

**Memorandum of Understanding Between  
The Sequim School District  
And Sequim Education Association  
Regarding Establishment of District Guidelines and Building Behavior Support Plans**

Within ten (10) school days of signature, the Sequim School District (District) Superintendent or designee and the Sequim Education Association (Association) President or designee shall convene a work group of up to five (5) educators appointed by the Association and up to five (5) administrators appointed by the District. The Association and District invite representatives of the other employee associations and unions representing District employees to participate in this work group.

The work group is charged with developing guidelines, templates and minimum criteria for building-based student behavior support plans. Time for meetings of the work group or subcomponents of the work group that take place outside an educator's contracted work day or work year shall be compensated at the employee's professional flat rate. The work group shall complete its work by August 15, 2023.

The work group's template student behavior plan shall include at least:

- Tier I, Tier 2, and Tier 3 interventions.
- A referral form, common process for usage, and communication strategy for the outcome of the referral.
- A process for communicating with parents as behavior escalates or fails to improve.

The work group will consider to what extent the following are recommended or required parts of each school-based student behavior support plan:

- The District/school's philosophical approach to providing a productive learning environment and support to individual students.
- A resource guide defining a comprehensive list of possible support resources. This list of resources includes, but is not limited to all applicable roles below:
  - School Counselors, Mental Health Therapists, Nurses, Chemical Dependency Supports, Administrators (Principals and APs), Student Support Services, and other community resources
  - A list of who is on the MTSS Intervention Team and their roles.
- Purpose and use of an intervention room or other intervention spaces (Ex. Buddy rooms, de-escalation/calming stations).
- A description of the MTSS Intervention Team.
- A process for referring a student to the school's MTSS Intervention Team.
- A process for documenting student behavior and submitting an office referral.
- A process for communicating the outcome of an office referral.
- A process for requesting administrator assistance to support and/or remove a student from the learning environment.

- A process for conferring with an administrator regarding a student exclusion.
- A process for how students are managed when they are sent to the office.
- A process, which includes staff, for addressing changes to the plan when needed.

At the start of the 2023-24 work year, each building shall develop a student behavior support plan that meets at least the minimum criteria established by the District work group. Building plan development will include representatives of the Association, and any other employee associations or unions that have chosen to participate. Each building will have a student behavior support plan in place by the return to school following winter break.

This Agreement shall remain in effect through June 30, 2024.

For the Association:

For the District:

\_\_\_\_\_  
Saralyn Pozernick, President

\_\_\_\_\_  
Regan Nickels, Superintendent

Date: \_\_\_\_\_

Date: \_\_\_\_\_