-campus lunch privileges at a time decided by the principal or designee.

- The right to an off-campus lunch is earned using criteria linked to attendance, cleanliness of campus/parking lot, and grades as defined by students and school leadership.
- When the privilege of open-campus for grades 11-12 is earned, students will only be able to exit campus during the first 10 minutes of Grizzly Time; otherwise, students must remain on campus during lunch.
- Students in grades 11-12 who participate in open-campus are expected to model positive campus behavior, attendance, and school pride. School leadership may revoke open campus as soon as standards are not maintained or when safety and security issues arise.

Levels of Attendance Interventions

When a student's attendance habits are hindering her/his academic growth then it is the responsibility of SHS staff to provide support to the student. SHS offers a wide-range of supports divided into three groups (i.e. tiers).

TIER 1: Student with infrequent tardiness and/or absenteeism

- **Phone-caller system:** Whenever a student is tardy and/or absent a phone call is made to the home phone number of the student.
- **Lunch Detention:** Whenever a student has an unexcused tardy and/or absence the student is assigned to a short lunch-time intervention.
- **Teacher-Parent Contact:** Whenever a pattern of tardiness and/or absenteeism is suspected parent contact is attempted by the teacher.
- **After-School Detention:** Whenever a student is found to be truant the truant student may be assigned after-school detention by a school staff member.

TIER 2: Student with regular absenteeism (e.g., once a week)

- **Teacher-Parent Contact:** Whenever a pattern of tardiness and/or absenteeism becomes evident parent contact is attempted by the teacher.
- **Attendance Coach:** Whenever a student is experiencing regular tardiness and/or absences a student mentor is assigned to the truant student for a period of approximately two weeks.
- **Attendance Matters:** Whenever a student is experiencing regular tardiness and/or absenteeism despite having an attendance coach the truant student is assigned to attend a lunch-time support program for one or two weeks.
- **Attendance Contract:** Whenever a student is experiencing regular absenteeism despite having participated in Attendance Matters the truant student and parent/guardian are required to enter into an attendance plan of improvement.
- **After-School Detention:** Whenever a student does not meet her/his responsibilities with respect to the Attendance Coach, Attendance Matters, and/or Attendance Contract intervention the student may be assigned after-school detention by a school staff member.
- **Loss of Access to School Activities:** This intervention is for students whose attendance patterns do not respond to After-School Detention

TIER 3: Student with habitual absenteeism (e.g., more than once a week)

- **In-House Suspension:** Whenever a student does not meet her/his responsibilities with respect to other attendance interventions the student may be assigned in-house suspension by a school administrator or support specialist.
- **Loss of Credit:** Whenever a student is experiencing habitual absenteeism (in excess of 10 absences) in any one class, then the student may lose course credit for that class.

- **Community Truancy Board:** Whenever a student is experiencing habitual absenteeism the law requires that the school engage the truant student, their parent / guardian, and the community in a meeting focused on entering into an attendance plan of improvement.
- **BECCA Truancy Process:** State law dictates that when a student accumulates seven (7) unexcused absences in a month or ten (10) unexcused absences in a year, a petition will be filed with the Yakima County Juvenile Court (RCW 28A.030). Both student and parent may be held to the petition order. This will likely involve appearing in court and may involve paying a fine (i.e., consequence for parents) and/or serving time in juvenile detention (i.e., consequence for truant student).

SHS makes an effort throughout the intervention process to (1) provide incentives to truant students to meet their attendance goals and (2) involve and seek the support of SHS staff, the student's own peers, and of course the student's family.

Student Discipline Policies and Procedures

Discipline

All students will follow the reasonable rules of the district. Refusal to comply with written rules and regulations established for the governing of the school will constitute sufficient cause for discipline, suspension or expulsion. Corrective action and/or punishment for misconduct must reflect good faith on the part of the staff. ([School Board Policy 3241](#))

SHS Discipline Procedures

Progressive discipline is part of the Sunnyside High School operating procedures. Various forms of interventions in the form of corrective action may be taken for violations of the student's rights and responsibilities. The determination of consequence will be made with consideration given to the nature of the violation and individual circumstances. Normal discipline progression steps are:

- 1) Verbal warning / written warning with parent contact.
- 2) 60-minute after-school detention with parent contact. Detention time is from 2:30-3:30. (M,Tu,Th,F)
- 3) In-school suspension (no more than 3 days)
- 4) Short-term suspension (less than 10 days),
- 5) Long-term suspension (longer than 10 days-less than one academic term),
- 6) Emergency expulsion (must be converted to a long-term or short-term suspension)
- 7) Full expulsion (not to exceed one academic term-trimester)

When appropriate, other interventions will be implemented such as a temporary removal from class, contracts with parents and students for improving behavior and/or exclusion from school activities/honors/events/ceremonies (including graduation). When outside school intervention is recommended as a result of student misconduct, then all financial costs will be borne by the student/parent.

Students who have been given in-house suspension, short-term suspension, long-term suspension, or an expulsion of any kind will not be allowed to participate in school related activities or be on school property until 12:00 midnight of the last assigned day, unless consent has been given by an administrator or an official designee.

If a student commits a crime during the school day, on school grounds, on district transportation, or at any school sponsored event, he/she will be subject to school discipline under the exceptional misconduct procedure outlined above and may also be referred to police to face criminal charges.

Exceptional Misconduct Procedure

The following behaviors constitute substantial disruptions of the educational process and also pose serious threats to security and safety to both the students and staff of the Sunnyside School District. Therefore, they constitute exceptional misconduct under WAC section 180-40-260 (2)(B) and WAC 180-40-295. Participation in any of these acts may result in an immediate short-term suspension, long-term suspension, or emergency expulsion and referrals to law enforcement for criminal prosecution. Individual extraordinary circumstances may be considered before a final determination is made.

1. **Harassment, Intimidation and Bullying (HIB)** ([RCW 28A.300.285](#)) (See [School Board Policy 3207](#))
 - **Sexual Harassment** ([RCW 28A.640.020](#), [RCW 10.14.02](#)) (See [Sunnyside School Board Policy 6590P](#))

- **Hazing** (to humiliate either physically or verbally; to punish, harass or bully by forcing unnecessary acts, duties, tasks, or activities on a student.)
 - **Initiation** (the ceremonies by which one is admitted to a group, club, team that attempts to humiliate or inflict, intimidate, coerce, or the actual infliction or bodily harm to any student – such as piling on).
 - **Bullying** (negative actions which are intentional, repeated, negative, show a lack of empathy, and a power imbalance)
2. **Possession, sale, use of, and/or consumption of tobacco products.** (See [School Board Policy 3251](#)) ([RCW 70.155.080](#))
 3. **Possession, use, or distribution of alcoholic beverages, or substances represented as alcohol. Suspicion of being under the influence of alcohol or substances represented to be alcohol.**
 4. **Possession, use of, or distribution, of any controlled drug or narcotic substance. Suspicion of being under the influence of drugs or substances represented to be drugs.**
 - This includes any use, possession or distribution of any prescription or over-the-counter medication. (e.g., aspirin, cough syrups, caffeine pills, nasal sprays)
 - This includes any use or possession of drug or narcotic paraphernalia.
 5. **Any incident that is a considered a violent offense.**
 - **Fighting** (hitting, slapping, pushing, shoving, and /or kicking)
 - **Assaults** (physical or verbal) on students and /or school personnel.
 - **Making threats of harm or violence to self and others.**
 6. **Possession or control of a gun, knife, or other dangerous weapons/explosives.** ([RCW 9.41.010](#), [RCW 9.41.280](#), [RCW 28A.600.420](#)) Look-alike weapons, INCLUDING toys, are included in this section.
 7. **Substantial Disruptions to the Educational Process (including, but not limited to)**
 - Continual defiance of school authority
 - Tampering with school documents, property, or technology
 - Unsafe or reckless behavior on school property. Example: pulling a fire alarm.
 - Willful disobedience as an individual or part of a group
 - Willful disobedience in non-compliance about D/ A aftercare.
 - Continual gang activity (behavior, dress, writing)
 - Lewd conduct
 8. **Criminal acts against the school, students, and/or personnel during the school day.** This includes criminal acts committed off-campus during school hours.
 9. **Other areas as determined by the Citizens Ad Hoc Committee** ([WAC 392-400-260](#)).

The superintendent, independent counsel, the building principal or designee in accordance with WAC 180.40.240 will handle suspension, expulsion, and expulsion appeals.

No Tolerance for Violence and Fighting at Sunnyside High School

Sunnyside High School has a “no fighting” policy under the exceptional misconduct under section 180-40-260 (2)(B) and WAC 180-40-295. This simply means that no student will be allowed to resort to fighting or hitting **for any reason** on the way to school, while at school, on the way home from school, or at any school event. Our policy states that any student or students who engages in fighting or uses violence will immediately be subject to school discipline and referral to law enforcement for disorderly conduct and/or causing a disruption to the educational process. In addition, *students who document the fight with cell-phones or other recording devices will be subject to school discipline and arrest for participating and promoting the fight as well as students who watch and prevent school personnel from stopping the fight.*

Substance Abuse Discipline Procedure-Alcohol & Drugs

SHS is a suspicion-based drug testing school. There are times when it may appear that a student is under the influence of drugs and/or alcohol during the school day, on school property, or at school sponsored events. For the safety of the student and those around him/her, school officials reserve the right to refer to field-test for symptoms for drug/alcohol use. If a student meets the criteria on the drug/alcohol checklist following field sobriety testing, we reserve the right to perform a drug/alcohol urine analysis test. Refusal to submit to screening or testing by the student or parent can constitute willful disobedience and will be understood as admitting to be positive for use and be subject to discipline under the exceptional misconduct procedure outlined above.

The sale, possession, use, or being under the influence of alcoholic beverages, illegal drugs, or possession of drug paraphernalia in or on school property, including inside vehicles, is prohibited. The sale or distribution of such substances or paraphernalia, on school property at any time, will result in school discipline and a referral to law enforcement for further action. Any student that appears or is found to be under the influence of drugs and/or alcohol during the school day (on or off-campus) while in attendance at school or at a school sponsored function, activity, or trip will be subject to school discipline. Multiple offenses against the policy may result in a full expulsion from Sunnyside High School.

Students who are disciplined as a result of drug/alcohol or tobacco violations must as a condition of returning on campus agree to a district-approved substance abuse assessment and complying with the recommendations of the assessment as a condition of returning and remaining in an on-campus placement. Students who agree to screening but do not follow through with the recommendations of the drug and alcohol assessment may be subject to a re-examination of an on-campus placement.

Vandalism and School Property Damage

Students who damage, destroy or vandalize school property will be required to pay for losses or damages. If students willfully damage or destroy school property, school discipline may occur with possible referral to law enforcement for further action.

Student Searches

A school principal, vice principal, or principal's designee may search a student, the student's possessions, and the student's locker, if the principal, vice principal, or principal's designee has reasonable suspicion or probable cause to suspect that the search will yield evidence of the student's violation of the law or school rules. A search is mandatory if there are reasonable grounds to suspect a student has illegally possessed a firearm in violation of RCW 9.41.280, the scope of the search is proper if the search is conducted as follows: (a) The methods used are reasonably related to the objectives of the search, and (b) is not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction.

School Assembly Conduct

Student behavior should be school appropriate and courteous at all times. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. During Pep assemblies the noise expectations are different from that of a program assembly. You are allowed to yell/shout when appropriate (not when someone is speaking on the microphone) during a pep assembly. However, during a program assembly this type of behavior is unacceptable. Other unacceptable conduct during a program includes whistling, uncalled for clapping, boisterousness, talking, or any other distracting or rude behavior. Creating a disruption, fight, non-compliance with staff instructions, or other severe disorderly conduct at

an assembly is equivalent to inciting a riot and will be subject to school discipline and possible referral to law enforcement for further action.

Student Conduct on Buses

Any misconduct by a student, the bus driver or bus supervisor, determines is detrimental to the safe operation of the bus, shall be sufficient cause for referral for school discipline and for the principal or designee as a part of the discipline to suspend bus-riding privileges.

Dress Code

The Sunnyside School District Board of Directors expects student dress and grooming to reflect high standards of personal conduct so that each student's appearance:

- Promotes a positive, safe, and healthy atmosphere within the school.
- Does not present a health or safety hazard, violate municipal or state law,
- Does not present a potential for disruption to the instructional program.

Students and parents/guardians have the responsibility to be aware of this dress code and to conform to these requirements. The uniforms of nationally recognized youth organizations and clothing worn in observance of a student's religion are not subject to this policy.

The responsibility to interpret and enforce the Sunnyside School District's Policy and Procedures rests with each principal's professional judgment for his/her school. The decision to allow for temporary exemption from certain guidelines shall be left to the discretion of the administration in situations such as Halloween, Homecoming Week, or other school-related dress-up days, dances, sports events, etc.

([RCW 28A.320.140](#)) SSD Policy 3224P, Dress Code, may be requested from our office.

Dress Code guidelines apply to both male and female students.

- Clothing which may be considered **Rest in Peace/Memorial**, gang-related, violent, or which displays inappropriate language and/or images of: sexual innuendo, drugs, alcohol, and, tobacco is not allowed. Clothing shall not be excessively tight, revealing, or distracting to the school environment. Undergarments shall not be visible. This includes, but is not limited to, see-through clothing, any part of a bra (including the straps), boxer shorts or the elastic waistband of underwear.
- Tops shall completely cover the torso (the stomach and lower back) at all times. No cleavage shall be visible at any time.
- Unacceptable tops include, but are not limited to, halter tops, off-the-shoulder tops, low-cut tops, bare-midriff tops, and fishnet tops. Sleeveless tops and tank tops shall not have extremely large armholes that unnecessarily expose undergarments or bare skin.
- Sagging or the wearing of pants/shorts below the waist and/or in a manner that allows underwear or bare skin to show; or the wearing of excessively baggy pants/shorts with low hanging crotches is prohibited.
- Shorts, skirts, and skorts shall be no shorter than mid-thigh (standing and sitting). If shorts, skirts, or skorts have a slit, the top of the slit shall not go above mid-thigh (standing and sitting).
- The guidelines for tops and skirts shall also apply to dresses.
- As a health and safety precaution, students must wear shoes. During recess and/or sports activities, students should wear closed-toe shoes to protect their feet. All appropriate street

shoes are allowed, including tennis shoes, sandals, and other hard-soled shoes. Slippers are prohibited except for medical reasons or for specific short-term foot-related injuries.

- As a matter of common courtesy and respect, gloves and all head coverings, including hats, caps, bandanas, and scarves, must be removed upon entering the school building and may not be worn at any time while inside the building except for when there are specific instructional, safety, religious, or medical reasons. Spiked jewelry, chains, and belts with more than two inches of excess length are prohibited.

Special Insert on Gang Related Clothing

Notice to Students and Parents: Sunnyside High School is committed to provide a safe and non-disruptive setting for your children. Students will not be allowed to wear certain items of clothing on the campuses of Sunnyside Public Schools during the school day and after-school/evening activities. These clothing items will include, but not limited to the following: Clothing or paraphernalia associated with gangs, the gang lifestyle, or gang-related activities, for example,

1. Solid or combination colors of light or dark blue, red, maroon or burgundy. Ex: Red shirt, red sweats, red shoes/laces, red belt or blue shirt, blue sweats, blue belt, etc. Zero tolerance on dressing with the same color (ex. solid blue shirt and solid blue pants)
2. Comedy/Tragedy (smile now/cry later) masks, or “Homie-like “ gang members displayed on shirts that also includes prison related pictures, murals and drawings. This can include pictures of violence. (ex. Scarface related clothing showing violence.)
3. Monikers or other gang markings like: XIII, 13, XIV, 14, XXI, 21, Old English or Gothic lettering, Sur, Southside, Norte, BGL, LVL, ‘Lil Crazy Girl’, ‘Spooky’, etc., will not be allowed.
4. Bandanas or scarves of any color (including hairnets)
5. Ben Davis attire and Dickies work clothing
6. Wide/thick colored shoelaces
7. “Army” style long swinging canvas belts (cotton weave with slip buckle) other than white or black are not acceptable. *Belts are to be tucked through loops and not to be hanging below shirt level. Buckles must also meet school expectations
8. No group of students (three or more) may wear the same colors or clothing, unless they are associated with school activities or administrator approved

As styles and markings change, we may specify changes throughout the year as to what is not allowed. We ask for your support in this process to keep your children safe.

Campus and Hallway Conduct

General Campus Expectations

General respect for others extends to the hallway and all other parts of the campus. Students are expected to treat one another with courtesy and respect while on school property. Profanity in any form, in the hallways, classrooms, and general campus area is not acceptable behavior.

The display of romantic affection is a personal and private matter, which is diminished by being made public. Students can be subject to school disciplinary action for engaging in inappropriate affection towards one another (kissing, touching, etc). Subsequent offenses will follow regular discipline procedures.

Visitors

We encourage parents to visit our school. All adult visitors to the HS campus are required to check-in and check-out of the main office and obtain consent for the visit at the office. All visitors must have a visitor's pass and have it visible at all times while on campus. Student visitations from other campuses during academic hours are not permitted because it does not enhance the learning of SHS students.

Student Identification Cards and ASB Cards

All students are required to have their ID badge on their person while on school grounds. Every student will be issued an ID badge at the beginning of the year. Students can purchase another ID for a fee in the ASB office if their ID is lost or becomes defaced. This card will be used for the lunch program, to checkout library books, gain admission to dances and other activities, computer and internet access and provides identification to school personnel. This card will also function as an ASB card if the ASB fee is paid. An ASB card is required for all students who participate in ASB activities and school athletics. **Failure to show ID or identify oneself when asked by any staff member can result in school disciplinary action.**

Clean Campus

All students have a responsibility to keep their school clean and free of litter. **Remember no foods or beverages are to be open or consumed in the hallways and classrooms of the buildings.** Food and drinks may be consumed only areas designated by the administration.

Hall Passes

Students are not allowed in the halls without a signed handbook and/or teacher identification badge. The handbook and/or badge must be with the student at all times. No passes will be issued **during the first or last 10 minutes of class**, unless, in the best judgment of the teacher, it is absolutely necessary. Students are limited to three (3) hall passes per class each trimester. The only exception to the rule is if a student has a documented medical condition that is on file in the nurse's office that requires release from class. All teachers and substitutes will adhere to the entirety of this policy.

Cell Phones

Cell phones, will be allowed on campus in limited ways. **They can be turned on and used before school, during passing-times, at lunchtime and after school in the commons and outside or during class by individual teacher permission for academic purposes only.** They may be on for athletic/activity trips except when authorized by the instructor or coach. Use of phones or other devices to take pictures of another individual without their permission and text messaging or picture taking of test questions or any school work is a violation of the student rights and responsibilities and subject to school disciplinary action. The school is not responsible for loss or theft of all electronic devices including cell phones.

Headphones and Other Electronic Devices

Headphones will be allowed on campus in limited ways. They may only be used before school, at lunchtime and after school in the commons and outside or during class by individual teacher permission for academic purposes only. Otherwise, they must be turned off during class time and put away during passing time between classes. External speakers are NOT allowed on campus. Violations may lead to the speakers being confiscated by staff and brought to the office to be picked up by a parent or guardian. Use of any recording devices to take pictures of another individual without their permission is a violation of our student rights and responsibilities. Offenses can result in school disciplinary action. The school is not responsible for loss or theft of any electronic device.

Telephone Use and Messages during the School Day

Students may not use the office phone for personal calls except in an emergency and with staff permission. Normal phone calls for students will be handled between classes, during lunchtime, or after school. Only in emergency situations will a student be called out of class for a phone message.

Lockers

Lockers are the property of Sunnyside School District. School locker assignments are handled through a student's advisory teacher. Any student who wishes to have a locker at school will be issued one. Any student who accepts a locker from the school does so with the understanding that the locker remains the property of the school and that the school authorities reserve the right to inspect the locker for any school or district property in the locker (As defined in RCW 28A.600.210-240). At the end of the year P.E. and hall lockers will have all items removed. Be sure to clean out your lockers before this time. ***It is the student's responsibility to maintain a neat and clean locker.*** Students are responsible for their assigned lockers. Students may not use any locker other than the one assigned to them. They may be decorated on the inside with removable materials. Painting is not acceptable. Students should keep lockers locked at all times. Students will be held responsible for lost, stolen, or damaged books. Students should not leave large amounts of money or items of value in their lockers. It is strongly suggested that students not bring valuable items to school. If a locker change becomes necessary, students must contact the appropriate administrator for locker reassignment.

Sunnyside School District is not responsible for lost or stolen items taken from lockers, classrooms, cars, storage areas, or any other location on campus.

Driving and Parking on Campus

Driving to school and free parking on school property is a privilege. Observing the following rules is essential to having and maintaining that privilege. **All students must have a valid driver's license, proof of vehicle insurance, and vehicle registration to obtain a free-school-parking permit and use the school parking facilities.** Parking permits must have their permit visible in the window. Students must use only the designated student parking areas. Vehicles must be operated in a safe manner. Speed limit is **5 MPH** in the parking lot. Students will not be allowed to loiter in the parking lot or in cars at any time during the school day. Sound systems should not be heard within 25 feet from the vehicle. Violations may result school discipline, monetary fines, referral to law-enforcement, and a temporary or permanent loss of driving and parking privileges on campus property.

Skateboards

Skateboards **are not** to be ridden on school property at any time. Skateboards must be placed in the student's lockers or put away throughout the school day. Students violating this expectation may have their skateboards confiscated and parents called to pick up their skateboards. The school is not responsible for loss or theft of skateboards at SHS.

Cheating and Plagiarism

Sunnyside High School realizes the need to expose students to the values of honesty and integrity as a part of preparing students to be responsible leaders. Further, we realize that the lack of integrity is a problem that filters into all areas of society. As a result we are holding the students of Sunnyside High School to a code of academic integrity.

Cheating offenses includes but not limited to the following:

- Copying or attempting to copy from another's test, assignment, or other material that is intended to represent individual effort.
- Allowing another student to copy one's work when the intent is that the work be done individually.
- Bringing information, material, or devices to class or taking information, materials, or devices from class that could be used to cheat when the intent is that each student knows the answers without outside aid.
- Aiding another student in any way with his/her work when that work is intended to be an individual effort.
- Supplying another student with information, materials, or devices, which may be used to help that individual cheat.
- Plagiarism is defined as copying or attempting to copy another's work and claiming it as one's own. This includes passages, pictures, illustrations, graphs, and other information from books, magazines, newspapers, compositions, essays, Internet source, or any other source used.

Staff will be held accountable for helping maintain the integrity of the academic environment. Therefore, strict but fair disciplinary penalties will include parental contact (telephone or mail), student/teacher/counselor conference and a grade penalty determined by the teacher. Additional offenses can be referred to the office for school disciplinary action.

Internet Usage

The Sunnyside School District recognizes that student internet use is a part of today's education system. Students are expected to adhere to [District Board Policy 2022](#) on Electronic Communications Systems and Internet Safety and have a signed agreement form on file.

Sunnyside High School provides academic Internet access to students. The Internet is a valuable resource, and we encourage students to use it for their research projects. However, access is a privilege and must be used wisely and appropriately. Students and parents must agree to the established conditions and sign necessary documents before students will be allowed access. Students who do not follow these rules will lose Internet access and could face school disciplinary consequences and/or law enforcement action.

- NO accessing pornography or sexually explicit websites
- NO cyber-bullying
- NO social media (i.e.. Facebook, MySpace, Twitter, Instagram, Snapchat, etc.)
- NO ordering merchandise on-line
- NO sites that encourage drug or alcohol use, bomb making, weapons making, violence or other inappropriate subjects
- Printing research information is allowed. Printing of personal information is strictly forbidden
- Downloading copyrighted material is against the law and will be dealt with as such
- Malicious use of the network to develop programs or communicate with others that harass other users or infiltrate a computer or computer system and/or alter the software components of a computer or computer system is prohibited

Dance Policy

In order to help ensure the safety and proper behavior of our students at school dances, the following dance policy will be enforced:

1. Students may be asked to present their valid Sunnyside High School ID card to enter the dance.
2. An SHS student who plans on bringing a guest must have his/her completed guest dance pass returned to the office no later than 2:30 on the Wednesday before the dance. If the guest is not in good standing at his/her school then he/she may not be allowed to attend any SHS dances.
3. Guests must be under the age of 21 unless given prior approval by the administration.
4. Students will not be allowed to enter the dance after 11:00 p.m. All dances end at 12:00 midnight.
5. If you leave the dance you may not re-enter.
6. An adequate number of chaperones, class or club advisors, and security personnel will be present. Students must obey instructions from all of these people.
7. There will be mandatory testing for alcohol at all school dances. Any student testing positive will be subject to school discipline and turned over to a police officer.
8. Students refusing to participate in the random testing program will not be allowed to enter the dance.
9. Students removed from the dance will not have their money refunded to them.
10. Any student removed from a dance for any reason may not be allowed to attend any other dance for the remainder of that school year.

Textbooks & Devices

All school textbooks are loaned to the students for use during the year. Textbooks are to be kept clean and handled carefully. Be sure that your name and grade are written in the books. Abuse, misuse, or loss of books will result in fines and/or replacement costs. Any school issued electronic device will be handled in the same manner as books.

Emergency Procedures/Crisis Plan

The Sunnyside School District has adopted a standard response protocol that simplifies and gives the school community clear, unified expectations to respond in crisis. Students and staff are trained and review the standard response protocol to know how to respond to a variety of emergency situations.

Lockout-Securing the school perimeter from threats or incidents outside the school building.

Lockdown-Securing the school building from threats or incidents inside the building.

Evacuate-Moving students and staff from one location to another.

Shelter-Needing personal protection from a hazard using a safety strategy.

SHS Extracurricular Organizations and Activities

An essential part of any secondary education schooling is the athletics and activity program. Included in the activity program are extra-curricular sports or co-curricular clubs, projects, programs and activities. Sports and activity programs can help students develop and clarify their own values, be a part of the school community, and represent their school and community at events. Participants will be required to follow the Athletic Code and/or Activity/Club Code.

FALL SPORTS – Football, Girls Volleyball, Boys and Girls Cross-Country, Girls Soccer, Girls Swimming, Cheer, Dance/Drill.

WINTER SPORTS – Boys and Girls Basketball, Boys and Girls Wrestling, Boys Swim, Girls Bowling, Cheer, Dance/Drill.

SPRING SPORTS – Baseball, Fastpitch, Boys and Girls Track and Field, Boys and Girls Tennis, Boys and Girls Golf, Boys Soccer.

BAND – (includes jazz ensembles, percussion ensemble, mariachi, orchestra and marching band) Meets daily in room 101 under the guidance of the music instructors. It does not cost to belong, but involves about 120 hours a year outside of class time. Signup with approval of the band instructor or orchestra instructor) Students must purchase an ASB card is required.

CHOIR – An ability or desire to sing in a group is the only prerequisite. Meets daily in room 101. The number of performances and hours involved outside of class will be determined during the year. No cost involved.

CLUB SADD – Anyone can join by attending a meeting and paying dues. The amount of time involved depends on the student interest. Number and time of meetings will be determined at the first meeting. The purpose of the club is to discourage the use of drugs, tobacco and alcohol promote healthy decisions.

DECA – Distributive Education Clubs of America meets two times a month. You have the opportunity to compete at the local and state level conference in business and marketing subjects. This is a great networking and self-confidence building club. Dues are required.

DRAMA CLUB – Meets when there is a need. You join by participating in some way on both play productions in one year. Must purchase an ASB card.

F.B.L.A. – Future Business Leaders of America, SHS Chapter meets every other Wednesday. Dues are required and you have the opportunity to attend three (3) conferences during the year. There will also be several fundraisers requiring outside of class time.

F.F.A. – The Future Farmers of America will hold meetings at a time and place to be determined. You must be in or have been in an Agriculture class and pay yearly dues. For those highly interested and motivated, over a hundred hours of out of class time could be spent.

F.C.C.L.A. – The Family, Career and Community Leaders of America will meet at a time and place determined by the advisor. Depending on level of participation, dues may be required.

HONOR SOCIETY – Students maintaining a 3.5 or better accumulative GPA and successfully meeting the standards for National Honor Society and the selection committee may be invited to membership in this group.

KEY CLUB – This worldwide club is for all motivated students who are interested in building their home, school, and community. It is the high school version of Kiwanis International. Meetings are held every Thursday at 7:30 a.m. in the Media Center. There are many fun projects planned.

LATINO CULTURE CLUB – This club's focus is on building leadership skills and connecting students with post secondary opportunities.

STUDENT LEADERSHIP - To ensure involvement, awareness, responsibility, and availability, students who are ASB or class officers must be registered for a minimum of five (5) classes per term. All student officers are encouraged to take the Leadership class. There will be a selection process for entrance to this class. ASB and class officers will abide by the Student Activities Code. GPA and additional requirements will be announced.

PEP CLUB – Meets every other Wednesday with their advisor. You may join this school spirit organization by attending the meetings and paying dues. Extra time involvement is about six hours a month not including attending games.

RALLY SQUAD – The advisor meets with the cheerleaders daily. Tryouts are in the spring and the cost is approximately \$300.00 with some of that offset by fundraising activities. Extra time involved is 4 to 6 hours per week.

SCIENCE CLUB – Meets one evening per month and during school at times to be announced. To join, attend a meeting and pay your dues. Time outside of school is about two hours per month.

SEED – A Christian based group that meets every Friday in the Auto Shop at lunch time for Bible study, prayer, and to plan activities – lunch is provided.

SPANISH CLUB – Spanish Club is an opportunity to study the Spanish language and Latin culture. Students will also participate in community service activities. The club meets once a week and students are required to pay dues in order to join.

TEEN AWARE – This club's focus is on promoting positive relationships through the media. No dues. Fun activities.

V.I.C.A. – This group meets on Wednesdays in the Auto Mechanics classroom. A student must be enrolled in Trades and Industries or Health Occupations class and pay yearly dues. Approximately 36-40 hours per year outside of class time will be involved.

2016-2017 SHS School Calendar

AUGUST

- 17 Football Season Starts
- 22 All other Fall Sports Start

SEPTEMBER

- 5 Labor Day – NO SCHOOL
- 6 First Day of School
- 13 School Pictures

OCTOBER

- 3-8 Homecoming Week
- 17-18 Parent Conferences-Trimester 1
- 19 College Day
- 21 Picture Retakes

NOVEMBER

- 1 Girls Bowling Starts
- 8 Sr. Project Presentations-Trimester 1
- 9 Veteran's Day Assembly
- 11 Veterans Day – NO SCHOOL
- 14 Winter Sports Season Begins
- 23-25 Thanksgiving Break – NO SCHOOL

DECEMBER

- 2 End of Trimester 1
- 5 Beginning of Trimester 2
- 15 Holiday Lunch
- 19-30 Winter Break – NO SCHOOL

JANUARY

- 2 Winter Break – NO SCHOOL
- 16 Martin Luther King – NO SCHOOL
- 27 Teacher In Service – NO SCHOOL
- 30-31 Parent Conferences-Trimester 2
- 30-31 MORP Week

FEBRUARY

- 1-3 MORP Week
- 20 President's Day –NO SCHOOL
- 23 Sr. Project Presentations-Trimester 2
- 26 Spring Sports Start

MARCH

- 10 Teacher In Service – NO SCHOOL
- 14 End of Trimester 2
- 15 Beginning of Trimester 3
- 30-31 Spring Break-NO SCHOOL

APRIL

- 3-7 Spring Break – NO SCHOOL
- 24,26 Parent Conferences-Trimester 3

MAY

- 25 Sr. Project Presentations-Trimester 3
- 29 Memorial Day – NO SCHOOL

JUNE

- 7 Moving Up Assembly
- 9 High School Graduation
- 14 Last Day of School

Hall Passes

1st Trimester			
	<u>Teacher Initials</u>	<u>Teacher Initials</u>	<u>Teacher Initials</u>
1st Period			
2nd Period			
3rd Period			
4th Period			
5th Period			
2nd Trimester			
	<u>Teacher Initials</u>	<u>Teacher Initials</u>	<u>Teacher Initials</u>
1st Period			
2nd Period			
3rd Period			
4th Period			
5th Period			
3rd Trimester			
	<u>Teacher Initials</u>	<u>Teacher Initials</u>	<u>Teacher Initials</u>
1st Period			
2nd Period			
3rd Period			
4th Period			
5th Period			

<u>Office Passes</u>		
<i>*Not to be used as an extra hall pass</i>		

SHS Campus Map

