

QUALIFICATIONS OF ATTENDANCE AND PLACEMENT

1. Age of Admission

Attending the schools of the district shall be recognized as a right and responsibility for those who meet the requirements prescribed by law. Every resident of the district who satisfies the minimum entry age requirement and is less than 21 years of age has the right to attend the district's schools until he/she completes eighth grade. Children of age 8 and less than age 18 are required by law to attend a public school, an approved private school or educational center, unless they are receiving approved home-based instruction. Under certain circumstances children who are at least 16 and less than 18 years of age may be excused from further attendance at school. The superintendent shall exercise his/her authority to grant exceptions when he/she determines that the student:

- A. Is lawfully and regularly employed, and
- B. Has permission of a parent, or,
- C. Is emancipated pursuant to Chapter 13.64 RCW; or
- D. Is subject to one of the other exceptions to compulsory attendance.

A resident student who has been granted an exception retains the right to enroll as a part-time student and shall be entitled to take any course, receive any ancillary services and take or receive any combination of courses and ancillary services which is offered by a public school to full-time students.

2. Entrance Qualifications

To be admitted to a kindergarten program which commences in the fall of the year a child must be not less than 5 years of age prior to September 1 of that school year. To be admitted to a first grade program which commences in the fall of the year a child must be not less than 6 years of age prior to September 1 of that school year. Any student not otherwise eligible for entry to the first grade who has successfully completed a state-approved kindergarten program of 450 or more hours including instruction in language arts, arithmetic, and reading may be placed in a temporary classroom assignment for the purposes of evaluation prior to making a final determination of the student's appropriate placement. Such determination shall be made no later than the 30th calendar day following the student's first day of attendance.

Exemptions. Special exemptions may be made for younger pupils who appear to be sufficiently advanced to succeed in the educational program. The superintendent shall identify screening processes and instruments that shall provide reliable estimates of these skills and abilities, develop procedures for implementing this policy and establish fees to cover expenses incurred in the administration of preadmission screening processes.

3. Placement of Students on Admission

The decision of where to place a student seeking admission to the district rests with the principal. Generally, students meeting the age of admission requirements or transferring from a public or approved private school shall be placed in kindergarten or first grade, or the grade from which they transferred. The principal shall evaluate the educational record and assessments of all other students to determine their appropriate placement. A temporary classroom assignment may be made for no more than thirty calendar days for the purpose of evaluation prior to making the final placement decision.

Cross References:	Board Policy	2090	Program Evaluation
		2121	Drug and Alcohol Use/Abuse Program
		2108	Remediation Program
		3114	Part-time, Home-based, or Off-campus Students
		3121	Compulsory Attendance
		3122	Excused or Unexcused Absences
		4220	Complaints Concerning Staff or Program
Legal References:	RCW	28A.225.010	Attendance mandatory--Age--Person having custody shall cause child to attend public school -- When excused
		28A.225.020	School's duties upon juvenile's failure to attend school
		28A.225.160	Attendance age eligibility
		28A.225.220	Adults, children from other districts, agreements for attending school--Tuition
	WAC	180-39	Uniform Entry Qualifications
		392-134-010	Attendance rights of part-time public school students
		392-137	District policies--Procedures and criteria for release of resident students and admission of nonresident students

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Entrance Qualifications

As a minimum, eligibility for the exemption shall be based upon an analysis of the child's (1) mental ability, (2) gross motor skills, (3) fine motor skills, (4) visual discrimination, (5) auditory discrimination, (6) emotional/social development, and (7) language development. Where feasible, assessment devices shall be used that shall permit students who are to be considered for exemption to be compared to the level of performance that would be expected of children with a chronological age of 5 years and 6 months for kindergarten and 6 years and 6 months for first grade in each of the areas of ability. Tests and other assessments must be administered by a qualified psychologist at the parent's expense.

PART-TIME, HOME-BASED, OR OFF-CAMPUS STUDENTS

Part-time students are permitted to enroll and receive ancillary services, provided that such students are otherwise eligible for full-time enrollment in the school district and such courses or services are not available in the student's private school or an approved extension thereof. Part-time status also includes: any student, not enrolled in a private school, who is receiving home-based instruction and taking courses at or receiving ancillary services from the district or both.

Home-based instruction shall consist of instructional and related educational activities, including the basic skills of occupational education, science, mathematics, language, social studies, history, health, reading, writing, spelling, and the development of an appreciation of art and music. Such instruction shall be equivalent, as liberally construed, to the total annual program hours per grade level as established for public schools.

Home-based instruction may be provided by a parent who has filed a declaration of intent with the superintendent by September 15, or within two (2) weeks of the beginning of any quarter, trimester or semester. Parents may file their declaration of intent with the school district in which they reside or in a school district that has accepted their student pursuant to RCW 28A.225.225, Choice. All decisions relating to philosophy or doctrine, selection of books, teaching materials and curriculum, and methods, timing, place, and provision for the evaluation of home-based instruction shall be the responsibility of the parent. Failure of a parent to comply with the standards as specified in the law shall constitute a violation of the compulsory attendance law.

A student may be enrolled in an off-campus instruction program provided that such experiences have been approved by the superintendent, or designee.

The superintendent is directed to establish procedures that define the district's responsibilities for home-based and off-campus instruction.

Legal References: RCW 28A.225.220 Adults, children from other districts, agreements for attending school--Tuition
28A.225.225 Applications to attend nonresident district
28A.195.010 Private schools--Extension programs for parents to teach children in their custody--Scope of state control--Generally
28A.225.010 Attendance mandatory--Age--Persons having custody shall cause child to attend public school--Exceptions

	28A.200.010	Home-based instruction--Duties of parents
	28A.200.020	Home-based instruction--Certain decisions responsibility of parent
	28A.150.350	Part-time students--Defined--Enrollment authorized--Reimbursement for costs-- Funding authority recognition--Rules
WAC	392-121-182	Alternative learning experience requirements
	392-134	Finance--apportionment for part-time public School attendance

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Part-time, Home-based or Off-campus Students

Suggested procedures are as follows:

- A. Distribute letter of intent and any district-developed supplementary application to interested parents upon request.
- B. Meet with parent to review supplementary application and determine if parent wishes to enter into off-campus program agreement with the school district. (Maintain a log which reflects the effort that the district has made to conduct such a meeting.)
- C. If an off-campus program agreement is not established, clarify the parent's responsibility in providing home-based instruction including instructional time, subject matter, testing and student records.
- D. If a parent determines that supervision by a certificated teacher is necessary to satisfy qualifications to provide home-based instruction, inform the parent that they are expected to select and pay for such supervision. The district will, if requested, assist the parent in securing instructional materials, provided that the parent shall bear the cost of such materials.
- E. Advise the parent of their rights to enroll a student for part-time instruction and/or to receive ancillary services.
- F. If the parents wish to enroll the child for off-campus instruction (WAC 392-121-181), develop an agreement for each subject which provides for:
 - 1. The objective(s) of the program;
 - 2. The teaching component(s) of the program, including where and when teaching activities will be conducted by school district certificated staff;
 - 3. A schedule of the duration of the program, including beginning and ending dates within the school year;
 - 4. A description of how student performance will be supervised, evaluated, and recorded by the certificated staff or by qualified school district employees under the direct supervision of the certificated staff; and
 - 5. A description of intervention techniques and criteria for their use.

- G. Maintain proper documentation that includes the written plan, a log of contacts made with parent and student (verification by signature of parent), a log of meetings with a classroom teacher for the same grade level as the student.
- H. Assign a certificated staff member to supervise the parent and student.
- I. Claim student as "enrolled" for purposes of state financial support.

HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES

To the extent practical and as required by law, the district will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

Homeless students are defined as lacking a fixed, regular and adequate nighttime residence, including:

- A. Sharing the housing of other persons due to loss of housing or economic hardship;
- B. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
- C. Living in emergency or transitional shelters;
- D. Are abandoned in hospitals;
- E. Awaiting foster care placement;
- F. Living in public or private places not designed for or ordinarily used as a regular sleeping accommodations for human beings;
- G. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings;
- H. Are migratory children living in conditions described in the previous examples.

The superintendent shall designate an appropriate staff person to be the district's liaison for homeless students and their families.

To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in which attendance area the student is actually living, or other schools. Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to homeless families on the same terms as families resident in the district.

If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be informed of the district's decision and their appeal rights in writing. The district's liaison will carry out dispute resolution as provided by state rule. Unaccompanied youth will also be enrolled pending resolution of the dispute.

Once the enrollment decision is made, the school shall immediately enroll the student, pursuant to district policies. If the student does not have immediate access to immunization records, the student shall be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Records from the student's previous school shall be requested from the previous school pursuant to district policies. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is living in another district but will attend his or her school of origin in this district, the districts will coordinate the transportation services necessary for the student, or will divide the costs equally.

The district's liaison for homeless students and their families shall coordinate with local social service agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the educational rights of homeless students in schools, family shelters and soup kitchens. The district's liaison will also review and recommend amendments to district policies that may act as barriers to the enrollment of homeless students.

Cross References:	Board Policy 3120 Board Policy 3231 Board Policy 3413	Enrollment Student Records Student Immunization and Life-Threatening Conditions
Legal References:	RCW 28A.225.215 Title I, Part C	Enrollment of children without legal residences No Child Left Behind Act, 2002

ENROLLMENT

The superintendent shall develop procedures for enrolling students, recording attendance behavior, and counseling and correcting students with attendance problems. When enrolling a student who has attended school in another school district, the parent and student will be required to briefly indicate in writing whether or not the student has any history of placement in a special education program; any past, current or pending disciplinary actions; any history of violent behavior or convictions, adjudications or diversion agreements related to a violent offense, a sex offense, inhaling toxic fumes, a drug offense, a liquor violation, assault, kidnapping, harassment, stalking or arson; any unpaid fines or fees from other schools; and any health conditions affecting the student's educational needs.

The school district shall not require proof of residency or any other information regarding an address for any student who is eligible by reason of age for the services of the district if the student does not have a legal residence. The request for enrollment may be made by the student, parent or guardian.

Since accurate enrollment and attendance records are essential both to obtain state financial reimbursement and to fulfill the district's responsibilities under the attendance laws, staff shall be diligent in maintaining such records.

Legal References:	RCW	28A.225.215	Enrollment of children without legal residences
		28A.225.330	Enrolling Students from other districts -- Requests for information and permanent records
	WAC	392-121-106	Definitions--enrolled student
		392-121-108	Enrollment exclusions
		392-121-122	Definitions-Enrolled and full-time equivalent students
		392-121-182	Alternative learning experience requirements
		392-169-022	Running start student--definition

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Enrollment

Enrollment and attendance records shall be maintained in each school building. At the conclusion of the year, the enrollment and attendance information shall be recorded on the student's permanent record card.

The attendance registers shall remain in the school building for a period of 5 years, after which time they shall be sent to the district office to be destroyed.

Annually each school shall report to the district actions taken to reduce any student's absenteeism following the student's fifth absence in one month, or tenth absence in one year. The district shall report this information annually to the superintendent of public instruction:

1. The number of enrolled students and the number of unexcused absences;
2. The number of enrolled students with ten or more unexcused absences in a school year or five or more unexcused absences in a month;
3. A description of any programs or schools developed to serve students who have had five or more absences in a month or ten in a year including information about the number of students in the program or school and the number of unexcused absences of students during and after participation in the program. The reports shall also describe any placements in an approved private nonsectarian school or program or certified program under a court order.
4. The number of petitions filed by a school or a parent with the juvenile court.

The information in these reports shall not disclose the names or other identification of the students or parents.

For purposes of enrollment count, a "full-time equivalent student" shall be:

Grade K: 20 hours or more per week or four hours or more for 90 scheduled days or 10 hours or more per week or two hours or more for 180 scheduled days.

Grade 1-3: 20 hours or more per week or four hours or more for 180 scheduled days.

Grade 4-10: 25 hours or more per week or five hours or more for 180 scheduled days.

Grade 11-12: 25 hours or more per week or five hours or more for 180 scheduled days; the equivalent in a combination of high school, community college and/or vocational-technical institute courses; or the equivalent in an alternative school program.

Alternative Learning Experiences: Full-time equivalency will be determined by documentation of all hours of learning activities pursuant to WAC 392-121-182(4).

Normal class change/passing time may be counted as part of this requirement. Noon intermission, however, is excluded.

No student may be counted on any school or program's enrollment report who has been absent consecutively from school for two consecutive monthly enrollment report days (first of the month) until attendance is resumed.

Procedures for handling excused and unexcused absences are defined in 3122P (Excused and Unexcused Absences).

COMPULSORY ATTENDANCE

Parents of any child eight years of age and under eighteen years of age shall cause such child to attend school and such child shall have the responsibility to and therefore shall attend for the full-time when such school may be in session unless the child is enrolled in an approved private school, an educational center as provided in chapter 28A.205 RCW or is receiving home-based instruction.

Exception may be granted by the superintendent in the following circumstances:

- A. The student is physically or mentally unable to attend school;
- B. The student is attending a residential school operated by the Department of Social and Health Services;
- C. The student's parents have requested a temporary absence for purposes agreed to by the district and which will not cause a serious adverse effect on the student's educational process;

Any law enforcement officer authorized to make arrests can take a truant child into custody without a warrant and must then deliver the child to the parent or to the school.

The district shall not require enrollment for either (a) a minimum number of semesters or trimesters or (b) a minimum number of courses in a semester or trimester which exceeds the enrollment time or courses necessary for a student to meet established course, credit, and test requirements for high school graduation.

Cross References: Board Policy 3114 Part-time, Home-based, or Off-campus Students
3122 Excused and Unexcused Absences

Legal References: AGO 1980 No. 6 Truancy--Enforcement of compulsory attendance law
RCW 28A.225.010 Attendance mandatory--Age--Persons having custody shall cause child to attend public school -- When excused
28A.225.080 Employment permits
28A.225.090 Penalties in general--Defense--Suspension of fine--
Complaints to court
WAC 180-51-020 Additional local standards

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EXCUSED AND UNEXCUSED ABSENCES

Regular school attendance is necessary for mastery of the educational program provided to students of the district. Students at times may appropriately be absent from class. The following principles shall govern the development and administration of attendance procedures within the district:

- A. Absences due to illness or a health condition; a religious observance, when requested by a student's parent(s); school-approved activities; family emergencies; and, as required by law, disciplinary actions or short-term suspensions shall be excused. The principal may, upon request by a parent, grant permission in advance for a student's absence providing such absence does not adversely affect the student's educational progress. A student, upon the request of a parent, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property, or involves the school to any degree.
- B. If an absence is excused, the student shall be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher except that in participation-type classes a student's grade may be affected because of the student's inability to make up the activities conducted during a class period.
- C. An excused absence shall be verified by the parent or school authority responsible for the absence. If a student is to be released for health care related to family planning or abortion, the student may require that the district keep the information confidential. Students thirteen and older have the right to keep information about drug, alcohol or mental health treatment confidential. Students fourteen and older have the same confidentiality rights regarding HIV and sexually transmitted diseases.
- D. As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused shall experience the consequences of his/her absence. A student's grade shall be affected if a graded activity or assignment occurs during the period of time when the student is absent.
- E. The school shall notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year. The notification shall include the potential consequences of additional unexcused absences. A conference with the parent or guardian shall be held after two unexcused absences within any month during the current school year. A student may be suspended or expelled for habitual truancy. Prior to suspension or expulsion, the parent shall be notified in writing in his/her primary language that the student has unexcused absences.

A conference shall be scheduled to determine what corrective measures should be taken to ameliorate the cause for the student's absences from school. If the parent does not attend the conference, the parent shall be notified of the steps the district has decided to take to reduce the student's absences.

Not later than the student's fifth unexcused absence in a month the district shall enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.

If such action is not successful, the district shall file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student no later than the seventh unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year.

- F. All suspensions and/or expulsions shall be reported in writing to the superintendent within 24 hours after imposition.

The superintendent shall enforce the district's attendance policies and procedures. Because the full knowledge and cooperation of students and parents are necessary for the success of the policies and procedures, procedures shall be made available to parents and students annually.

Cross References: Board Policy 3230 Student Privacy
3241 Classroom Management, Corrective Actions
or Punishment

Legal References: RCW 13.34.300 Failure to cause juvenile to attend school as
evidence under neglect petition
28A.225 Compulsory School Attendance
WAC 180-16-215 (4) Minimum 180 school day year--Five-day
flexibility--Students graduating from high school
180-40-235 Discipline--Conditions and limitations
180-40-260 Long-term suspension--Conditions and limitations

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Excused and Unexcused Absences

Students are expected to attend all assigned classes each day. Teachers shall keep a record of absence and tardiness.

Excused Absences

The following are valid excuses for absences and tardiness. Assignments and/or activities not completed because of an excused absence or tardiness may be made up in the manner provided by the teacher.

- G. Participation in school-approved activity. To be excused this absence must be authorized by a staff member and the affected teacher must be notified prior to the absence unless it is clearly impossible to do so.

- H. Absence due to illness, health condition, family emergency or religious purposes. When possible, the parent is expected to notify the school office on the morning of the absence and send a signed note of explanation with the student upon his/her return to school. Adult students (those over eighteen) and emancipated students (those over sixteen who have been emancipated by court action) shall notify the school office of their absences with a signed note of explanation. Students fourteen years old or older who are absent from school due to testing or treatment for a sexually transmitted disease shall notify the school of their absence with a signed note of explanation, which will be kept confidential. Students thirteen years and older may do the same for mental health, drug or alcohol treatment; and all students have that right for family planning and abortion. A parent may request that a student be excused from attending school in observance of a religious holiday. In addition, a student, upon the request of his/her parent, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property. A student shall be allowed one makeup day for each day of absence.

- I. Absence for parental-approved activities. This category of absence shall be counted as excused for purposes agreed to by the principal and the parent. An absence may not be approved if it causes a serious adverse effect on the student's educational progress. In participation-type classes (e.g., certain music and physical education classes) the student may not be able to achieve the objectives of the unit of instruction as a result of absence from class. In such a case, a parent-approved absence would have an adverse effect on the student's educational progress which would ultimately be reflected in the grade for such a course. A student, upon the request of his/her parent, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property or otherwise involves the school to any degree.

- J. Absence resulting from disciplinary actions--or short-term suspension. As required by law, students who are removed from a class or classes as a disciplinary measure or students who have been placed on short-term suspension shall have the right to make up assignments or exams missed during the time they were denied entry to the classroom if the effect of the missed assignments shall be a substantial lowering of the course grade.

Extended illness or health condition. If a student is confined to home or hospital for an extended period, the school shall arrange for the accomplishment of assignments at the place of confinement

whenever practical. If the student is unable to do his/her schoolwork, or if there are major requirements of a particular course which cannot be accomplished outside of class, the student may be required to take an incomplete or withdraw from the class without penalty.

Excused absence for chronic health condition. Students with a chronic health condition which interrupts regular attendance may qualify for placement in a limited attendance and participation program. The student and his/her parent shall apply to the principal or counselor, and a limited program shall be written following the advice and recommendations of the student's medical advisor. The recommended limited program shall be approved by the principal. Staff shall be informed of the student's needs, though the confidentiality of medical information shall be respected at the parent's request.

Unexcused absences

Unexcused absences fall into two categories:

1. submitting a signed excuse which does not constitute an excused absence as defined previously; or
 2. failing to submit any type of excuse statement signed by the parent, guardian or adult student. This type of absence is also defined as truancy.
- A. Each unexcused absence shall be followed by a warning letter to the parent of the student. Each notice shall be in writing in English or in the primary language of the parent. A student's grade shall not be affected if no graded activity is missed during such an absence.
- B. After two unexcused absences within any month a conference shall be held between the parent, student and principal. At such a conference the principal, student and parent shall consider: adjusting the student's program; providing more individualized instruction; preparing the student for employment with specific vocational experience or both; transferring the student to another school; assisting the student to obtain supplementary services that might eliminate or ameliorate the causes of absence or, imposing other corrective actions that are deemed to be appropriate.

Not later than the student's fifth unexcused absence in a month the district shall enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.

- C. If the above action fails to correct the attendance problem, the student shall be declared a habitual absentee. The principal shall interview the student and his/her family and prescribe corrective action which may include suspension for the current semester and expulsion. No

later than the seventh unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year the district shall file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student. The petition consists of written notification to the court alleging that:

1. The student has unexcused absences in the current school year (petitions must be filed if the student has seven or more unexcused absences within any month during the current school year or ten or more unexcused absences in the current school year, but a petition may be filed earlier);
2. Actions taken by the school district have not been successful in substantially reducing the student's absences from school; and
3. Court intervention and supervision are necessary to assist the school district to reduce the student's absences from school.

Additionally, the petition shall include the student's name, age, school and residence; and the names and residences of the student's parents. The petition must include facts that support the allegations made in the petition, must generally request relief available under the statute, and must describe what the court might order.

- D. A student who has been expelled for attendance violations may petition the superintendent for reinstatement. Such petition may be granted upon presentation of a firm and unequivocal commitment to maintain regular attendance.
- E. Any student who presents false evidence, with or without the consent of his/her parent, in order to wrongfully qualify for an excused absence shall be subject to the same corrective action that would have occurred had the false excuse not been used.

Students are expected to be in class on time. When a student's tardiness becomes frequent or disruptive, the student shall be referred to the principal or counselor. If counseling, parent conferencing or disciplinary action is ineffective in changing the student's attendance behavior, he/she may be suspended from the class.

All sanctions imposed for failure to comply with the attendance policies and procedures shall be implemented in conformance with state and district regulations regarding corrective action or punishment. (See policy 3241.)

REMOVAL/RELEASE OF STUDENT DURING SCHOOL HOURS

The board recognizes its responsibility for the proper care of students during school hours. Students shall not be removed from school grounds, any school building or school function during school hours except by a person duly authorized in accordance with district procedures. Before a student is removed or excused, the person seeking to remove the student must present to the satisfaction of the superintendent or principal evidence of his/her proper authority to remove the student. A teacher should not excuse a student from class to confer with anyone unless the request is approved by the principal. The superintendent is directed to establish procedures for the removal of a student during school hours.

Prior to sending a student to his/her home for illness, discipline or a corrective action, the principal shall attempt to reach the student's parent to inform him/her of the school's action and to request that he/she come to the school for the child. If the principal cannot reach the parent, the student shall remain at school until the close of the school day. A student may be released to a law enforcement officer in accordance with the district policy.

Cross Reference:

Board Policy	3418	Emergency Treatment
	4310	Relations with Law Enforcement, Child Protective Agencies and County Health Department

Legal Reference: RCW 28A.605.010 Removing child from school grounds during
school hours-Procedure

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Removal of Student During School Day

Schools must exercise a high order of responsibility for the care of students while in school. The removal of a student during the school day may be authorized in accordance with the following procedures:

- A. Law enforcement officers, upon proper identification, may remove a student from school without a warrant provided that the law enforcement officer signs a statement that he/she is removing the student from the school. Residential parents should be contacted as soon as possible when a student is taken into custody.
- B. Any other agencies must have a written administrative or court order directing the school district to give custody to them. Proper identification is required before the student shall be released.
- C. A student shall be released to the residential parent. When in doubt as to who has custodial rights, school enrollment records must be relied upon as the parents (or guardians) have the burden of furnishing schools with accurate, up-to-date information.
- D. The school should always receive notification or authorization from the residential parent before releasing the student to a nonresidential parent.
- E. Prior written authorization from the residential parent or guardian is required before releasing a student into someone else's custody unless an emergency situation justifies a waiver.
- F. Police should be called if a visitor becomes disruptive or abusive.
- G. State law requires that school personnel not remove, cause to be removed or allow to be removed a student from school grounds during school hours without the consent of the student's parent or guardian, unless the employee is the student's parent or guardian, the employee is providing bus transportation, the employee is supervising an extra-curricular activity and providing transportation for the student, or the student requires transportation for emergency medical care and the parent cannot be contacted. School security personnel may remove a student from school without parental authorization for disciplinary reasons, and anyone officially responding to a 911 emergency call may remove a student without prior parental authorization.

School personnel should exercise discretion as to whether the student shall be transported by ambulance or private automobile to a doctor or hospital in case of an emergency, (i.e. accident or illness when the school is unable to reach the parent or their authorized representative).

Date:

CHILD CUSTODY

The board of directors presumes that the person who enrolls a student in school is the residential parent of the student. The residential parent is responsible for decisions regarding the day-to-day care and control of student. Parents, guardians or defacto parents have the two-fold right to receive information contained in the school records concerning their child and to forbid or permit the disclosure of such information to others subject to the authority granted to the residential parent.

The board, unless informed otherwise, assumes that there are no restrictions regarding the nonresidential parent's right to be kept informed of the student's school progress and activities. If restrictions are made relative to the above rights, the residential parent will be requested to submit a certified copy of the court order which curtails these right(s). If these rights are questioned by the nonresidential parent, the issue will be referred to law enforcement authorities for resolution.

Unless there are court-imposed restrictions, the nonresidential parent, upon request, will be given grade reports, notices of school activities, reports of disciplinary actions, or notices of teacher or principal conferences or summaries.

The student is not permitted to visit with or be released to anyone, including the nonresidential parent, during school hours without the approval of the residential parent, or an appropriate public authority.

Cross References: Board Policy 2420 Grading and progress reports
 3124 Removal of students during school hours
 3231 Student Records
 4200 Safe and Orderly Learning Environment
 4310 Relations with Law Enforcement, Child Protective
 Agencies and County Health Department

Legal References: CFR45, Part 99 Family education rights and privacy act

 RCW 26.09.250 Child custody - powers and duties of custodian
 13.34.200 Order terminating parent and child relationship

Adoption Date: March 15, 2000

RELEASE OF RESIDENT STUDENTS

A student who resides within the boundaries of the district shall be released to 1) attend another school district, or 2) enroll for ancillary services, if any, in another district as specified in the parental declaration of intent to provide home-based instruction, provided the other district agrees to accept the student if:

- A. A financial, educational, safety or health condition affecting the student would be reasonably improved as a result of the transfer;
- B. Attendance at the school in the nonresident district is more accessible to the parent's place of work or to the location of child care; or
- C. There is some other special hardship or detrimental condition affecting the student or the student's immediate family which would be alleviated as a result of the transfer. Special hardship or detrimental condition includes, a student who becomes a resident of the district in mid-year may apply for a release to complete the current school year only in his or her former district of residence, if transferring mid-year would create a special hardship or detrimental condition.
- D. *The student is a child of a full-time certificated or classified school employee.***

In all cases in which a resident student is released, the student or the student's parent(s) shall be solely responsible for transportation, except that a student may ride on an established district bus route if the superintendent determines that the district would incur no additional cost.

A parent or guardian shall request the release of his/her child by completing the appropriate district form including the basis for the request and the signature of the superintendent, or his or her designee, of the school district which the student will attend.

The superintendent shall grant or deny the request for release according to the above-stated criteria, and promptly notify the parent in writing of his/her decision.

If the request is granted, the superintendent shall notify the nonresident district and make necessary arrangements for the transfer of student records.

If the request is denied, the superintendent shall notify the parent of the right to petition the board, upon five school business days prior notice, for review of the decision and to have a hearing before the board at its next regular meeting. Following the hearing by the board, a final decision shall be promptly communicated to the parent in writing.

If the request for release is denied by the board, the written decision shall inform the parent or guardian of the right to appeal such decision to the superintendent of public instruction.

Resident parents shall be informed of interdistrict enrollment options annually. The district shall make available for public inspection the Superintendent of Public Instruction's annual information booklet on enrollment options in the state.

Legal References:	RCW 28A.225.220	Adults, children from other districts, agreements for attending school-- Tuition
	28A.225.230	Appeal from certain decisions to deny student's request to attend nonresi- dent district--Procedure
	28A.225.290	Enrollment options information booklet
	28A.225.300	Enrollment options information to parents
	C 36 L03	Enrolling Children of Certificated and Classified School Employees

Adoption Date: March 15, 2000

Revision Date: _____

NONRESIDENT STUDENTS

Any student who resides outside the district may apply to attend a school in the district or file the parental declaration of intent to provide home-based instruction and enroll for ancillary services, if any. All applications for nonresident attendance or home-based instruction will be considered on an equal basis. The district shall provide information on interdistrict enrollment policies to nonresidents on request and have copies of the Superintendent of Public Instruction's annual information booklet on enrollment options in the state available for public inspection.

A parent or guardian shall apply for admission on behalf of his or her child by completing the appropriate district application. The superintendent shall develop an application form which contains information including, but not limited to, the current legal residence of the child and the school district in which he or she is currently enrolled or receiving home-based instruction, the basis for requesting release from the resident district and the specific building and grade level in which the student desires to be enrolled if accepted by the district.

The superintendent will accept or reject an application for nonresident admission based upon the following standards:

1. Whether space is available in the grade level or classes at the building in which the student desires to be enrolled;
2. Whether appropriate educational programs or services are available to improve the student's condition as stated in requesting release from his or her district of residence; and
3. Whether the student's attendance in the district is likely to create a risk to the health or safety of other students or staff.
4. Whether the student's disciplinary records indicate a history of violent or disruptive behavior or gang membership (a gang means of group of three or more persons with identifiable leadership that, on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes).
5. Whether the student has been expelled or suspended from a public school for more than ten consecutive days, in which case the student may apply for admission under the district's policy for readmission of expelled students.

If a non-resident student is the child of a full-time certificated or classified school employee the superintendent shall accept the transfer request unless the nonresident students:

- A. **Has a history of convictions, violent or disruptive behavior, or gang membership;**
- B. **Has been expelled or suspended from school for more than ten consecutive days; or**
- C. **Enrollment of a child would displace a child who is a resident of the district, (the child must be permitted to remain enrolled until he or she completes his or her schooling).**

The superintendent, in a timely manner, shall provide all applicants with written notification of the approval or denial of the application. If the student is to be admitted, the superintendent shall notify the resident district and make necessary arrangements for the transfer of student records.

If the application is denied, the superintendent will notify the parent or guardian of the right to petition the board, upon five school business days prior notice, for review of the decision and to have a hearing before the board at its next regular meeting. Following the hearing by the board, a final decision shall be promptly communicated to the parent in writing.

The final decision of the district to deny the admission of a nonresident student may be appealed to the superintendent of public instruction or his or her designee.

Cross References: Board Policy 3120 Enrollment

Legal References: RCW 28A.225.220 Adults, children from other districts, agreements for attending school--Tuition
28A.225.240 Appeal from certain decisions to deny student's request to attend nonresident district--Apportionment of credit
28A.225.290 Enrollment options information booklet
28A.225.300 Enrollment options information to parents

C 36 L 03 ***Enrolling Children of Certificated and Classified School Employees***

WAC 392-137 Finance--Nonresident attendance
392-137-040 District policies--Procedures and criteria for release of resident students and admission of nonresident students
392-137-055 Appeal notice

Adoption Date: March 15, 2000

Revision Date: _____

DISTRICT NOTIFICATION OF JUVENILE OFFENDERS

A court will notify the common school in which a student is enrolled if the student has been convicted, adjudicated, or entered into a diversion agreement for any of the following offenses: a violent offense, a sex offense, a firearms offense, inhaling toxic fumes, a drug offense, liquor offense, assault, kidnapping, harassment, stalking or arson. The principal must inform any teacher of the student and any other personnel who should be aware of the information. The information may not be further disseminated.

A student convicted, adjudicated, or entering into a diversion agreement for an assault, kidnapping, harassment, stalking, or arson against a teacher shall not be assigned to that teacher's classroom during the duration of the student's attendance at that school or any school to which the teacher is assigned. Neither shall the student be assigned to a classroom where another student who was his or her victim for the offense is enrolled.

The state department of social and health services will notify the board of directors in writing at least thirty days before a juvenile convicted of a violent offense, a sex offense or stalking is discharged, paroled, given authorized leave or otherwise released to reside in the district. The department will also notify the district if any adjudicated victims of a juvenile sex offender are registered with the department and on record as attending a school within the district that the juvenile sex offender might otherwise attend.

Convicted juvenile sex offenders shall not attend a school attended by their adjudicated victims or a victim's sibling. The offender and his or her parent or guardian shall be responsible for providing transportation or covering other costs related to the offender's attendance at another school.

Cross References:	Board Policy 2161	Education of Students with Disabilities
	3140	Release of Resident Students
	4315	Release of Information Regarding Sexual Offenders

Legal References:	RCW 13.04.155	Notification to school principal of conviction, adjudication, or diversion agreement-- provision of information to teachers and other personnel--Confidentiality
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RCW 13.40.215 Juveniles found to have committed violent or sex offense or stalking-- Notification of discharge, parole, leave release, transfer, or escape--To whom given--Definitions

28A.600.460 Classroom discipline--policies--classroom placement of student offenders - See data on disciplinary actions

Management Resources: PNA 97.08.03 Legislature addresses student discipline
PNA 9906.03 School safety bills impact policy

RIGHTS AND RESPONSIBILITIES

Each year, the superintendent shall develop and make available to all students, their parents and staff handbooks pertaining to student rights, conduct, corrective actions and punishment. Such statements shall be developed with the participation of parents and the community. The school principal and staff shall confer at least annually to develop and/or review student conduct standards and the uniform enforcement of those standards as related to the established student handbooks. They shall also confer annually to establish criteria for determining when certificated employees must complete classes to improve classroom management skills.

All students who attend the district's schools shall comply with the written policies, rules and regulations of the schools, shall pursue the required course of studies, and shall submit to the authority of staff of the schools, subject to such corrective action or punishment as the school officials shall determine.

Legal References:	RCW	28A.600.010	Government of schools, pupils, employees, rules and regulations for - Due process guarantees--Enforcement
		28A.600.020	Government of schools, pupils, employees' optimum learning atmosphere
		28A.600.040	Pupils to comply with rules & regulations
		28A.400.110	Principal to assure appropriate discipline
		28A.150.240	Basic Education Act of 1977--Certificated teaching and administrative staff as accountable for class room teaching--Scope--Responsibilities--Penalty
		28A.405.060	Course of study and regulations Enforcement--Withholding salary warrant for failure
	WAC	180-40-225	School rules defining misconduct--Distribution of rules
		392-168	Citizen Complaint Procedure for Certain Categorical Federal Programs

Adoption Date: March 15, 2000

PROHIBITION OF HARASSMENT INTIMIDATION AND BULLYING

The District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability, or other distinguishing characteristics, when the intentional written, verbal, or physical act:

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

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. “Other distinguishing characteristics” can include, but are not limited to physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status. Harassment, intimidation or bullying can take many forms including slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s). The District recognizes that any form of harassment, intimidation and bullying can have an adverse effect on school climate in general and that victims of harassment, intimidation and bullying, as well as those who engage in acts of harassment, intimidation, and bullying cannot give full attention to their educational success.

The Griffin School District and staff shall not tolerate any form of harassment, intimidation, and bullying anywhere on District property to include any district facility; at district sponsored events and activities on or off campuses; on school district provided transportation, or at school bus stops. Falsely reporting acts of harassment, intimidation, and bullying, or retaliation against another for reporting acts of harassment, intimidation and bullying also continue violations of this policy.

The policy is to be implemented in conjunction with the Comprehensive Safe Schools Plan that includes prevention, intervention, crisis response, recovery, and annual review. Employees, in particular, are expected to support the dignity and safety of all members of the school community. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy.

This policy is not intended to prohibit expression of religions, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom, or program rules.

~~The policy is to be implemented in conjunction with the Comprehensive Safe Schools Plan that includes prevention, intervention, crisis response, recovery, and annual review. Employees, in particular, are expected to support the dignity and safety of all members of the school community. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy.~~

The superintendent is authorized to direct the development and implementation of procedures addressing the elements of this policy, consistent with the complaint and investigation components of procedure 6590, Sexual Harassment.

Cross References:	Policy 3200	Rights and Responsibilities
	Policy 3210	Nondiscrimination
	Policy 5010	Student Conduct
	Policy 3241	Classroom Management, Corrective Action and Punishment
	Policy 6590	Sexual Harassment

Legal Reference: Chapter 207	Laws of 2002
Adoption Date:	March 19, 2003
Revised:	

Prohibition of Harassment, Intimidation and Bullying

Informal Complaint Process: Anyone may use informal procedures to report and resolve complaints of harassment, intimidation or bullying. At the building level, programs may be established for receiving anonymous complaints. Such complaints must be appropriately investigated and handled consistent with due process requirements. Informal reports may be made to any staff member, although staff shall always inform complainants of their right to, and the process for, filing a formal complaint. Staff shall also direct potential complainants to an appropriate staff member who can explain the informal and formal complaint processes and what a complainant can expect. Staff shall also inform an appropriate supervisor or designated staff person when they receive complaints of harassment, intimidation, or bullying, especially when the complaint is beyond their training to resolve or alleged serious misconduct.

Informal remedies include an opportunity for the complainant to explain to the alleged perpetrator that the conduct is unwelcome, disruptive, or inappropriate, either in writing or face-to-face; a statement from a staff member to the alleged perpetrator that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general public statement from an administrator in a building reviewing the district harassment, intimidation, and bullying policy without identifying the complainant. Informal complaints may become formal complaints at the request of the complainant, parent, guardian, or because the district believes the complaint needs to be more thoroughly investigated.

Formal Complaint Process: Anyone may initiate a formal complaint of harassment, intimidation, or bullying, even if the informal complaint process is being utilized. Complainants should not be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or what kind of hearings may result. Efforts should be made to increase the confidence and trust of the person making the complaint. The District will fully implement the anti-retaliation provisions of this policy to protect complainant(s) and witness(es). Student complainants and witnesses may have a parent or trusted adult with them, if requested, during any district-initiated investigatory activities. The superintendent or designated compliance officer (hereinafter referred to as the compliance officer) may conclude that the district needs to conduct an investigation based on information in their possession regardless of the complainant's interest in filing a formal complaint. The following process shall be followed:

- A. All formal complaints shall be in writing. Formal complaints shall set forth the specific acts, conditions or circumstances alleged to have occurred that may constitute harassment, intimidation or bullying. The compliance officer may draft the complaint based on the report of the complainant, for the complainant to review and sign.
- B. Regardless of the complainant's interest in filing a formal complaint, the compliance officer may conclude that the district needs to draft a formal complaint based upon the information in the officer's possession.

- C. The compliance officer shall investigate all formal, written complaints of harassment, intimidation or bullying, and other information in the compliance officer's possession that the officer believes requires further investigation.
- D. When the investigation is completed the compliance officer shall compile a full written report of the complaint and the results of the investigation. If the matter has not been resolved to the complainant's satisfaction, the superintendent shall take further action on the report.
- E. The superintendent or designee, who is not the compliance officer, shall respond in writing to the complainant and the accused within thirty days, stating:
 - 1. That the district intends to take corrective action; or
 - 2. That the investigation is incomplete to date and will be continuing; or
 - 3. That the district does not have adequate evidence to conclude that bullying, harassment or intimidation occurred.
- F. Corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty days after the superintendent's written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.
- G. If a student remains aggrieved by the superintendent's response, the student may pursue the complaint as one of discrimination pursuant to Policy 3210, Nondiscrimination or a complaint pursuant to Policy 4220, Complaints Concerning Staff or Programs.

A fixed component of all district orientation sessions for employees, students and regular volunteers shall introduce the elements of this policy. Staff will be provided information on recognizing and preventing harassment, intimidation or bullying. Staff shall be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure. Certificated or professionally licensed staff shall be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of harassment, intimidation or bullying. Classified employees and regular volunteers shall get the portions of this component of orientation relevant to their rights and responsibilities.

Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation and bullying, and their rights and responsibilities under this and other district policies and rules at student orientation sessions and on other appropriate occasions, which may include parents. Parents shall be provided with copies of this policy and procedure and appropriate materials on the recognition and prevention of harassment, intimidation and bullying.

NONDISCRIMINATION

The district shall provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without regard to race, creed, color, national origin, sex, or non-program-related physical, sensory or mental disabilities. RCW 49.60 Law Against Discrimination. District programs shall be free from sexual harassment.

The superintendent shall provide for the annual evaluation, periodic surveys, annual notice and complaint procedures as required by law to ensure that there is in fact equal opportunity for all students in the district.

The board shall designate a staff member to serve as affirmative action/ Title IX compliance officer.

Cross References:	Board Policy	2020	Curriculum Adoption
		2150	Co-Curricular Program
		2311	Selection and Adoption of Instructional Materials
Legal References:	RCW	28A.640	Sexual Equality Mandated for Public Schools
		49.60	Law Against Discrimination
		42 U.S.C.	" 12101 - 12213 Americans with Disabilities Act
	WAC	180-40-215	Student rights
		392-190	Equal Educational Opportunity--Sex Discrimination Prohibited

Adoption Date: March 15, 2000

Nondiscrimination

Students, and/or parents, staff or other individuals acting on behalf of students of the district are eligible to participate in this complaint procedure. This complaint procedure is designed to ensure that the resolution of real or alleged violations shall be directed toward a just solution that is satisfactory to the complainant, the administration and the board of directors. This grievance procedure shall apply to the general conditions of nondiscrimination policy (Policy No. 3210) and more particularly to policies dealing with guidance and counseling (Policy No. 2140) co-curricular program (Policy No. 2150), and curriculum development and instructional materials (Policy No. 2020). As used in this procedure,

"Grievance" shall mean a complaint which has been filed by a complainant (a student, an employee, a parent or guardian) relating to alleged violations of any anti-discrimination law including Title IX regulations and Washington Administrative Code (WAC) 392-190 or Section 504 of the Rehabilitation Act of 1973, or Title VII of the Civil Rights Act of 1964.

A complaint shall mean a charge alleging specific acts, conditions or circumstances, which are in violation of the anti-discrimination laws. A respondent shall mean the person alleged to be responsible or who may be responsible for the violation alleged in the complaint.

The primary purpose of this procedure is to secure an equitable solution to a justifiable complaint. To this end, specific steps shall be taken:

Level One

Prior to the filing of a written complaint, the complainant or affirmative action officer may request a meeting with the respondent alleged to be directly responsible for the violation and/or person with the immediate supervisor who is related to the complaint. These persons shall make reasonable efforts to meet with any student, or student representative, and the Title IX officer to discuss the issues that the student, or student representative, may wish to bring to their attention. Such a meeting shall be at the option of the complainant. If unable to resolve this issue at this meeting, the complainant may submit a written complaint to the Title IX officer.

Level Two

The complaint must be signed by the complaining party and set forth the specific acts, conditions, or circumstances alleged to be in violation. The officer shall investigate the allegations set forth within 30 calendar days of the filing of the charge. The officer shall provide the superintendent with a full written report of the complaint and the results of the investigation. The superintendent shall respond in writing to the complainant as expeditiously as possible, but in no event later than 30 calendar days following receipt of the written complaint. The superintendent shall state that the district either:

- A. Denies the allegations contained in the written complaint received by the district; or
- B. Shall implement reasonable measures to eliminate any such act, condition or circumstance.

Such corrective measures deemed necessary shall be instituted as expeditiously as possible, but in no event later than 30 calendar days following the superintendent's mailing of a written response to the complaining party.

Level Three

If a complainant remains aggrieved as a result of the action or inaction of the superintendent in resolving a complaint, the complainant may appeal to the board of the district by filing a written notice of appeal with the secretary of the board by the 10th calendar day following:

- A. The date upon which the complainant received the superintendent's response, or
- B. The expiration of the 30-calendar day response period stated in Level Two, whichever occurs first.

The board shall schedule a hearing to commence by the 20th calendar day following the filing of the written notice of appeal. Both parties shall be allowed to present such witnesses and testimony, as the board deems relevant and material. The board shall render a written decision by the 10th calendar day following the termination of the hearing and shall provide a copy to the complainant.

Level Four

In the event a complainant remains aggrieved with the decision of the board, the complainant may appeal the decision to any federal or state agency empowered with the authority to resolve such complaint.

Preservation of Records.

The files containing copies of all correspondence relative to each complaint communicated to the district and the disposition, including any corrective measures instituted by the district, shall be retained in the office of the Title IX compliance officer for a period of 5 years.

FREEDOM OF EXPRESSION

The free expression of student opinion is an important part of education in a democratic society. Students' verbal and written expression of opinion on school premises is to be encouraged so long as it does not substantially disrupt the operation of the school. Students are expressly prohibited from the use of vulgar and/or offensive terms in classroom or assembly settings.

The superintendent may develop guidelines ensuring that students are able to enjoy free expression of opinion while maintaining orderly conduct of the school.

1. Student Publications

Student publications produced as part of the school's curriculum or with the support of the associated student body fund are intended to serve both as vehicles for instruction and student communication. They are operated and substantively financed by the district.

Material appearing in such publications should reflect all areas of student interest, including topics about which there may be controversy and dissent. Controversial issues may be presented provided that they are treated in depth and represent a variety of viewpoints. Such materials may not: be libelous, obscene or profane; cause a substantial disruption of the school, invade the privacy of others; demean any race, religion, sex, or ethnic group; or, advocate the violation of the law or advertise tobacco products, liquor, illicit drugs, or drug paraphernalia.

The superintendent may develop guidelines to implement these standards and shall establish procedures for the prompt review of any materials which appear not to comply with the standards.

2. Distribution of Materials

Publications or other material written by students may be distributed on school premises in accordance with procedures developed by the superintendent. Such procedures may impose limits on the time, place, and manner of distribution including prior authorization for the posting of such material on school property.

Students responsible for the distribution of material which leads to a substantial disruption of school activity or otherwise interferes with school operations shall be subject to corrective action or punishment, including suspension or expulsion, consistent with student discipline policies.

Policy No. 3220
Students

Materials shall not be distributed on school grounds by non-students and non-employees of the district.

Cross Reference: Board Policy 2340 Religious-related Activities and Practices
 3241 Corrective Actions or Punishment

Legal References: WAC 180-40-215 Student rights

Adoption Date: March 15, 2000, Rev. 3-20-02

Freedom of Expression

Students shall enjoy the privilege of free verbal and written expression providing such expression does not disrupt the operation of the school. The principal shall have the authority to monitor student verbal and written expression. Students who violate the standards for verbal and written expression shall be subject to corrective action or punishment.

For purposes of verbal and written expression, the following guidelines are in effect:

- A. Distribution of written materials or presentation of an oral speech in an assembly or classroom setting may be restricted:
 - 1. where there is evidence which reasonably supports a forecast that the expression is likely to cause material and substantial disruption of, or interference with, school activities, which disruption or interference cannot be prevented by reasonably available, less restrictive means; or,
 - 2. where such expression unduly impinges upon the rights of others.

In order for a student publication or speech to be disruptive, there must exist specific facts upon which it would be reasonable to forecast that a clear and present likelihood of an immediate, substantial disruption to normal school activity would occur if the material were published and distributed. Disruption includes, but is not necessarily limited to: student riots; destruction of property; widespread shouting, or boisterous conduct; or substantial student participation in a school boycott, sit-in, stand-in, walk-out or other related form of activity.

- B. Distribution of written material or presentation of an oral speech which are construed to be unsuitable for minors shall not be permitted. Rules for determining unsuitability for minors should be consistent with those as applied to instructional materials.
- C. Libelous material or speech may be prohibited. Libelous material shall be defined to include defamatory falsehoods about public figures or governmental officials. In order to be libelous, the defamatory falsehood must be made with actual malice; that is, with knowledge that it is false, or with reckless disregard of whether it was false or not.
- D. Material may be considered profane when the language does not meet the standards of professional journalism as evidenced by the daily newspapers commonly distributed in the district. Sanctions may be imposed on a student when he/she engages in offensively "lewd and indecent speech."

- E. Publications may not "invade the privacy" of individuals. Such occurrences may include: exploitation of one's personality: publications of one's private affairs with which the public has no legitimate concern; or, wrongful intrusion into one's private activities in a manner that can cause mental suffering, shame, or humiliation to a reasonable person of ordinary sensibilities.
- F. Publications or oral speeches which criticize school officials or advocate violation of school rules may be prohibited when there is evidence which supports a forecast that substantial disruption of school may develop.
- G. Publications or oral speeches which advocate racial, religious, or ethnic prejudice or discrimination or seriously disparage particular racial, religious, or ethnic groups are prohibited.

Student Publications

The student publications instructor or advisor shall have the primary responsibility for supervising student publications and to see that provisions incorporated into the policy and procedures are met. The principal may request to review any copy prior to its publication. Such copy shall be returned to the student editors within 24 hours after it has been submitted for review.

Any dispute that cannot be resolved at the building level shall be submitted to the superintendent for further consideration. When appropriate, the superintendent shall seek legal counsel. If the complaint cannot be resolved at that level, the board, upon request, shall consider the complaint at its next regular meeting.

While the district believes that students should be encouraged to exercise good judgment in the content of the student publication program, such expressive writing must be in keeping with the school's instructional mission and values. Material must be free of content that: runs counter to the instructional program; invades the privacy of individuals; demeans or otherwise damages individuals or groups; supports the violation of school rules or, is inappropriate for the maturity level of the students. Such publication activities must also teach respect for the sensitivity of others and standards of civility as well as the elements of responsible journalism. (See Policy No. 3220 - Freedom of Expression.)

Distribution of Materials

Students' constitutional rights of freedom of speech or expression provide for the opportunity to distribute written materials on school premises. However, distribution of materials by students shall not cause disruption of or interference with school activities. Systematic distribution of materials may not occur during instructional time, unless other similar non-instructional activities are permitted. Students will be subject to corrective action or punishment, including suspension or expulsion, depending on the nature of the disruption or interference resulting from distribution of materials.

FREEDOM OF ASSEMBLY

Individual students and student organizations may meet in school rooms or auditoriums, or at outdoor locations on school grounds, to discuss, pass resolutions and take other lawful action respecting any matter which directly or indirectly concerns or affects them, whether or not it relates to school. Such activities shall not be permitted to interfere with the normal operation of the school.

Peaceful demonstrations by students are permissible, though they are to be held in designated places where they shall present no hazards to persons or property and at designated times that shall not disrupt classes or other school activities.

Legal References: WAC 180-40-215 Student rights

Adoption Date: March 15, 2000

STUDENT DRESS

Preserving a beneficial learning environment and ensuring the safety and well being of all students are primary concerns of the board of directors.

Students' choices in matters of dress should be made in consultation with their parents.

Student dress shall only be regulated when, in the judgment of school administrators, there is a reasonable expectation that:

- A. A health or safety hazard shall be presented by the student's dress or appearance including possible membership in a gang or hate groups;
- B. Damage to school property shall result from the student's dress; or
- C. A material and substantial disruption of the educational process will result from the student's dress or appearance.

For the purpose of this policy, a material and substantial disruption of the educational process may be found to exist when a student's conduct is inconsistent with any part of the educational mission of the school district. Prohibited conduct includes the use of lewd, sexual, drug, tobacco or alcohol-related messages, or gang-related apparel.

The uniforms of nationally recognized youth organizations, and clothing worn in observance of a student's religion, are not subject to this policy.

The superintendent shall establish procedures providing guidance to students, parents, and staff regarding appropriate student dress in school or while engaging in extracurricular activities. Such procedures shall ensure that any student wearing, carrying, or displaying gang-related apparel, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student shall be asked, with notice to his or her parents, to make appropriate corrections and be subject to discipline if the corrections are not undertaken.

Cross References: Board Policy 3220 Freedom of Expression

Legal References: RCW 28A.320.140 Schools with Special standards
WAC 180-40-215 Student Rights
180-40-225 School district rules defining misconduct

Adoption Date: March 15, 2000

Student Dress

The student and parent may determine the student's personal dress and grooming standards, provided that the student's dress and grooming shall not:

- A. Lead school officials to reasonably believe that such dress or grooming shall disrupt, interfere with, disturb, or detract from the school environment or activity and/or educational objectives.
- B. Create a health or other hazard to the student's safety or to the safety of others.
- C. Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence; or
- D. Imply gang membership or affiliation by written communication, marks, drawing, painting, design, emblem upon any school or personal property or one's person.

The principal, in connection with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity if the principal reasonably believes that the student's dress or grooming:

- A. Creates a hazard to the student's safety or to the safety of others.
- B. Shall prevent, interfere with or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

If the student's dress or grooming is objectionable under these provisions, the principal shall request the student to make appropriate corrections. If the student refuses, the principal shall notify the parent, if reasonably possible, and request that person to make the necessary correction. If both the student and parent refuse, the principal shall take appropriate disciplinary action. Students may be suspended, if circumstances so warrant. Students who violate provisions of the dress code relating to extracurricular activities may be removed or excluded from the extracurricular activity for such period as the principal may determine. All students shall be accorded due process safeguards before any corrective action may be taken.

Students identified as being gang involved, influenced or affiliated shall be provided assistance and/or programs which discourage gang involvement or affiliation, enhance self-esteem, encourage interest and participation in school or other positive activities and promote membership in authorized school organizations.

STUDENT PRIVACY

At certain ages, students attain the right to decide for themselves what records will remain confidential, even from their parents, and what activities the student will participate in. At age eighteen students become legal adults and must approve any disclosure of information about themselves from school records, except directory information if a request for confidentiality has not been filed. Students at age eighteen may also sign releases, authorizations or permission slips to participate in school activities, and may sign themselves out of school and authorize their own absences. Students between sixteen and eighteen who have been granted legal emancipation from their parents or guardians have the same rights as eighteen-year-old students. Students over fourteen years of age have the right to keep private from everyone any district records indicating that they have been tested or treated for a sexually transmitted disease. Students thirteen years and older have confidentiality rights in records regarding drug, alcohol or mental health treatment. All students have confidentiality rights in family planning or abortion records.

1. Searches of Students and Personal Property

Personal privacy is a fundamental aspect of individual liberty. All students possess the constitutional right to be secure in their persons, papers, and effects against unreasonable searches and seizures.

School officials have authority to maintain order and discipline in the schools and to protect students from exposure to illegal drugs, weapons, and contraband. The superintendent, the principal, and other staff designated by the superintendent shall have the authority to conduct reasonable searches on school property.

Prior to conducting a search, school officials shall ask that the student consent to be searched by removing all items from pockets or other personal effects. If the student refuses to consent to the search, school officials may proceed to search the student, the student's personal belongings, and the student's locker, as follows:

- A. Any search of a student conducted by a school district employee must be reasonably related to the discovery of contraband or other evidence of a student's violation of the law or school rules.

For the purpose of this policy, "contraband" means items, materials, or substances the possession of which is prohibited by law or district policy, including but not limited to, controlled substances, alcoholic beverages, tobacco products, or any object that can reasonably be considered a firearm or a dangerous weapon.

- B. Staff shall conduct searches in a manner which is not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction.

No student shall be subject to a strip search or body cavity search by school staff.

The superintendent may develop procedures regulating searches of students and their personal property.

2. Locker Searches

Students may be assigned lockers for storing and securing their books, school supplies, and personal effects. Lockers, desks, and storage areas are the property of the school district. No right nor expectation of privacy exists for any student as to the use of any space issued or assigned to a student by the school and such lockers and other spaces are subject to search in accordance with district policy.

No student may use a locker, desk, or storage area as a depository for any substance or object which is prohibited by law or school rules or which poses a threat to the health, safety or welfare of the occupants of the school building or the building itself.

Any student's locker, desk, or other storage area shall be subject to search if reasonable grounds exist to suspect that the search will yield evidence of the student's violation of the law or school rules. Any search of an individual student's locker shall be conducted according to board policy governing personal searches.

All student lockers may be searched at any time without prior notice and without reasonable suspicion that the search will yield evidence of any particular student's violation of the law or school rules. If the school official conducting such a search develops a reasonable suspicion that any container inside the locker, including but not limited to a purse, backpack, gym bag, or an article of clothing, contains evidence of a student's violation of the law or school rules, the container may be searched according to board policy governing personal searches.

The superintendent may establish procedures for conducting searches of lockers, desks, or storage areas.

Cross References: Board Policy 3414 Infectious Diseases
3231 Student Records

Legal References: RCW 13.64.060 Power and Capacity of emancipated minor
28A.320.040 Bylaws for board and school government
28A.600.020 Government of schools, pupils, employees, rules
and Optimum learning atmosphere

28A.600.210
- 240 School official searches of
student lockers

WAC 180-40-215 Student rights

Adoption Date: March 15, 2000

1. Searches of Students and Their Property

A student is subject to search by district staff if reasonable grounds exist to suspect that evidence of a violation of the law or school rules will be uncovered. School staff shall report a student's suspicious activity to the principal prior to initiating a search, except in emergency situations.

Establishing reasonable grounds. The following review of the basis for the search should occur before conducting a search:

- A. Identify 1) the student's suspicious conduct, behavior, or activity; 2) the source of the information; and 3) the reliability of the source of such information.
- B. If suspicion could be confirmed, would such conduct be a violation of the law or school rules?
- C. Is the student likely to possess or have concealed any item, material, or substance which is prohibited or which would be evidence of a violation of the law or a school rule?

Conducting the search. If the principal, or his or her designee, determines that reasonable grounds exist to search a student's clothing, personal effects, desk, locker, assigned storage area, or automobile, the search shall be conducted as follows:

- A. If evidence of criminal activity is suspected to be present, and prosecution by civil authorities will be recommended if confirmed by the search, consult law enforcement officials regarding the appropriateness of a search by a law enforcement officer.
- B. If evidence of violation of a school rule is suspected, and if confirmed by the search will be handled solely as a student discipline action, proceed to search by asking the student to remove all items from pockets, purses, handbags, backpacks, gym bags, etc.
- C. If the student refuses to cooperate in a personal search, the student should be held until the student's parent or guardian is available to consent to the search. If a parent or guardian cannot be reached in a reasonable time, the principal may conduct the search without the student's consent.

2. Locker Searches

Lockers, desks, and storage areas are the property of the school district. When assigned a locker, desk, or storage area, a student shall be responsible for its proper care. A student may be subject to a fine for any willful damage to school property. Students are encouraged to keep their assigned lockers closed and locked.

A student's locker desk or storage area may be searched by district staff if reasonable grounds exist to suspect that evidence of a violation of the law or school rules will be uncovered. School staff shall report a student's suspicious activity to the principal prior to initiating a search, except in emergency situations when the risk of harm to students or staff demands immediate action.

Building principals should refer to these procedures for conducting searches of students and their property for guidance in establishing whether a search is reasonable under the circumstances.

Principals may search all lockers, desks, or storage areas without prior notice given to students and without reasonable suspicion that the search will yield evidence of any particular student's violation of the law or school rules.

Administrative inspections, or health and welfare inspections, may be conducted at any time for the purpose of locating misplaced library books, textbooks, or other school property or to ensure that all lockers, desks, or storage areas are being kept clean and free from potential health or safety hazards. Periodic inspections of lockers will reinforce the district's ownership of lockers and the minimal expectation of privacy students have in the contents of their lockers.

During a search of all student lockers, if the school official conducting the search discovers any container within the locker which may conceal contraband, the container may be searched according to district procedures governing searches of students and their property. A "container" for the purpose of this policy may include, but is not limited to: an article of clothing, a handbag, purse, backpack, gym bag, or any other item in which contraband material may be concealed.

RCW	28A.230.180	Educational and career opportunities in the military, student access to information on, when
	28A.635.060	Defacing or injuring school property--Liability of parent or guardian
	40.24.030	Address Confidentiality Program-- Application--Certification
Ch. 70.02	RCW	Medical records--health care information access and disclosure
WAC	180-52-025	Pupil tests and records - Pupil personnel records - School district policy in writing
	180-57	Secondary education--standardized high school transcript
Ch. 43-840	WAC	Implementation of Address Confidentiality Program
WAC	246-100-166	Immunization of daycare and school children against certain vaccine-preventable diseases

Adoption Date: March 15, 2000

Student Records

Student records shall be managed by the district records custodian in the following manner:

Type of Records

Student records shall be divided into two categories: the cumulative folder and supplementary records.

The cumulative folder may contain all information about a student which is collected and maintained on a routine basis, such as identifying information (name, birth date, sex, year in school, address, telephone number, parent's name, ethnic classification, emergency information [parent's place of employment, family doctor, babysitter, siblings]); attendance records including date of entry and withdrawal; grades and other student progress reports; results of tests of school achievement, aptitude, interests, hearing and vision; health and immunization status reports; records of school accomplishments and participation in school activities; verified reports of misconduct, including a record of disciplinary action taken; and such other information as shall enable staff to counsel with students and plan appropriate activities. Identifying information may be limited if the student is a participant in the state Address Confidentiality Program.

Supplementary records about a student may be collected and maintained in connection with special school concerns about the student, such as confidential health information or reports connected with assessment and placement of student who is formally identified as a "focus of concern;" reports from nonschool persons and organizations such as physicians, psychologists and clinics, except for general screening purposes; reports pertaining to specific problems associated with the student; and current reports of psychological tests and progress reports related to a student's disabling condition. All such reports included in records shall be dated and signed.

For the purpose of this procedure, working notes of staff are defined as those records about students which are maintained in the sole possession of the writer and are not accessible or revealed to any other person except a substitute for that staff member. Working notes are not considered student records within the purview of this procedure.

Accessibility of Student Records

Information contained in the cumulative folder and/or supplementary records shall be provided to persons and agencies as follows:

Parents. Parents of dependent children have the right to inspect the cumulative folder and/or supplementary records of their children.

- A. The parent shall be provided analysis and interpretation by qualified staff of all information in the cumulative folder and supplementary records. This action may be initiated by the parent or a staff member. The review shall occur within 5 school business days after a request is received unless a written explanation for the failure to do so is supplied by the custodian of records. In no case shall the review occur later than 45 days after the request is made.
- B. Inspection and review shall be conducted during normal working hours, unless the custodian (teacher, counselor, nurse, psychologist, principal) consents to other arrangements. Custodians shall provide assistance in the interpretation and analysis of student records as needed. Although records must remain within district control, they may be copied or reproduced by or for the parent or eligible student at their own expense.

The Student. Information from the cumulative folder shall be interpreted to the student upon his/her request. Information contained in supplementary records shall be interpreted to the student upon his/her request and with the consent of the parent. The adult student may inspect his/her cumulative folder and supplementary records. The right of access granted the parent or adult student includes the right to be provided a list of the types of student-related education records maintained by the school and the district. The parent and adult student shall have the right to inspect or to be informed of the content of any record containing personally identifiable information regarding more than one student, provided that the right to access shall apply only to that portion of the record or document which relates to the student. Upon graduation from high school, a student may request to receive a final transcript in addition to the diploma.

Parents and adult students shall be notified annually of their right to inspect and review the records of their children and their other rights under the Family Education Rights and Privacy Act through the following notice:

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. They are:

- 1) The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the district records custodian a written request that identifies the record(s) they wish to inspect. The records custodian 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 district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District 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 District 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 District has contracted to perform a special task (such as an attorney, hearing officer, 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 District discloses educational 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 District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, D.C. 20202-4605

Staff. Staff who have a legitimate, educational interest in a student shall have access to the cumulative folder and any supplementary records.

Other Districts. Other districts shall be provided with records upon official request from the district, unless the student has an outstanding fee or fine. In those instances the enrolling school shall be provided with the student's academic, special placement, immunization history and discipline records within two school days, but the official transcript shall be withheld until the fee or fine is discharged. The enrolling school district shall be notified that the transcript is being withheld due to an outstanding fee or fine. At the time of transfer of the records, the parent or adult student may receive a copy of the records at his/her expense if requested and shall have an opportunity to challenge the contents of the records. Parents shall be advised through the annual Student Rights and Responsibilities Handbook that student records shall be released to another school where the student has enrolled or intends to enroll.

Other Persons and Organizations. Prospective employers may request to review the transcript of a student. Each student shall be advised at least annually that such requests shall be honored only upon a signed release of the student. Information contained in the cumulative folder and supplementary records of a student shall be released to persons and organizations other than the student, parent, staff and other districts only with the written consent of the parent or adult student with the following exceptions:

- A. Directory information may be released publicly without consent upon the condition that the parent or adult student be notified annually of the school's intention to release such information and be provided the opportunity to indicate that such information is not to be released without prior consent. Such information shall not be released for commercial reasons. Directory information is defined as the student's name, photograph, address, telephone number, date and place of birth, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received and the most recent previous school attended. The actual residential addresses of participants in the state Address Confidentiality Program will not be available for release as directory information.
- B. Information may be released to authorized representatives of the comptroller general of the United States, the commissioner of education, and/or an administrative head of an education agency or state education authorities in connection with the audit and evaluation of federally supported education programs or in connection with the enforcement of the federal legal requirements for such programs.

- C. Information may be released to state and local officials to whom such information is specifically required to be reported or disclosed pursuant to Washington state statute (examples: reporting child abuse or referrals to juvenile court for truancy).
- D. Information may be released to organizations conducting studies for educational agencies for the purpose of developing, validating or administering predictive tests or improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than the representatives of such organizations and if such information shall be destroyed when no longer needed for the purpose for which it has been gathered.
- E. Information may be released in compliance with a judicial order or lawfully issued subpoena, upon condition that a reasonable effort was made to notify the parent or adult student in advance of such compliance.
- F. Information may be released to appropriate persons and agencies in connection with an emergency to protect the health or safety of the student or other persons.

When information from a student's record, other than directory information, is released to any person or organization other than staff, a record of such release shall be maintained as part of the specific record involved. Telephone requests for information about students shall not be honored unless the identity of the caller is known and the caller is authorized to receive the information under provisions of these procedures. A record shall be made of any such release of information and placed in the student's cumulative folder. This record of access shall include date of access, name of the party granted access and the legitimate educational interest of the party granted access

- G. A high school student may grant authority to the district permitting prospective employers to review the student's transcript.

Confidential Health Records

Confidential health records should be stored in a secure area accessible only to the school health care provider, unless an appropriately executed release under Ch. 70.02 has been obtained. Such records are also covered by the Family Education Rights and Privacy Act, permitting parent access to review and otherwise exercise FERPA rights regarding the records. There is a higher standard of confidentiality and minor student's rights of privacy for records pertaining to HIV, sexually transmitted diseases, drug or alcohol treatment, mental health treatment, family planning or abortion. The releases for information regarding sexually transmitted diseases, HIV and drug or alcohol treatment are more restrictive than ordinary medical releases.

Challenges and Hearings

At the time of inspection and review the parent or adult student granted access to records may challenge the appropriateness and accuracy of any record directly related to the student and may demand correction or deletion. Custodians (teacher, counselor, nurse, psychologist) may honor such demands by correcting or deleting records which are misleading, violative of privacy or inaccurate, provided that the principal concurs.

If the demanded correction or deletion is denied by the principal, the parent or adult student may request an informal hearing before the superintendent, which hearing shall be held within 10 school days of the receipt of such request. During the hearing the superintendent shall review the facts as presented by the parent or adult student and the custodian and decide whether or not to order the demanded correction or deletion. The superintendent shall send his/her written decision to the parent or adult student within 10 school days of the hearing.

Upon denial of correction or deletion by the superintendent, the parent or adult student may request in writing a hearing before the board, which hearing shall be conducted at its next regular meeting. During such hearing, which shall be closed to the public, the board shall review the facts as presented by the parent or adult student and principal and decide whether or not to order the demanded correction or deletion. The board shall send its written decision to the parent or adult student within 10 school days of the hearing.

Parents or adult students challenging the appropriateness and accuracy of student records may insert a written explanation of their objections in such records.

Maintenance of Student Records

The student's principal, counselor or teacher shall be the custodian of the cumulative folder. The principal or the student's counselor shall be the custodian of the supplementary records. Duplicate copies of all guidance case study reports and reports from nonschool agencies contained in a student's supplementary record may be maintained in the district office under the supervision of the superintendent.

Custodians shall:

- A. Maintain only those records authorized by these procedures;
- B. Safeguard student records from unauthorized use and disposition;
- C. Maintain access records;
- D. Honor access requests for parent or adult student;

- E. Delete or correct records upon approval of the principal or upon order of the superintendent or the board; and
- F. Follow the records review schedule and procedures established by the principal.

Principals may assume the duties of custodians and shall:

- A. Request student records from other schools;
- B. Maintain security of student records;
- C. Transfer, destroy and expunge records as permitted;
- D. Supervise activities of their custodians;
- E. Conduct informal hearings and grant or deny approval of corrections or deletions requested by parents or adult students;
- F. Establish records review schedules and procedures for their respective schools or departments in accordance with procedures governing records disposition (Psychological test scores shall be reviewed annually to determine their relevance to the continuing educational needs of the student.);
- G. Upon transfer of the student to the next level (elementary to middle school, middle school to high school) or upon graduation or transfer outside the district, remove for retention, preservation or destruction in accordance with applicable disposition procedures any records no longer pertinent to educational program placement; and
- H. Certify to the district records custodian by June 30 of each year the following:
 - 1. Only records pertinent to educational program placement are being maintained, unless otherwise authorized by law, and
 - 2. Required reviews have been accomplished.

The district records custodian shall provide overall supervision of student records management and control and shall enforce the student records policy and the administrative procedures.

Disposition of Student Records

The permanent student record shall serve as the record of the student's school history and academic

achievement. Permanent records filed in the student's cumulative folder are to be extracted and retained before disposition of the folder.

When a student transfers to another school in the district, all records including the permanent student record shall be transmitted to the other school. When a student transfers to a school outside of the district, the principal shall purge the cumulative folder of all nonofficial, extraneous information. A copy of all records will be sent to the requesting school, unless the student has an outstanding fee or fine. In those instances the enrolling school shall be provided with information regarding the student's academic, special placement, immunization history and discipline records within two school days, and the records shall be sent as soon as possible. The official transcript shall be withheld until the fee or fine is discharged. The enrolling school district shall be notified that the transcript is being withheld due to an outstanding fee or fine. The cumulative folder for an elementary or middle school student who leaves the district shall be maintained for 3 years after discontinuance of enrollment in the district.

When informing the parent or adult student about his/her rights regarding such records, the district shall advise the parent or adult student that the information may be needed by the student or the parent to establish eligibility for certain adult benefits, e.g., social security. At the parent's or adult student's request, the record information relating to the disabling condition shall be destroyed.

A parent or adult student, at his/her expense, may receive a copy of all records to be transmitted to another district.

Large Scale Destruction of Student Records

After exercising care in accordance with that contained in the previous section (Disposition of Student Records), the principal shall identify records to be destroyed. A summary sheet shall be completed and retained in the office. The sheet shall indicate: "As of this date, I have determined that the following records may be destroyed in accordance with district and state requirements and have submitted them for destruction." The summary sheet shall be dated and signed by the principal.

PARENT AND STUDENT RIGHTS IN FEDERAL PROGRAMS

All instructional materials, including supplementary materials and teachers manuals, used with any survey, analysis or evaluation in a program or project supported by federal funds are available for inspection by parents and guardians.

No student will be required as part of any project or program supported by federal funds to submit to survey, analysis or evaluation that reveals information concerning:

1. political affiliations
2. potentially embarrassing mental or psychological problems
3. sexual behavior and attitudes
4. illegal, anti-social, self-incriminating or demeaning behavior
5. critical appraisals of close family members
6. privileged or similar relationships
7. Income, other than information necessary to establish eligibility for a program

without the prior consent of adult or emancipated students, or written permission of parents.

Legal References: 20 U.S.C. 1232h Protection of Pupil Rights (Hatch Amendment)
34 CFR Parts 75, 76, and 98(1984) Student rights in research,
experimental activities and testing

Adoption Date: March 15, 2000

STUDENT CONDUCT

The board acknowledges that conduct and behavior are closely associated to learning. An effective instructional program requires a wholesome and orderly school environment. The board requires that each student adhere to the rules of conduct and submit to corrective action taken as a result of conduct violations. The rules of conduct are applicable during the school day as well as during any school activity conducted on or off campus. Special rules are also applicable while riding on a school bus.

Students are expected to:

- A. Conform to reasonable standards of acceptable behavior;
- B. Respect the rights, person and property of others;
- C. Preserve the degree of order necessary for a positive climate for learning; and
- D. Submit to the authority of staff and respond accordingly.

The superintendent shall develop written rules of conduct which will carry out the intent of the board.

Cross References: Board Policy 6605 Student Conduct on Buses

Legal References: RCW 4.24.190 Action against parent for willful injury to property by minor--Monetary limitation--Common law liability preserved
9A.16.020 Use of force--when lawful
9.41 Firearms and dangerous weapons
28A.210.310 Prohibition of use of tobacco products on school property
28A.600.020 Government of schools, pupils, employees, rules and regulations for--To insure optimum learning atmosphere
28A.600.040 Pupils to comply with rules & regulations
28A.400.110 Principal to assure appropriate student discipline
28A.635.060 Defacing or injuring school property--Liability of parent or guardian
P. L. 101-226 Drug-Free Schools and Communities Act
WAC 180-40-205 Definition
180-40-225 School district rules defining misconduct--Distribution of rules
RCW 9.91.160 Personal protection spray devices

Adoption Date: 7-15-99

Student Conduct

Respect for the Law and the Rights of Others

The student is responsible as a citizen to observe the laws of the United States, the state of Washington, and/or its subdivisions. While in the school, the student shall respect the rights of others. Students who involve themselves in criminal acts on school property, off school property at school-supervised events, or off school property--and which acts have a detrimental effect upon the maintenance and operation of the schools or the district--are subject to disciplinary action by the school and prosecution under the law.

Compliance with Rules

Students shall comply with all rules adopted by the district. Failure to do so shall be cause for corrective action. The rules shall be enforced by school officials:

- on the school grounds during and immediately before or immediately after school hours,
- on the school grounds at any other time when the school is being used by a school group(s),
or
- off the school grounds at a school activity, function, or event, or
- off the school grounds if the actions of the student materially or substantially affect the educational process.

Alteration of Records and Cheating

Alteration of records. A student who falsifies, alters, destroys a school record or any communication between home and school shall be subject to corrective action.

Cheating. Any student who knowingly submits work of others represented as his/her own shall be considered to have cheated. Cheating also includes the aiding and abetting of cheating by others.

Attendance

A student shall not be absent or tardy from classes without an approved excuse. Such a student shall be subject to corrective action or punishment.

Alcohol, Chemical Substances and 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.

Disruptive Conduct

A student shall not intentionally cause a substantial and material disruption of any school operations. The following illustrate the kinds of offenses that are prohibited:

- A. Occupying a school building or school grounds in order to deprive others of its use;
- B. Blocking the entrance or exit of any school building or room in order to deprive others of passing through;
- C. Setting fire to or substantially damaging school property;
- D. Using, or threatening to use, firearms, explosives or other weapons on the school premises, including use by an unauthorized student of a personal protection spray device, or use of such device in other than self-defense as defined by state law;
- E. Preventing students from attending a class or school activity;
- F. Blocking normal pedestrian or vehicular traffic on a school campus;
- G. Interfering seriously with the conduct of any class or activity; and
- H. Gambling or encouraging other students to gamble.

Damage or Theft of Property

A student shall not intentionally or with gross carelessness damage school or private property.

Extortion, Assault or Causing Physical Injury

A student shall not extort anything of value, threaten injury or attempt to cause physical injury or intentionally behave in such a way as could reasonably be expected to cause physical injury to any person.

Gang Activity

A student shall not knowingly engage in gang activity on school grounds. A gang is a group of three or more persons with identifiable leadership which, on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes.

Leaving Campus During School Hours

A student shall not leave the school campus during the school day unless excused by the school office.

Loitering

A student shall be expected to leave the school campus at the official close of the school day unless permission to do otherwise has been granted.

Vulgar or Lewd Conduct

Any lewd, indecent or obscene act or expression is prohibited.

Weapons and Dangerous Instruments

A student shall not possess or transmit any object that can reasonably be considered a firearm, air gun or a dangerous weapon. Violation of this rule with a firearm shall result in a minimum one-year expulsion, unless modified by the superintendent.

CLASSROOM MANAGEMENT, CORRECTIVE ACTIONS OR PUNISHMENT

All students shall submit to the reasonable rules of the district. Refusal to comply with written rules and regulations established for the governing of the school shall constitute sufficient cause for discipline, suspension or expulsion. Corrective action and/or punishment for misconduct must reflect good faith effort on the part of the staff. For the purposes of the district's policies relating to corrective action or punishment:

- A. "Expulsion" is the exclusion from school or individual classes for an indefinite period.
- B. "Suspension" is the exclusion from school, or individual classes for a specific period of time, after which the student has a right to return.
 - 1. A suspension is "short term" if it is for a period of 10 consecutive school days or less. Separate short-term suspensions shall not total more than 10 school days in a semester for any student in grades K-4. Separate short-term suspensions shall not total more than 15 days in a semester for a student in any other grade. Students' grades shall not be affected substantially as a result of a short-term suspension.
 - 2. Suspensions which exceed 10 consecutive school days are long-term suspensions.
- C. "Discipline" constitutes all other forms of corrective action or punishment, including brief exclusions from a class for not more than the remainder of the class period, including exclusion from any other type of activity conducted by or for the district. Discipline shall not adversely affect specific academic grade, subject, or graduation requirements, so long as all required work is performed.

Prior to the imposition of a corrective action or punishment upon a special education student, the school principal and special education staff who have knowledge of the student's disability will determine if there is a causal relationship between the disability and the misconduct giving rise to the corrective action or punishment. When a relationship is found to exist, special education programming procedures shall be employed.

Once a student is expelled in compliance with district policy, the expulsion shall be brought to the attention of appropriate local and state authorities, including, but not limited to, the local juvenile authorities acting pursuant to the statutes dealing with the Basic Juvenile Court Act, in order that such authorities may address the student's educational needs.

No student shall be expelled, suspended, or disciplined in any manner for the performance of or failure to perform any act not related to the orderly operation of the school or school-sponsored activities or any other aspect of the educational process.

The superintendent shall have the authority to discipline, suspend or expel students. The superintendent shall identify the conditions under which a teacher may exclude a student from his or her class and shall also designate which staff have the authority to initiate or to impose discipline, suspensions or expulsions.

Parents and students shall be given notice of the standard of conduct the district requires regarding drug and alcohol use, and a statement of the disciplinary sanctions for violations of that standard.

1. Rights, Responsibilities, and Authority of Certificated Staff

Certificated staff shall share responsibility for supervising the behavior of students and for maintaining the standards of conduct which have been established.

Certificated staff shall have the right to:

- A. Expect students to comply with school rules.
- B. Develop and/or review building rules relating to student conduct and control at least once each year. Building rules shall be consistent with district rules relating to student conduct and control.
- C. Exclude a student from class for all or any portion of the period or for the balance of the school day, or up to the following two days, or until the teacher has conferred with the principal, whichever occurs first. Prior to excluding a student, the teacher shall have attempted one or more corrective actions.
- D. Receive any complaint or grievance regarding corrective action or punishment of students. They shall be given the opportunity to present their version of the incident and to meet with the complaining party in the event that a conference is arranged.

Certificated staff shall have the responsibility to:

- A. Principals shall distribute to students, parents and staff a publication defining the rights, responsibilities and corrective action or punishment relating to student behavior.
- B. Observe the rights of students.
- C. Enforce the rules of student conduct fairly, consistently, and without discrimination. Any infractions shall be reported orally and in writing to the principal as soon as possible regardless of any corrective actions taken by the teacher.
- D. Maintain good order in the classroom, in the hallways, and on the playgrounds or other common areas of the school, or while riding on school buses (field trip).

- E. Maintain accurate attendance records and report all cases of truancy.
- F. Principals shall notify parents when students are suspended or expelled.
- G. Set an appropriate example of personal conduct and avoid statements which may be demeaning or personally offensive to any student or group of students.
- H. Meet with a parent(s) within five (5) school days upon request to hear a complaint regarding the use of classroom materials and/or teaching strategies that is being employed in the classroom.

Certificated staff shall have the authority to:

- A. Use such reasonable action as is necessary to protect himself/ herself, a student, or others from physical abuse or injury.
- B. Remove a student from a class session for sufficient cause.
- C. Detain a student after school with due consideration for bus transportation.
- D. Principals shall impose suspension or expulsion when appropriate.

2. Student Discipline

The methods employed in enforcing the rules of the school involve professional judgment. Such judgment should be:

- A. consistent from day to day and student to student,
- B. balanced against the severity of the misconduct,
- C. appropriate to the student's nature and prior behavior,
- D. fair to the student, parent, and others, and
- E. effective.

Established procedures must be followed in correcting misbehavior. Appeal procedures have been established in order to provide for an opportunity for every corrective action or punishment to be reviewed by someone in authority and to instill confidence among students and parents as to the essential fairness of staff.

In order to develop an environment conducive to learning, the principal shall confer with certificated staff at least once per year to develop and/or review rules of conduct to be employed in the school and corrective actions and punishment that may be employed in the event of rule infractions.

A teacher shall have the authority to exclude a student from his/her classroom pursuant to the provisions of Section 1.C of this policy.

3. Detention

For minor infractions of school rules or regulations, or for minor misconduct, staff may detain students after school hours.

Preceding the assignment of such corrective action, the staff member shall inform the student of the nature of the offense charged and of the specific conduct which allegedly constitutes the violation. The student shall be afforded an opportunity to explain or justify his/her actions to the staff member.

Detention shall not begin until the parent has been notified (except in the case of the adult student) for the purpose of informing him/her of the basis and reason for the detention and to permit him/her to make arrangements for the necessary transportation of the student when he/she has been detained after school hours for corrective action.

Students detained for corrective action shall be under the direct supervision of the staff member or another member of the professional staff.

4. Appeal Process for Disciplinary Action

Any parent or student who is aggrieved by the imposition of discipline shall have the right to an informal conference with the principal for the purpose of resolving the grievance. At such conference the student and parent shall be subject to questioning by the principal and shall be entitled to question staff involved in the matter being grieved.

The parent and student after exhausting this remedy, shall have the right, upon 2 school business days' prior notice, to present a written and/or oral grievance to the superintendent. If the grievance is not resolved, the parent and student, upon 2 school business days' prior notice, shall have the right to present a written grievance to the board during its next regular meeting, or at a meeting held within 30 days, whichever is earlier. A closed meeting may be held for the purpose of considering the grievance. The board shall notify the parent and student of its response to the grievance within 10 school business days after the date the grievance was presented. The disciplinary action shall continue notwithstanding implementation of the grievance procedure unless the principal, superintendent or board elects to postpone such action.

5. Suspensions or Expulsions

The nature and circumstances of the student conduct violation must reasonably warrant a suspension or expulsion. As a general rule no student shall be suspended for a short or long term unless other forms of corrective action reasonably calculated to modify his/her conduct have previously been imposed upon the student as a consequence of misconduct of the same nature.

However, a student may be suspended for exceptional misconduct, other than absenteeism, when such misconduct is of frequent occurrence or is serious in nature and/or is disruptive to the operation of the school. The superintendent shall recommend for board approval, the nature and extent of the corrective actions and/or punishments which may be imposed as a consequence of exceptional misconduct. An exception may be granted by an administrator and/or hearing officer when warranted by extenuating circumstances. No student shall be suspended or expelled because of one or more unexcused absence(s) pursuant to Board Policy 3122.

6. Short-Term Suspension

In the event the proposed corrective action of a student is to include the denial of the right of school attendance from any single class for 3 to 10 school days or full schedule of classes for 1 and to 10 school days, a conference shall first be conducted with the student as follows:

- A. An oral or written notice of the charges shall be provided to the student;
- B. An oral or written explanation of the evidence in support of the charges shall be provided to the student;
- C. An oral or written explanation of the suspension which may be imposed shall be provided to the student; and
- D. The student shall be provided the opportunity to present his/her explanation.

The parent of the student shall be notified of the reason for the suspension and the duration of the suspension orally or by U.S. mail as soon as reasonably possible. Any student subject to a short-term suspension shall be provided the opportunity upon return to make up assignments and tests if such assignments or tests have a substantial effect upon the student's semester grade or grades.

7. Appeal Process for Short-Term Suspension

Any parent or student who is aggrieved by the imposition of a short-term suspension shall have the right to an informal conference with the principal for the purpose of resolving the grievance. At such conference the student and parent shall be subject to questioning by the principal and shall be entitled to question staff involved in the matter being grieved.

The parent and student after exhausting this remedy shall have the right, upon 2 school business days' prior notice, to present a written and/or oral grievance to the superintendent. If the grievance is not resolved, the parent and student, upon 2 school business days' prior notice, shall have the right to present a written grievance to the board at its next regular meeting, or at a meeting held within 30 days, whichever is earlier. A closed meeting may be held for the purpose of considering the grievance. The board shall notify the parent and student of its response to the grievance within 10 school business days after the date when the grievance was presented. The short-term suspension shall continue notwithstanding implementation of the grievance procedure unless the principal, superintendent or board elects to postpone such action.

8. Emergency Expulsion

A student may be excluded from school prior to a hearing without other forms of corrective action if the principal reasonably believes the student is an immediate and continuing danger to himself/herself, other students, staff, or administrators or is a substantial disruption to the educational process of the district. Such emergency expulsion shall continue until the student is reinstated by the principal or until a fair hearing is held and a final determination reached. The hearing officer may continue the emergency expulsion if he/she finds that the student continues to present an immediate and continuing danger to himself/herself, other students, staff, or administrators or continues to cause a substantial disruption to the educational process of the district.

- B. The parent and student shall have ten school business days after receipt of the notice during which to request a hearing. A schedule of "school business days" potentially applicable to the exercise of such hearing right should be included with the notice; and
- C. The hearing officer shall render the decision within 1 school business day after the conclusion of the hearing.

9. Long-Term Suspensions or Expulsions

A long-term suspension or expulsion may be imposed by the principal only after a fair hearing is made available to the affected student and parent. Written notice of the hearing shall be delivered to the parent and student by certified mail or in person. The notice shall be in the parent's primary language and shall supply (1) the alleged misconduct and the school rules alleged to have been violated, (2) the recommended corrective action or punishment, (3) the right to a hearing, (4) the notice that if a written request for a hearing is not received by the staff member named in the notice within 3 school business days after the notice is received, the hearing shall be waived and the recommended corrective action or punishment shall take effect, and (5) the date by which the request for a hearing must be received.

If a hearing is requested, the superintendent shall schedule the matter for a hearing within 3 school business days of such request.

The parent and student and the district or representatives shall be permitted to inspect in advance of such hearing any affidavits or exhibits which are to be submitted at the hearing. The parent and student shall have the opportunity to be represented by counsel, to explain the alleged misconduct and to present affidavits, exhibits, and such witnesses as desired, as well as the opportunity to question witnesses.

The hearing shall be conducted before a hearing officer appointed by the superintendent. Such hearing officer shall not be a witness and shall determine the facts of each case solely on the evidence presented at the hearing. The hearing officer shall state in writing the findings as to the facts, conclusions and disposition to be made. The decision shall be provided to the parent and student or counsel.

10. Appeal Process for Long-Term Suspension or Expulsion

If a long-term suspension or expulsion is imposed, the parent and student shall have the right to appeal the hearing officer's decision by filing a written notice of appeal at the office of the hearing officer within 3 school business days after the date of receipt of the decision. The long-term suspension or expulsion shall be in effect while the appeal is pending. The board shall schedule and hold a meeting to informally review the matter within 10 school business days from receipt of such appeal. The purpose of the meeting shall be to confer with the parties in order to decide upon the most appropriate means of handling the appeal. At that time the student, parent, and/or counsel shall be given the right to be heard and shall be granted the opportunity to present such witnesses and testimony as the board deems reasonable. Prior to adjournment, the board shall agree to one of the following procedures:

- A. Study the hearing record or other materials submitted and record its findings within 10 school business days;
- B. Schedule and hold a special meeting to hear further arguments on the case and record its findings within 15 school business days; or
- C. Hear and try the case de novo before the board within 10 school business days.

11. Emergency Removal

A student may be removed immediately from a class or subject by a teacher or administrator without other forms of corrective action and sent to the principal or a designated school official, without first attempting corrective action, provided that the teacher or administrator has good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students or staff or an immediate and continuing threat of substantial disruption of the class, subject, or educational process of the student's school. The removal shall continue only until:

- A. The danger or threat ceases, or
- B. The principal acts to impose discipline, impose a short-term or long-term suspension or expulsion or to impose an emergency expulsion.

The principal shall meet with the student as soon as reasonably possible following the student's removal and take or initiate appropriate corrective action or punishment. In no case shall the student's opportunity for such meeting be delayed beyond commencement of the next school day.

The teacher or administrator who removed the student shall be notified of the action which has been taken or initiated.

12. Readmission Application Process

Any student who has been suspended or expelled shall be allowed to make application for readmission at any time. If a student desires to be readmitted to the school from which he/she has been suspended/ expelled, the student shall submit a written application to the principal, who shall recommend admission or non-admission. The application shall include:

- A. Reasons the student wants to return and why the request should be considered;
- B. Evidence which supports the request; and
- C. A supporting statement from the parent or others who may have assisted the student.

The superintendent shall, in writing, advise the parent and student of the decision within seven (7) school days of the receipt of such application.

Cross References: Board Policy 2161 Education of Students with Disabilities
3122 Excused and Unexcused Absences
4210 Regulation of Dangerous Weapons on School
Premises

Legal References: RCW 9A.16.100 Washington Criminal Code
9.41.280 Carrying dangerous weapons on school facilities
28A.225.020 Schools duties and juvenile's failure to attend
school
28A.225.030 Petition to juvenile court to assume jurisdiction
28A.400.110 Principal to assure appropriate student discipline
28A.600.010 Government of schools, pupils, employees, rules
and regulations for--Due process
guarantees--Enforcement
28A.600.020 Government of schools, pupils, employees, rules
and regulations for--To insure optimum
learning atmosphere
28A.600.040 Pupils to comply with rules and regulations
28A.600.420 Firearms on school premises, transportation, or
facilities--Penalty--Exemptions

P. L. 101-226 Drug-Free Schools and Communities Act

WAC 180-40-205 Definitions (Pupils)
180-40-235 Discipline--Conditions and limitations
180-40-240 Discipline--Grievance procedure
180-40-245 Short-term suspension--Conditions and Limitations
180-40-250 Short-term suspensions--Prior conference required--
Notice to parent
180-40-255 Short-term suspension--Grievance procedure
180-40-260 Long-term suspension--conditions and limitations
180-40-265 Long-term suspension--Notice of hearing--Waiver
of hearing
180-40-270 Long-term suspension--Prehearing and hearing
process
180-40-280 Expulsion--Notice of hearing--Waiver of hearing
180-40-285 Expulsion--Prehearing and hearing process
180-40-290 Emergency removal from class, subject, or activity
180-40-295 Emergency expulsion--Limitations
180-40-300 Emergency expulsion--Notice of hearing--Waiver of
hearing right

Policy No. 3241
Students

- 180-40-305 Emergency expulsion–Prehearing and hearing process
- 180-40-310 Appeals--Long-term suspension and expulsion
- 180-40-315 Appeals--Hearing before school board or disciplinary appeal council--Procedures
- 180-40-317 Appeals--Discipline and short-term suspension grievances
- 180-40-320 School board or disciplinary appeal council decisions

Adoption Date: March 15, 2000

1. Exceptional Misconduct

Certain actions by students may be considered exceptional misconduct due to violations of law, danger to the student or other students, or disruption to the operation of the class and/or school. In the case of exceptional misconduct, the principal or school administrator may assign a serious consequence which may include a range of actions of increasing severity. Depending on the nature of the exceptional misconduct, the actions may be detention, in-school suspension, out-of-school suspension for short or long terms, or expulsion.

Actions which are regarded as exceptional misconduct may include (but are not limited to):

- G. Disrupting the educational process
- H. Threat of bodily harm or extortion
- I. Fighting or assault
- J. Defacing, setting fire to or otherwise damaging school property
- K. Initiating a false fire alarm, bomb threat, or 911 call
- L. Possessing a knife or dangerous object

Certain actions require a minimum action of out-of-school suspension for a short or long term. Such actions include:

- Possessing and/or using alcohol or illegal chemical substances
- M. Possessing and/or using tobacco products
- N. Possession and/or use of exploding fireworks
- O. Using a knife or other dangerous object in a threatening manner to student(s) or staff

Certain actions require a minimum action of expulsion for one calendar year and notification to law enforcement. Such actions include:

- Possessing and/or using a gun or deadly explosive device (example, bomb)

The appeal process for short-term suspensions, long-term suspensions, and expulsions shall remain in effect for administrative actions imposed as a result of this procedure.

2. In-School Suspension

Guidelines for the in-school suspension program are as follows:

- A. A student who is afforded the opportunity to be assigned to the in-school suspension program as an option to suspension shall agree to the conditions specified by the school principal. Unless the student is of majority age, concurrence from the parent or guardian is necessary.
- B. The in-school suspension program is designed to encourage learning. Students will be expected to work on their classroom assignments at all times.

- C. Any act of inappropriate conduct may result in denial of this alternative to other corrective actions.
- D. A student should remain isolated from other students in the general student body throughout the school day and will be denied the opportunity of participating in any school activities while in the in-school suspension program.
- E. An assignment to the in-school suspension program shall not exceed five days. As such, the appeal process for a short-term suspension shall be in effect.
- F. Specific rules and building procedures shall be developed by the building principal.

3. Long-Term Suspension or Expulsion

In the event a hearing is requested, the superintendent shall appoint the hearing officer, who may be any certificated staff member who is not involved in the incident giving rise to the hearing. The hearing officer shall:

- A. Schedule the hearing for a specified date, time, and place and may postpone the date and time and change the place for good cause or upon the mutual agreement of the parties;
- B. Give written notice of the date, time, and place of the hearing to the principal, and the parent and student;
- C. Answer any questions that the parent and student or counsel may have about the nature and conduct of the hearing;
- D. Conduct the hearing with full authority to control the conduct of all persons present, subject to the general directions of this procedural code, and to limit questioning that is unproductive or irrelevant. (The hearing officer may not provide testimony.);
- E. Write findings of fact and disposition of the case; and
- F. Transmit the written findings and disposition to the superintendent, the principal, and the parent and student within 5 school days after the hearing.

The parent and student may request an open or closed hearing. A closed hearing may be attended only by the hearing officer, principal, student, parent, and counsel. Witnesses should be present only when they are giving information. At times when the student's psychological or emotional problems are being discussed, he/she may be excluded at the discretion of the hearing officer with the concurrence of the parent and/or counsel. In an open hearing only those persons designated as witnesses shall have the right to speak.

At least 2 days before the hearing the principal shall make available in his/her office any exhibits, affidavits or the signed statements which are the basis for the alleged misconduct and the penalty

suggested by the principal. These may be examined and copied by the parent and student or counsel. If the principal later receives any further information that shall be employed at the hearing, he/she shall notify the parties involved and make copies available before the hearing. The principal may request a similar opportunity to review exhibits or statements to be used by the parent and student or counsel.

Upon the request of the hearing officer, the parent and student or counsel, the principal shall submit to the hearing officer the student's cumulative record folder. If the principal or the hearing officer deems it necessary, the information contained in such records shall be explained and interpreted to the officer by a person trained in their use and interpretation. When the hearing officer determines that the alleged act of misconduct has been committed, the hearing officer shall reach a disposition of the case. The disposition need not be the action recommended by the principal but shall not exceed the penalty he/she recommends. The disposition should explain the reason for the particular decision. The decision shall be provided to the parent and student or counsel.

If the student is under an emergency expulsion, the hearing officer shall render his/her decision within 1 school business day of the conclusion of the hearing.

When students are charged with violating the same rule and have acted in concert and the facts are essentially the same for all students, a single hearing may be conducted for them if the hearing officer believes that the following conditions exist:

- A. A single hearing shall not likely result in confusion, and
- B. No student shall have his/her interest substantially prejudiced by a group hearing.

If the hearing officer finds that during the hearing a student's interests shall be substantially prejudiced by the group hearing, he/she may order a separate hearing for that student. The parent and student have the right to petition for an individual hearing.

CLOSED CAMPUS

Students shall remain on school grounds from time of arrival, even if the school has not yet begun, until close of school unless officially excused. Any student leaving the school grounds must be checked out through the office by a parent or guardian. An automatic one-day suspension occurs if a student leaves the school grounds after arriving on the school premises.

Adoption Date: March 15, 2000

PROHIBITION OF CORPORAL PUNISHMENT

Corporal punishment is any act which willfully inflicts or willfully causes the infliction of physical pain on a student, and is not permitted.

Corporal punishment does not include:

1. The use of reasonable physical force by an administrator, teacher, other school employee or volunteer as necessary to maintain order to prevent a student from harming him/herself, other students, school staff and other persons, or property;
2. Physical pain or discomfort resulting from or caused by training for or participation in athletic competition or recreational activity voluntarily engaged in by a student;
3. Physical exertion shared by all students in a teacher directed class activity, which may include, but is not limited to, physical education exercises, field trips or vocational education projects; or
4. Physical restraint or the use of aversive therapy as part of a behavior management program in a student's individual education program which has been signed by the parent and is carried out according to district procedures in compliance with WAC 392-171-800(30).

Cross Reference: Board Policy 3241 Corrective Actions or Punishment

Legal References: RCW 28A.150.300 Corporal punishment prohibited-Adoption of policy

WAC 180-40-235 Discipline--Conditions and limitations

Adoption Date: March 15, 2000

STUDENT HEALTH

The superintendent shall arrange for health services to be provided to all students. Such services shall include but not be limited to:

- A. The maintenance of student health records;
- B. The development of procedures at each building for the isolation and temporary care of students who become ill during the school day;
- C. Consulting services of a qualified health specialist for staff, students and parents;
- D. Vision and hearing screening;
- E. Scoliosis screening; and
- F. Immunization records and screening.

Cross Reference: Board Policy 3416 Medication at School

Legal References: RCW 28A.330.100 Additional powers of board
28A.210.300 School physician or school nurse may be employed

Adoption Date: March 15, 2000

STUDENT IMMUNIZATION

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the board requires a student to present evidence of his/her having been immunized against the following diseases: diphtheria, pertussis (whooping cough), poliomyelitis, measles, rubella, mumps, hepatitis B, and tetanus booster. A student satisfies the measles requirement upon a physician's verification that the student has had measles (rubella).

Immediately upon enrollment in the district a certificate of immunization status, distributed by the Washington Department of Health, shall be completed by the student's parent. The certificate shall be made a part of the student's permanent record.

If a student has not received any or all of the required immunizations, he/she shall submit evidence of the initiation of an immunization schedule and be placed in a "conditional admittance" category. He/she may remain in school for one school year provided that there is documentation that the immunization schedule is being maintained. Failure to maintain the schedule or submit documentation shall be sufficient cause to exclude the student from school.

Exemptions from one or more vaccines shall be granted for medical reason upon certification by a physician that there is a medical reason for not administering the vaccine. Exemptions for personal or religious reasons shall be granted upon request of the parent. The permanent file of students with exemptions shall be marked for easy identification should the department of health order that exempted students be excluded from school temporarily during an epidemic.

If proof of immunization or a certificate of exemption is not received upon the student's enrollment in school, the principal shall provide written notice to the parents or guardians informing them of:

- A. the immunization requirements;
- B. the denial of further attendance by the student;
- C. the procedural due process rights; and
- D. the immunization services that are available.

Following proper notification, the school shall exclude the student for noncompliance with the immunization laws pursuant to the appeal process procedures for student expulsions. Parents shall have a right to a hearing provided they notify the school within 3 days after receiving the exclusion order from the school principal. If the parent requests a hearing, the parent or guardian and school principal shall be notified in writing of the time and place for the hearing and shall present the case to a hearing officer appointed by the superintendent.

Life-Threatening Health Conditions

Prior to attendance at school, each child with a life-threatening health condition shall present a medication or treatment order addressing the condition. A life-threatening health condition means a condition that will put the child in danger of death during the school day if a medication or treatment order providing authority to a registered nurse and nursing plan are not in place. Following submission of the medication or treatment order, a nursing plan shall be developed.

Students who have a live-threatening condition and no medication or treatment order presented to the school shall be excluded from school, to the extent that the district can do so consistent with federal requirements for students with disabilities under the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, and pursuant to the following due process requirements:

- A. Written notice to the parents, guardians or persons in loco parentis delivered to the parents in person or by certified mail.
- B. Notice of the applicable laws, including a copy of the laws and rules
- C. The order that the student shall be excluded from school immediately and until a medication or treatment order is presented.
- D. Describe the rights of the parents and student to a hearing, the hearing process and explain that the exclusion continues until the medication or treatment plan is presented or the hearing officer determines that the student should no longer be excluded from school.
- E. If the parents request a hearing, the district shall schedule one within three school days of receiving the request, unless more time is requested by the parents.
- F. The hearing process shall be consistent with the procedures established for disciplinary cases pursuant to Chapter 180-40 WAC.

Cross References: Board Policy 2161

Special Education and Related
Services for Eligible students

Legal References:	RCW 28A.210	Health Measures
	Ch. 101, Laws of 2002	Children with Life-Threatening Health Conditions
	WAC 180-38-040 –065	Immunization and Life-Threatening Health Conditions
	246-100-166	Immunization of childcare and school children against certain vaccine-preventable diseases
	392-182	Health records

Adoption Date: March 15, 2000
Revised:

INFECTIOUS DISEASES

In order to safeguard the school community from the spread of certain communicable diseases the superintendent shall implement procedures assuring that all school buildings are in compliance with state board of health rules and regulations regarding the presence of persons who have or have been exposed to infectious diseases deemed dangerous to the public health. Such procedures shall also prescribe the manner in which safeguards are taken to remove the danger to others.

The district shall require that the parents or guardian shall complete a medical history form at the beginning of each school year. The nurse or school physician may use such reports to advise the parent of the need for further medical attention and to plan for potential health problems in school.

The board authorizes the school principal to exclude a student who has been diagnosed by a physician or is suspected of having an infectious disease in accordance with the regulations within the Infectious Disease Control Guide (SPI, 3-1997). The principal and/or school nurse shall report the presence of suspected case or cases of reportable communicable disease to the appropriate local health authority as required by the State Board of Health. Such information concerning a student's present and past health condition shall be treated as confidential. The principal shall cooperate with the local health officials in the investigation of the source of the disease.

A school principal has the authority to send an ill child home with parent notification, without the concurrence of the local health officer, but if the disease is reportable, the local health officer must be notified. The local health officer is the primary resource in the identification and control of infectious disease in community and school.

Legal References:	RCW 28A.210.010	Contagious diseases, limiting contact--Rules and regulations
	Ch 246-110 WAC	School districts and day care centers--Contagious diseases
	246-100-071	Responsibility for reporting and cooperating with the local health department
	246-100-076	Reportable diseases and conditions
	Ch 70.02 RCW	Medical records--health care information access and disclosure

Adoption Date: March 15, 2000

Infectious Diseases

An infectious disease is caused by the presence of certain microorganisms in the body. Infectious diseases may or may not be communicable or in a contagious state.

Diseases in a contagious state may be controlled by the exclusion from the classroom or by referral for medical attention of the infected student. Staff members of a school must advise the principal when a student possesses symptoms of an infectious disease. The principal must be provided with as much health information as is known about the case in a timely manner so that appropriate action can be initiated. (See Infectious Disease Control Guide)

List of Reportable Diseases. The following diseases require an immediate report to the local health department at the time a case is suspected or diagnosed:

1. Diphtheria, noncutaneous,
2. Measles (rubella), and
3. Poliomyelitis.

The following diseases or conditions require a case report within one day of diagnosis:

1. Gastroenteritis of suspected food-borne or water-borne origin
2. Hemophilus influenza invasive disease (excluding otitis media) in children age five years and under,
3. Hepatitis A and B, acute,
4. Meningococcal disease,
5. Pertussis,
6. Rubella, including congenital,
7. Salmonellosis, including paratyphoid fever and typhoid fever, and
8. Shigellosis.

The following diseases or conditions require a case report within seven days of diagnosis:

1. Acquired immunodeficiency syndrome (AIDS) and class IV human immunodeficiency virus, (HIV),
2. Viral encephalitis
3. Giardiasis,
4. Hepatitis non-A, non-B, and unspecified,
5. Mumps
6. Kawasaki syndrome
7. Lyme disease
8. Reye Syndrome

9. Rheumatic fever,
10. Tetanus,
11. Toxic shock syndrome, and
12. Tuberculosis.

In addition to rash illnesses, any unusual cluster of diseases must be reported. In order to prevent outbreaks of measles and spread of the disease in a school, any rash illness suspected of being measles must be reported immediately. The occurrence of any generalized rash with or without fever, cough, runny nose, and reddened eyes in a school MUST be reported IMMEDIATELY by individual case (by telephone) to the local health department. Localized rash cases such as diaper rash, poison oak, etc. need not be reported.

Identification and follow-up

- A. The length of absence from school for a student ill from a contagious disease is determined by the directions given in the Infectious Disease Control Guide or instructions provided by the attending physician, or instructions from the local health officer.
- B. The principal has the final responsibility for enforcing all exclusions.
- C. When the principal suspects a nuisance disease such as pediculosis (lice), the principal may institute screening procedures to determine if, in fact, the disease exists. He/she may exclude the student from school until successfully treated.
- D. Follow-up of suspected communicable disease cases should be carried out in order to determine any action necessary to prevent the spread of the disease to additional children.

Reporting at Building Level

- A. A student who is afflicted with a reportable disease shall be reported by the school principal to the local health officer as per schedule. Employees learning of a student with a sexually transmitted disease shall report directly to the health department and shall otherwise maintain the information in strict confidence.
- B. When symptoms of communicable disease are detected in a student who is at school, the regular procedure for the disposition of ill or injured students shall be followed unless the student is fourteen years or older and the symptoms are of a sexually transmitted disease. In those instances the student has confidentiality rights that proscribe notification of anyone but the health department. The principal or designee will:
 1. Call the parent, guardian or emergency phone number to advise him/her of the signs and symptoms.

2. Determine when the parent or guardian will pick up the student.
3. Keep the student isolated but observed until the parent or guardian arrives.
4. Notify the teacher of the arrangements that have been made prior to removing the student from school.

First Aid Procedures

A. Wound cleansing should be conducted in the following manner:

1. Soap and water are recommended for washing wounds. Individual packets with cleansing solutions can also be used.
2. Gloves must be worn when cleansing wounds which may put the staff member in contact with wound secretions.
3. Gloves and any cleansing materials will be discarded in a lined trash container that is disposed of daily according to WAC 296-62-08001, Bloodborne Pathogens and included in the June 1992 SPI Infectious Disease Control Guide.
4. Hands must be washed before and after treating the student and after removing the gloves.
5. Treatment must be documented in a health log program.

B. Thermometers shall be handled in the following manner:

1. Only disposable thermometers or thermometers with disposable sheath covers should be used when taking student's temperatures.
2. Disposable sheath covers will be discarded in a lined trash container that is secured and disposed of daily.

Handling of Body Fluids

- A. Body fluids of all persons should be considered to contain potentially infectious agents (germs). Body fluids include blood, semen, vaginal secretions, drainage from scrapes and cuts, feces, urine, vomitus, saliva, and respiratory secretions.
- B. Gloves must be worn when direct hand contact with body fluids is anticipated (e.g., treating nose bleeds, bleeding abrasions) and when handling clothes soiled by urine and/or feces and

when diapering children. If gloves are not available, then hand washing is most important in preventing the spread of disease.

- C. Used gloves must be discarded in a secured lined trash container and disposed of daily according to WAC 296-62-08001, Bloodborne Pathogens and included in the June 1992 SPI Infectious Disease Control Guide. Hands must then be washed thoroughly.
- D. Self-treatment, when reasonable, shall be encouraged.

For other universal precautions, the district shall comply with WAC 296-62-08001, Bloodborne Pathogens and the SPI Infectious Disease Control Guideline.

Special Treatment of Students Infected With HIV

On the disclosure that a student has been identified as having acquired immunodeficiency syndrome (AIDS) being infected with HIV the superintendent, principal, parent, local health officer, school nurse and the private physician shall confer as necessary and determine the appropriate placement of the student. The student will be accommodated in a least restrictive manner, free of discrimination, without endangering the other students or staff. The student may only be excluded from school on the written concurrence of the public health officer and the student's personal physician, that remaining or returning to school would constitute a risk either to the student or to employees or other students.

All discussions and records will be treated as confidential, consistent with RCW 70.24.105.

Release of information regarding the testing, test result, diagnosis or treatment of a student for a sexually transmitted disease, HIV, drug or alcohol or mental health treatment or family planning or abortion may only be made pursuant to an effective release and only to the degree permitted by the release. To be effective, a release must be signed and dated, must specify to whom the release may be made and the time period for which the release is effective. Students fourteen and older must authorize disclosure regarding HIV or sexually transmitted diseases, students thirteen and older must authorize disclosure regarding drug or alcohol treatment or mental health treatment, and students of any age must authorize disclosure regarding family planning or abortion. Parents must authorize disclosure pertaining to younger students.

Any disclosure made pursuant to a release regarding sexually transmitted diseases, HIV or drug or alcohol treatment must be accompanied by the following statement:

"This information has been disclosed to you from records whose confidentiality is protected by state law. State law prohibits you from making any further disclosure of it without the specific written consent of the person to whom it pertains, or as otherwise permitted by state law. A general authorization for the release of medical or other information is not sufficient for this purpose."

ACCOMODATING STUDENTS WITH DIABETES

The registered school nurse is appointed to:

- Consult and coordinate with the parents and health care providers of students with diabetes; and
- Train and supervise the appropriate staff in the care of students with diabetes.

The district shall develop and follow an individual health plan for each student with diabetes. Each individual health care plan shall include an individual emergency plan element. The health plans shall be updated annually, and more frequently as needed.

Parents of students with diabetes may designate an adult to provide care for their student consistent with the student's individual health care plan. At parent request, school district employees may volunteer to be a parent-designated adult under this policy, but they shall not be required to participate. Parent-designated adults who are school employees shall file a voluntary, written, current and unexpired letter of intent stating their willingness to be a parent-designated adult. Parent-designated adults who are school employees are required to receive training in caring for students with diabetes from the registered school nurse or from a nationally certified diabetes educator. Parent-designated adults who are not school employees are required to show evidence of comparable training, and meet school district requirements for volunteers. Parent-designated adults shall receive additional training from a parent-selected health care professional or expert in diabetic care to provide the care requested by the parent. The registered school nurse is not responsible for the supervision of procedures authorized by the parents and carried out by the parent-designated adult.

In addition to adhering to the requirements of each individual health care plan, for the general care of students with diabetes, the district shall:

- Acquire necessary parent requests and instructions for treatment.
- Acquire monitoring and treatment orders from licensed health care providers prescribing within the scope of their licensed authority.
- Provide sufficient and secure storage for medical equipment and medication provided by the parent.
- Permit students with diabetes to perform blood glucose tests, administer insulin, treat hypoglycemia and hyperglycemia, with easy access to the necessary supplies, equipment and medication necessary under their individual health care plan. This includes the option for students to carry the necessary supplies, equipment and medication on their person and perform monitoring and treatment functions wherever they are on school grounds or at school-sponsored events.

- Permit students with diabetes unrestricted access to necessary food and water on schedule and as needed, and unrestricted access to bathroom facilities. When food is served at school events, provision shall be made for appropriate food to be available to students with diabetes.
- School meals shall not be withheld from any student for disciplinary reasons. Students with diabetes shall not miss meals because they are not able to pay for them. The charge for the meal will be billed to the parent or adult student and collected consistent with district policies.
- Parents and health care providers of students with diabetes will be provided with a description of their student's school schedule to facilitate the timing of monitoring, treatment and food consumption.
- Each student's individual health care plan shall be distributed to appropriate staff based on the student's needs and the staff member's contact with the student.

The district, its employees, agents or parent-designated adults who act in good faith and in substantial compliance with a student's individual health care plan and the instructions of the student's health care provider shall not be criminally or civilly liable for services provided under chapter 350, Laws of 2002.

Cross References:	Board Policy 2162	Education of Students with Disabilities Under Section 504
	3416	Medication at School
	3520	Student Fees, Fines and Charges
	5630	Volunteers

Legal References:	Ch. 350, Laws of 2002
	Section 504 of the Rehabilitation Act of 1973
	PL 101-336 Americans with Disabilities Act

Adoption Date:

MEDICATION AT SCHOOL

Under normal circumstances prescribed oral medication and oral over the counter medication should be dispensed before and/or after school hours under supervision of the parent or guardian. Oral medications are administered by mouth either by swallowing or inhaling including through a mask that covers the mouth or mouth and nose.

If a student must receive prescribed or non-prescribed oral medication from an authorized staff member, the parent must submit a written authorization accompanied by a written request from a licensed health professional prescribing within the scope of his or her prescriptive authority. If the medication will be administered for more than fifteen consecutive days, the health professional must also provide written, current and unexpired instructions for the administration of the medication.

The superintendent shall establish procedures for:

- A. Training and supervision of staff members in the administration of prescribed or non-prescribed oral medication to students by a physician or registered nurse;
- B. Designating staff members who may administer prescribed or non-prescribed oral medication to students;
- C. Obtaining signed and dated parental and health professional request for the dispensing of prescribed or non-prescribed oral medications, including instructions from the health professional if the medication is to be given for more than fifteen days;
- D. Storing prescribed or non-prescribed medication in a locked or limited access facility; and
- E. Maintaining records pertaining to the administration of prescribed or non-prescribed oral medication.
- F. Permitting, under limited circumstances, students to carry and self-administer medications necessary to their attendance at school.

No medication shall be administered by injection except when a student is susceptible to a predetermined, life-endangering situation. In such an instance, the parent shall submit a written and signed permission statement. Such an authorization shall be supported by signed and dated written orders accompanied by supporting directions from the licensed health professional. A staff member shall be trained prior to injecting a medication.

Medications administered by routes other than oral (ointments, drops, nasal inhalers, suppositories or non-emergency injections) may not be administered by school staff other than registered or licensed practical nurses.

If the district decides to discontinue administering a student's medication, the superintendent or designee must provide notice to the student's parent or guardian orally and in writing prior to the discontinuance. There shall be a valid reason for the discontinuance that does not compromise the health of the student or violate legal protections for the disabled.

Legal References: RCW 28A.210.260 Administration of Oral Medication by--Conditions
 28A.210.270 Administration of Oral Medication by--Immunity
 from Liability
 Attorney General Memorandum (2/9/89)--Administration of Medication

Adoption Date: March 15, 2000, Rev. 11-20-01

Medication at School

Each school principal shall authorize two staff members to administer prescribed or non-prescribed oral medication. Oral medications are administered by mouth either by swallowing or inhaling and may include administration by mask if the mask covers the mouth or mouth and nose. These designated staff members will participate in an in-service training session conducted by a physician or registered nurse prior to the opening of school each year.

Prescribed or over-the-counter oral medication may be dispensed to students on a scheduled basis upon written authorization from a parent with a written request by a licensed health professional prescribing within the scope of their prescriptive authority. If the medication is to be administered more than fifteen consecutive days, the written request must be accompanied by written instructions from a licensed health professional. Requests shall be valid for not more than the current school year. The prescribed or non-prescribed medication must be properly labeled and be contained in the original container. The dispenser of prescribed or non-prescribed oral medication shall:

- A. Collect the medication directly from the parent, students should not transport medication to school, collect an authorization form properly signed by the parent and by the prescribing health professional, and collect instructions from the prescribing health professional if the oral medication is to be administered for more than fifteen consecutive days;
- B. Store the prescription or non-prescribed oral medication (not more than a twenty (20)-day supply) in a locked, substantially constructed cabinet; and
- C. Maintain a daily record which indicates that the prescribed or non-prescribed oral medication was dispensed.
- D. Provide for supervision by a physician or registered nurse.

A copy of this policy shall be provided to the parent upon request for administration of medication in the schools.

Medications administered other than orally may only be administered by a registered nurse or a licensed practical nurse. No prescribed medication shall be administered by injection by staff except when a student is susceptible to a predetermined, life-endangering situation. The parent shall submit a written statement which grants a staff member the authority to act according to the specific written orders and supporting directions provided by a physician (e.g., medication

administered to counteract a reaction to a bee sting). Such medication shall be administered by staff trained to administer such an injection.

Written orders for emergency medication, signed and dated, from the licensed health professional prescribing within his or her prescriptive authority shall:

- A. State that the student suffers from an allergy which may result in an anaphylactic reaction;
- B. Identify the drug, the mode of administration, and the dose. Epinephrine administered by inhalation, rather than injection, may be a treatment option. This decision must be made by the licensed health professional prescribing within his or her prescriptive authority;
- C. Indicate when the injection shall be administered based on anticipated symptoms or time lapse from exposure to the allergen;
- D. Recommend follow-up after administration, which may include care of the stinger, need for a tourniquet, administration of additional medications, transport to hospital; and
- E. Specify how to report to the health professional prescribing within his or her prescriptive authority and any record keeping recommendations.

If a health professional and a student's parent request that a student be permitted to carry his/or her own medication and/or be permitted to self-administer the medication, the principal may grant permission after consulting with the school nurse. The process for requesting and providing instructions shall be the same as established for oral medications. The principal and nurse shall take into account the age, maturity, and capability of the student; the nature of the medication; the circumstances under which the student will or may have to self-administer the medication and other issues relevant to the specific case before authorizing a student to carry and/or self-administer medication at school. Except in the case of multi-dose devices (like asthma inhalers), students shall only carry one day's supply of medication at a time. Violations of any conditions placed on the student permitted to carry and/or self-administer his or her own medication may result in termination of that permission, as well as the imposition of discipline when appropriate.

Written orders for emergency medication, signed and dated, from the licensed health professional prescribing within his or her prescriptive authority shall:

- A. State that the student suffers from an allergy which may result in an anaphylactic reaction;

- B. Identify the drug, the mode of administration, and the dose. Epinephrine administered by inhalation, rather than injection, may be a treatment option. This decision must be made by the licensed health professional prescribing within his or her prescriptive authority;
- C. Indicate when the injection shall be administered based on anticipated symptoms or time lapse from exposure to the allergen;
- D. Recommend follow-up after administration, which may include care of the stinger, need for a tourniquet, administration of additional medications, transport to hospital; and
- E. Specify how to report to the health professional prescribing within his or her prescriptive authority and any record keeping recommendations.

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CATHETERIZATION

The board authorizes that qualified staff provide for clean, intermittent bladder catheterization (CIC) of students or assisted self-catheterization in conformance to rules adopted by the state board of nursing.

Catheterization is permitted under the following conditions:

- A. A parent, legal guardian or other person having legal control over the student file a written, current and unexpired request that the district provide for the catheterization of the student;
- B. A licensed physician of the student file a written, current and unexpired request that catheterization of the student be provided for during the hours when school is in session or the hours when the student is under the supervision of school officials.
- C. A registered nurse provide written, current and unexpired instructions regarding catheterization which states which staff members are designated to provide for catheterization and a description of the nature and extent of any supervision that is required.
- D. A staff member who is authorized to provide for catheterization must receive training from a registered nurse consistent with the rules of the State Board of Nursing. Licensed practical nurses are trained to provide catheterization as part of their professional preparation and are not subject to this training requirement. The district and its staff and the staff member who provides for catheterization in substantial compliance with this policy and the rules of the state board of nursing shall not be liable in any criminal action or for civil damages arising from providing catheterization. The district may discontinue catheterization service for a student without being liable so long as the affected parents/guardians are given advance oral/written notice.

Cross References: Board Policy 2161 Education of Students with Disabling Conditions

Legal References: RCW 28A.210.290 Catheterization of School Students --Immunity from liability
WAC 246-839-820 Provision for clean, Intermittent Catheterization in schools

Adoption Date: March 15, 2000

Catheterization

The State Department of Health has established the following rules:

- A. The student's medical file shall contain a written request from the parent(s) or guardian for the clean, intermittent catheterization of the student.
- B. The student's medical file shall contain written permission from the parent(s) or guardian for the performance of the clean, intermittent catheterization procedure by the nonlicensed school employee.
- C. The student's medical file shall contain a current written order for clean, intermittent catheterization from the student's physician and shall include written instruction for the procedure. The order shall be reviewed and/or revised each school year.
- D. The service shall be offered to all disabled students and may be offered to the nondisabled students, at the discretion of the superintendent.
- E. A licensed registered nurse shall develop instructions specific for the needs of the student. These shall be made available to the nonlicensed school employee and shall be updated each school year.
- F. The supervision of the self-catheterizing student shall be based on the needs of the student and the skill of the nonlicensed school employee.
- G. A licensed registered nurse, designated by the school board, shall be responsible for the training of the nonlicensed school employees who are assigned to perform clean, intermittent catheterization of the students.
- H. The training of the nonlicensed school employee shall include but not be limited to:
 - 1. An initial inservice training, of a length to be determined by the licensed registered nurse.
 - 2. An update of the instructions and a review of the procedure each school year.
 - 3. Anatomy, physiology and pathophysiology of the urinary system including common anomalies for the age group served by the employee.
 - 4. Techniques common to the urinary catheterization procedure.

5. Identification and care of the required equipment.
6. Common signs and symptoms of infection and recommended procedures to prevent the development of infections.
7. Identification of the psychosocial needs of the parent/guardian and the students with emphasis on the needs for privacy and confidentiality.
8. Documentation requirements.
9. Communication skills including the requirements for reporting to the registered nurse or the physician.
10. Medications commonly prescribed for the clean, intermittent catheterization patient and their side effects.
11. Contraindications for clean, intermittent catheterization and the procedure to be followed if the nonlicensed school employee is unable to catheterize the student.
12. Training in catheterization specific to the student's needs.
13. Developmental growth patterns of the age group served by the employee.
14. Utilization of a teaching model to demonstrate catheterization techniques with return demonstration performed by the nonlicensed school employee, if a model is available.
15. The training of the nonlicensed school employee shall be documented in the employee's permanent file.

EMERGENCY TREATMENT

The board recognizes that schools are responsible for providing first aid or emergency treatment in case of sudden illness or injury to a student, but that further medical attention is the responsibility of the parent or guardian.

When a student is injured it is the responsibility of staff to see that immediate care and attention is given the injured party until relieved by a superior, a nurse or a doctor. Word of the accident should be sent to the principal's office and to the nurse. The principal or designated staff should immediately contact the parent so that the parent can arrange for care or treatment of the injured.

In the event that the parent or emergency contact cannot be reached and in the judgment of the principal or person in charge immediate medical attention is required, the injured student may be taken directly to the hospital and treated by the physician on call. However, an injured or ill student should only be moved if a first aid provider has determined that it is safe to do so, or that it is safe to transport the student in a private vehicle. Students with head or neck injuries should only be moved or transported by emergency medical technicians. When the parent is located, he/she may then choose to continue the treatment or make other arrangements.

The district is not qualified under law to comply with directives to physicians limiting medical treatment and will not accept such directives.

The superintendent shall establish procedures to be followed in any accident, and for providing first aid or emergency treatment to a student who is ill or injured.

Cross Reference: Board Policy 3124 Removal/Release of Student During School Hours

Adoption Date: March 15, 2000

Emergency Treatment

Staff are encouraged to become trained and/or maintain skills in recognized first aid procedures, especially through Red Cross certified providers. Staff have the affirmative duty to aid an injured student and act in a reasonable and prudent manner in obtaining immediate care. The staff member who exercises his/her judgment and skills in aiding an injured person during the school day or during a school event is protected by the district's liability insurance except when the individual is operating outside the scope of his/her employment or designated duties.

Any child who appears to be very ill or who has received a serious injury should be either sent home or to a physician or hospital as quickly as possible. The principal shall be responsible for making the appropriate decision. In the event the principal or nurse is not available, the staff member designated by the principal to take charge in emergency situations shall be responsible for the decision. For a life-threatening emergency (severe bleeding, shock, breathing difficulty, heart attack, head or neck injuries), call for an aid car. The principal, nurse, responsible designated person, or involved staff member should contact the parent as quickly as possible to determine whether the child should:

- A. be sent to a hospital, or
- B. be sent to a doctor, or
- C. be sent home, or
- D. remain at school.

If the parent cannot be contacted, call the emergency number listed on the child's enrollment card to determine the next course of action.

If a seriously ill or injured child is sent home or to the hospital by private automobile, be sure that someone trained in first aid accompanies the child. This is in addition to the driver of the vehicle. Do not let a child walk home if he/she has a high fever (102+), has a head injury, or is likely to go into shock from injury. Even if the parent says to send the child, do not send home unaccompanied if the way home is not likely to be a safe route.

If illness or injury is not life threatening, the parent should arrange transportation. If ambulance service is required, ask the parent to call the ambulance or secure permission from the parent to call one. The child should be sent to the hospital of the parent's choice. Be sure to notify the hospital that the child is on the way.

If the injury is deemed to be minor, the trained staff member should:

- A. Administer first aid to the child as necessary (following flip chart in nurse's office or standard Red Cross procedure).

- B. Notify the nurse, principal or responsible designated person. The nurse may be consulted by phone if not in the building.
- C. Remain with the child until released by the principal, nurse, responsible person, or the parent.
- D. The nurse, principal or other responsible person so designated should make the decision whether an ill or injured child who has received first aid should return to class. If there is any doubt the parent should be consulted.

If a serious injury occurs during a physical education class or during an athletic team practice or game, emergency procedures shall be conducted in the following manner:

- A. Stop play immediately at first indication of possible injury or illness.
- B. Look for obvious deformity or other deviation from the athlete's normal structure or motion.
- D. Listen to the athlete's description of his complaint and how the injury occurred.
- E. Act, but move the athlete only after serious injury is ruled out.

The teacher or coach should avoid being hurried into moving an athlete who has been hurt. He/she should attempt to restore life - sustaining functions, (e.g., stop/repair uncontrolled bleeding, suffocation, cardiac arrest) before moving the athlete to an emergency facility. An athlete with a suspected head, neck or spinal injury should not be moved. If no physician is available, call 911 and proceed with caution according to first aid procedures. If he/she must accompany the student to a doctor, the activity or event should cease.

An accident report must be completed by the activity director, as soon as possible, from information provided by the person at the scene of the accident. The written report should include a description of the circumstances of the illness or injury and procedures followed in handling it at school. A copy should be included in the student's folder and a copy should be sent to the superintendent.

School staff may not accept and may not agree to comply with directives to physicians that would withhold or withdraw life-sustaining treatment from students.

CHILD ABUSE AND NEGLECT PREVENTION

Child abuse and neglect are both a violation of children's human rights and an obstacle to their educational development. The board directs that staff shall be alert for any evidence of such abuse or neglect. For purposes of this policy, "child abuse or neglect" shall mean:

- A. First or second degree custodial interference; malicious harassment;
- B. malicious harassment;
- C. child molestation;
- D. sexual misconduct with a minor;
- E. rape of a child;
- F. patronizing a juvenile prostitute; child abandonment;
- G. child abandonment;
- H. promoting pornography;
- I. selling or distributing erotic material to a minor;
- J. custodial assault;
- K. violation of child abuse restraining order;
- L. child buying or selling, prostitution;
- M. prostitution
- N. or any of these crimes as they may be renamed in the future by any person under circumstances which indicate that the child's health, welfare, and safety is harmed, and that child has been injured, sexually abused, sexually exploited, negligently treated or maltreated. Child abuse can include abuse by another minor and so may be included in incidents of student misconduct.

The superintendent shall develop reporting procedures, including sample indicators of abuse and neglect, and shall disseminate the procedures to all staff. The purpose is to identify and report as soon as possible to the proper authorities all evidence of child abuse or neglect.

Professional staff are legally responsible for reporting all suspected cases of child abuse and neglect, and all staff are required to by the district. Under state law staff are free from liability for reporting instances of abuse or neglect and professional staff are criminally liable for failure to do so.

Staff need not verify that a child has in fact been abused or neglected. Any conditions or information that may reasonably be related to abuse or neglect should be reported. Legal authorities have the responsibility for investigating each case and taking such action as is appropriate under the circumstances.

Cross References: Board Policy 4310 Relations with the Law Enforcement and Child Protective Agencies

Legal References: RCW 13.34.300 Failure to cause juvenile to attend school as evidence under neglect petition
26.44.020 Child abuse--Definitions
26.44.030 Reports--Duty and authority to make--Duty of receiving agency
26.44.070 Central registry of reported cases of child abuse
28A.620.010 Community education provisions-- Purposes
28A.620.020 Community education provisions-- Restrictions
43.43.830(6) Background checks--Access to children or vulnerable persons

AGO 1987, No. 9 Children--Child Abuse--Reporting by School Officials--Alleged Abuse by Student

Adoption Date: March 15, 2000

Child Abuse and Neglect Prevention

Each school principal shall develop and implement an instructional program that will teach students:

- A. how to recognize the factors that may cause people to abuse others;
- B. how one may protect oneself from incurring abuse; and,
- C. what resources are available to assist an individual who does or may encounter an abuse situation.

To facilitate such a program, staff development activities may include such topics as:

- P. Child growth and development
- Q. Identification of child abuse and neglect
- R. Effects of child abuse and neglect on child growth and development
- S. Personal safety as it relates to potential child abuse and neglect
- T. Parenting skills
- U. Life situations/stressors which may lead to child maltreatment
- V. Substance abuse

Reporting Responsibilities

Staff are expected to report every instance of suspected child abuse or neglect. Since protection of children is the paramount concern, staff should discuss any suspected evidence with the principal or nurse regardless of whether the condition is listed among the indicators of abuse or neglect.

Staff are reminded of their obligation as district employees to report suspected child abuse, and professional staff are reminded of their legal obligation to make such reports. Staff are also reminded of their immunity from potential liability for doing so. The following procedures are to be used in reporting instances of suspected child abuse:

- A. When there is reasonable cause to believe that a student has suffered abuse or neglect, staff shall immediately contact the nearest office of the child protective services (CPS) of the department of social and health services (DSHS). If this agency cannot be reached, the report shall be submitted to the police, sheriff, or prosecutor's office. Such contact must be made within forty-eight (48) hours. Staff shall also advise the principal regarding instances of suspected abuse or neglect and reports of suspected abuse that have been made to state authorities or law enforcement. In his/her absence the report shall be made to the nurse or counselor.

A staff member may wish to discuss the circumstances with an employee of CPS for assistance in determining if a report should be made. The Child Protective Service has the responsibility of determining the fact of child abuse or neglect. Any doubt about the child's condition shall be resolved in favor of making the report.

- B. A written report shall be submitted promptly to the agency to which the phone report was made. The report shall include:
1. the name, address and age of the child;
 2. the name and address of the parent or person having custody of the child;
 3. the nature and extent of the suspected abuse or neglect;
 4. any evidence of previous abuse or any other information that may relate to the cause or extent of the abuse or neglect; and
 5. the identity, if known, of the person accused of inflicting the abuse.

Abuse Indicators

Physical abuse indicators:

- A. Bilateral bruises, extensive bruises, bruises of different ages, patterns of bruises caused by a particular instrument (belt buckle, wire, straight edge, coat hanger, etc.).
- B. Burn patterns consistent with forced immersion in a hot liquid (a distinct boundary line where the burn stops), burn patterns consistent with a spattering by hot liquids, patterns caused by a particular kind of implement (electric iron, etc.) or instrument (circular cigarette burns, etc.).
- C. Lacerations, welts, abrasions.
- D. Injuries inconsistent with information offered by the child.
- E. Injuries inconsistent with the child's age.
- F. Injuries that regularly appear after absence or vacation.

Emotional Abuse Indicators:

- A. Lags in physical development.
- B. Extreme behavior disorder.
- G. Fearfulness of adults or authority figures.

- D. Revelations of highly inappropriate adult behavior, i.e., being enclosed in a dark closet, forced to drink or eat inedible items.

Sexual Abuse Indicators:

Sexual abuse, whether physical injuries are sustained or not, is any act or acts involving sexual molestation or exploitation, including but not limited to incest, rape, carnal knowledge, sodomy or unnatural or perverted sexual practices. Indicators include:

- A. Child having difficulty sitting down.
- B. Child refusing to change into gym clothes (when he/she has been willing to change clothes in the past).
- C. Venereal disease in a child of any age.
- D. Evidence of physical trauma or bleeding to the oral, genital or anal areas.
- E. Child running away from home and not giving any specific complaint about what is wrong at home.
- F. Pregnancy at 11 or 12 with no history of peer socialization.

Neglect Indicators

Physical Neglect Indicators:

- A. Lack of basic needs (food, clothing, shelter).
- B. Inadequate supervision (unattended).
- C. Lack of essential health care and high incidence of illness.
- D. Poor hygiene on a regular basis.
- E. Inappropriate clothing in inclement weather.
- F. Abandonment.

Some Behavioral Indicators of Abuse:

- A. Wary of adult contact.
- B. Frightened of parents.
- C. Afraid to go home.
- D. Habitually truant or late to school.
- E. Arrives at school early and remains after school later than other students.
- F. Wary of physical contact by adults.
- G. Shows evidence of overall poor care.
- H. Parents describe child as "difficult" or "bad."
- I. Inappropriately dressed for the weather -- no coat or shoes in cold weather or long sleeves and high necklines in hot weather (possibly hiding marks of abuse).
- J. Exhibit behavioral extremes: crying often or never, unusually aggressive or withdrawn and fearful.

NOTE: Behavioral indicators in and of themselves do not prove abuse has occurred. Together with other indicators they may warrant a referral.

EMERGENCIES

1. Fire Drills

Students shall receive instruction so that in case of fire or sudden emergency they shall be able to leave their particular building in the shortest time possible, or take such other steps as the particular emergency demands, and without confusion or panic. Fire drills shall be monthly.

The superintendent is directed to develop emergency evacuation procedures for each building.

2. Earthquakes

The board recognizes the importance of protecting staff, students and facilities in the event of an earthquake. Facilities shall be designed and maintained in a manner that recognizes the potential danger from such an occurrence. Likewise, staff must be prepared to take necessary action to protect students and staff from harm.

The superintendent shall establish guidelines for action taken by building principals should an earthquake occur while school is in session.

3. Bomb Threats

The superintendent shall establish procedures for action in the event that any threat is received toward the school by telephone, letter, orally or by other means.

4. Emergency School Closure or Evacuation

When weather conditions or other circumstances make it unsafe to operate schools, the superintendent is directed to determine whether schools should be started late, closed for the day or transportation will be provided only on emergency routes. Those decisions will be communicated through community media resources pursuant to a plan developed by the superintendent or designee.

When an emergency within a school or its surrounding area necessitates evacuation and/or total or partial closure of the schools within the district, staff shall be responsible for aiding in the safe evacuation of the students within the endangered school or its surrounding area.

The superintendent shall establish procedures for the emergency closure of a building or department.

Legal References: RCW 28A.305.130(11) Powers and duties generally (sudden emergency
evacuation)

WAC 51-45-003 Uniform fire code standards

WAC 180-41-010
through -040 Evacuation of buildings in sudden emergency

WAC 180-41-035 Evacuation of buildings in sudden emergency

Adoption Date: March 15, 2000

Emergencies

FIRE

1. Fire and Fire Drills: General Instructions

1.1 In the event of a fire

- A. Activate the nearest fire alarm.
- B. The fire department is automatically called when the pull station is activated.

Authority to sound the fire alarm system in the event of a real emergency is possessed by any person who discovers the fire.

1.2 Fire drills

- A. Instructions must be given to all students each year within the first three (3) days of school in September.
- B. A fire drill should be held during the first week of school and monthly.
- C. It is particularly important that kindergarten children, representing the one large group of children new to the schools, be given instructions in fire drill procedures for the building.

1.3 Authority to Call Drills

The sounding of a fire alarm for the purpose of a drill is an authority possessed solely by the superintendent or his/her designee.

1.4 Purpose of Fire Drills

Fire drills are held to familiarize the occupants of a building with the signals, evacuation routine, and exits so that in case of emergency there shall be no hesitation or confusion in leaving the building.

These drills are for the safety of all persons involved, and each person must realize that the success of the drill is dependent upon his/her actions and cooperation. Therefore:

- A. All persons in the building must take part in the fire drill.
- B. Every fire alarm should be considered as a warning of an actual fire.

1.5 Frequency - Fire Drills in Schools

- A. Fire drills shall be held monthly. The Executive Secretary shall keep a record of all fire drills subject to inspection by the fire chief.
- B. Complete evacuation of all persons from the building is required.

1.6 Warning Signals - Fire Drills

The fire-warning signal shall be the activation of the fire alarms. (**NOTE:** for drills, the alarm company **must** be notified, in advance.

The hand siren, an emergency warning signal, should be planned for, and occasionally used, thereby anticipating possible power failure.

2. Responsibilities of Staff

2.1 Principals shall:

- A. Be in complete charge of all matters pertaining to organizing and conducting fire drills in the building, and shall be responsible for the efficiency of the drill and all corrective actions or punishments taken for violation of the rules and regulations.
- B. Be thoroughly familiar with the fire alarm system, all fire fighting equipment, all means of egress, and any special features of the building that might prove dangerous to human life, (storerooms, lunchrooms, attic spaces, ventilators, etc.) or where fire may spread quickly.
- C. Be responsible for notifying custodians, engineers, and lunchroom staff that in case of an actual fire, the ventilating systems, the oil burners, gas meters, ovens, etc., are shut off.
- D. Appoint all subordinate officers (see E immediately below) and instruct them in the general plan of the drills and details of their specific duties, such as instruction regarding:
 - 1. How to send an alarm to the fire department (including how the fire alarm system operates -- both electrical and emergency).
 - 2. How to use all in-school fire-fighting equipment.
 - 3. The importance of quick action to send in a fire alarm signal, and to vacate the building -- even if in-school fire-fighting equipment is in use.

E. Appoint subordinate officers:

1. Searchers - These are teachers assigned to inspect sections of the buildings to make sure that everyone is out. Cloakrooms, lavatories, teachers' room, and all other places frequented by students or teachers must be checked. Searchers shall rejoin their classes as soon as the inspection is completed.
2. Traffic Guards - These are students appointed by the principal to open doors, assist in traffic control, and maintain order.
3. Fire Drill Aides - These are students appointed by either the principal or teachers to assist in any way deemed necessary, and to take the place of teacher searchers in their absence only. They may be used as messengers, or assigned to aid handicapped students or those who are ill or faint.
4. Safety Coordinator - In case of actual fire, during the absence of the principal, it must be clearly understood by the entire staff which person shall be in charge.

2.2 Teachers shall:

- A. Be in charge of their respective classes.
- B. Issue all commands relative to participation in the fire drills except as delegated by them to aides.
- C. Unless assigned as sweep team, lead their classes to the designated outside stations.
- D. Immediately report to the principal, or fire drill aides, if any student is unaccounted for after a visual check of students.

3. **Drills on Request**

Occasionally, fire department representatives may come to schools and request an immediate fire drill. In general, this is their method of checking upon the quality of the drill program, and principals are expected to cooperate fully, even to the extent of calling a drill at an inconvenient time.

4. **Procedures**

4.1 In Case of Fire the Principal Shall:

- A. Sound the alarm.

- B. Call and identify self to fire department officials, directing them to the location of the fire and give them any necessary special information.
- C. Make a building search.
- D. Ensure that teachers and students perform all activities assigned to them during fire drills.

4.2 During Fire Drills - when the alarm begins:

- A. Teachers shall lead students to the designated exit.
- B. Students shall walk briskly (no running), with arm's length spacing, and without talking, laughing, or breaking from the ranks. (No student may leave the line.)
- C. Students not in the classroom shall join the line of the first group of students met. (The student must not return to the classroom.)
- D. Teachers shall check roll when assigned area is reached.
- E. Teachers shall not leave the students gathered at a designated area unless someone is placed in charge.
- F. Teachers shall notify the principal if any student is missing.
- G. The principal shall initiate a search for any missing students.

4.3 After a Fire Drill:

- A. The principal shall give the all clear signal (3 short rings).
- B. Teachers shall lead the students back into the classroom.
- C. Teachers shall check the roll.
- D. Students shall not loiter in the halls.
- E. Teachers shall notify the principal if any student is missing.
- F. The principal shall initiate a search for any missing students.

4.4 After a FALSE ALARM the Principal Shall:

- A. Notify the alarm monitoring company.
- B. Notify the fire department of the incident.
- C. Notify school officials of the incident.

EARTHQUAKE

The threat of an earthquake in Western Washington is ever-present. As with other unforeseen events, the district must be prepared to care for students and staff until danger subsides.

Each school principal in consultation with staff is required to prepare a plan and conduct an emergency earthquake drill at least twice annually.

1. Preparation

The principal and building staff shall be responsible for conducting an annual inspection of the building early in the school year for the purpose of identifying potential hazards in the event of an earthquake, e.g., securing all bookcases to wall to prevent collapse. Those hazards that cannot be corrected by building level personnel will be corrected by district maintenance personnel as soon as resources permit.

2. Information to Parents

Parents should be advised that:

- A. If there is an earthquake while children are on their way to school, they should "duck and cover away from power lines, buildings, and trees." Once the earthquake has stopped, they should proceed to school. If the quake occurs on their way home, after protecting themselves until the quake stops, they should proceed to their home.
- B. Parents are advised not to remove a child from the school grounds until they have first checked with school officials. If a parent were to remove a child without checking out, others could be needlessly hurt while searching for a missing child.
- C. Parents should avoid calling the school. The phones if they are functioning, they may be needed by school staff. Parents of injured children will be notified first. All schools will have trained staff to help injured children until other medical assistance arrives.

Staff members should attempt to account for all students and staff before re-entry, the principal must feel absolutely certain, on the basis of thorough inspection of both structures and utility conduits, that the facility is safe; **but** no students or staff will be dismissed until procedures have been approved by the superintendent's office if district-wide communications are in operation.

3. General Responsibilities

The principal must become familiar with the alarm system, all means of egress, and any special features of the facility which might endanger human life. Staff should be appointed and instructed in the general earthquake plan. The building administrator should carry out all communications functions with the district office, coordinate post-quake building inspections, and signal re-entry when safety is assured.

Teachers shall see that all members of their respective classes take protective action appropriate to their situations; evacuate classes in an orderly and expeditious manner; maintain order; supervise evacuated students; and, ensure orderly re-entry when signaled.

Monitors may be appointed from the more mature pupils in each class to assist teachers. Monitors should be assigned to substitute for any teacher who may be injured.

The maintenance/custodial staff shall assist in the inspection of the facility, including utility conduits, and shut down mechanical/electrical systems as required. Other staff members shall act as searchers; assist in evacuation and care of injured or disabled individuals; help remove hazardous materials or debris; and, carry out any additional assigned functions.

4. Staff Instructions (During quake)

Staff should maintain control in the following manner:

- A. In a classroom students should get under desk or table, face away from window, away from bookshelves and heavy objects that may fall, crouch on knees close to ground, place head close to knees, cover side of head with elbows and clasp hands firmly behind neck, close eyes tightly and remain in place until instructed otherwise or until the "all clear" signal is given.
- B. In gymnasiums or assembly areas, students should exit such facilities as expeditiously as possible. Individuals should move to designated areas.
- C. If outdoors, students should move to designated areas, as far away as possible from buildings, poles, wires, and other elevated objects, and lie down or crouch low to the ground. Staff and students should be aware of encroaching danger that may demand further movement.

5. Staff Instructions (After quake)

The principals and maintenance staff should inspect facilities before instructing staff and students to evacuate. Classes should be evacuated through exits to a safe area. Students should move away from buildings and remain there until given further instructions. Responsible student or staff should be posted to prevent re-entry. Following this evacuation, the principal should:

- A. check for injuries among students and staff. (Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.)
- B. check for fires or fire hazards;

- C. check utility lines and appliances for damage. This may be done by maintenance and staff and reported to the principals. If gas leaks exist, shut off the main gas valves and shut off electrical power if there is damage to the wiring. (Do not use matches, lighters, or open flame appliances until you are sure no gas leaks exist, and do not operate electrical switches or appliances if gas leaks are suspected.)
- D. instruct students not to touch power lines or objects touched by the wires. (All wires should be treated as live.)
- E. clean up spilled medicines, drugs, chemicals, and other potentially harmful materials immediately.
- F. advise students and staff not to eat or drink anything from open containers near shattered glass. (Liquids may be strained through a clean handkerchief or cloth if danger of glass contamination exists.)
- H. check closets and storage shelf areas. (Open closet and cupboard doors carefully and watch for objects falling from shelves.)
- I. keep the streets clear for emergency vehicles.
- J. be prepared for "after-shocks".
- K. respond to requests for help from police, fire department and civil defense, but do not go into damaged areas unless your help has been requested.
- L. plan for student/staff needs during the time that may elapse before assistance arrives. (e.g. four to eight hours.)

BOMB THREATS

Most bomb threat messages are very brief. When possible, every effort should be made to obtain detailed information from the caller such as: exact location of the bomb, time set for detonation, description of the bomb and type of explosive used. Details such as: time of call, exact words used, sex, estimated age, identifiable accent, voice description of caller and identifiable background noise should also be noted.

1. Evacuation Decision

The principal should notify the district office immediately. The principal should be ready to provide specific information regarding the "threatening call" and indicate if the building(s) will be evacuated and/or searched.

If the principal determines the threat is a hoax, he/she will conduct a quiet search of the building. No classes will be dismissed. A written report should be submitted to the superintendent.

If the principal determines that the message is a dangerous threat, law enforcement officers and the district office should be contacted. A routine fire drill should be initiated at least 15 minutes prior to the time of possible detonation. Teaching staff should remain with their classes until such time as the danger of explosion is past. Search procedures should be conducted under the direction of law enforcement officers. A written report should be submitted to the superintendent.

2. Search Procedures

Each building should have a volunteer search team composed of staff members. The person most qualified to search buildings or space is the person using the area.

2.1 How a Search is to be Made

The room to be searched may be divided into three (3) parts. The bottom third of the room, from eye level to the floor where most of the objects are located; the middle third from eye level upward toward the ceiling; and the top third of the room. The top third will have such items as light fixtures or a ceiling vent which can usually be observed from the floor. The search should be conducted systematically in a clockwise or counter-clockwise manner. Searchers should look into areas that are open and listen in those areas (cabinets, desks, lockers) where opening every closed area is impossible.

Most homemade bombs are made with spring-wound clocks and give off a ticking sound. The more sophisticated bombs use other devices such as batteries, chemicals, or may even be plugged into a light switch.

2.2 What to Look for

ALL UNIDENTIFIED PACKAGES FOUND DURING BOMB SEARCHES SHOULD BE CONSIDERED DANGEROUS AND LEFT UNTOUCHED, TO BE EXAMINED AND IDENTIFIED BY A QUALIFIED BOMB EXPERT. Bombs come in many shapes and sizes. Some are disguised, while others may be as crude as sticks of dynamite held together with twine or tape. One must be suspicious of any package that cannot be identified. Example: a brown paper package found ticking in an unlocked locker should always be considered dangerous.

2.3 Search without Evacuation

If the preliminary decision is to search the building without evacuating the students, the principal should enlist the voluntary aid of the staff to conduct a cursory search of the building. Particular attention should be paid to those areas that are accessible to the public, such as hallways, stairways and stairwells, restrooms, unlocked lockers, unlocked

unused classrooms, closets, and the like. A search should also be made on the outside of the building on low window ledges, window wells, and the base of all outside walls.

2.4 Search with Evacuation

If the decision is to evacuate staff and students, the principal should have the team conduct a more thorough search of the entire building. The signal to be used for evacuation is through the use of the fire drill routine. When a threat appears to be "dangerous", the

principal should enlist the aid of the local police and fire department in conducting the search. All searchers should vacate the building for a short period of time when the bomb is alleged to detonate. After the search has been made and the danger period is over, the students may then return to their classrooms for resumption of normal activities.

2.5 Search with Evacuation during Valid Bomb Threats

When the bomb threat is judged to be valid the building should be cleared immediately of all personnel so that the police can assume the responsibility of conducting the search. A staff member should be stationed at each entrance to prevent unauthorized persons from returning to the building until the area is declared safe.

2.6 Disposition of Suspected Bombs

In the event of the discovery of a suspected bomb, the following steps will be taken:

- A. DO NOT TOUCH OR ATTEMPT TO MOVE THE PACKAGE IN ANY MANNER.
- B. Avoid moving any article or articles which in any way may be connected with the bomb to act as a triggering mechanism. Bombs have been set off by turning on a light switch or lifting a telephone receiver.
- C. Clear the danger area of all occupants.
- D. Assign staff at entrances to prevent others from entering.

The decision of whether or not to evacuate depends on the circumstances of each call. Every call should be handled individually and evaluated separately. If there is doubt as to what action to take, the safety of students and staff must be paramount and evacuation procedures should be followed.

Persons to be evacuated from the area should be moved to a minimum of 300 feet from the point of possible explosion. Power, gas, and fuel lines leading to a danger area should be shut off as soon as practical. All flammable liquids and materials should be removed from the surrounding area as well as any portable materials of value.

If an actual bomb explosion does occur, the police department should maintain a guard around the area to prevent re-entry by any unauthorized person. However, inspection is necessary to insure the safety of all persons having business in the bombed area. Fire marshals, building inspectors, etc., should be requested to inspect the building regarding supporting walls, damaged overhead structure, broken gas lines, live power lines, etc. Their inspection should precede any police or security investigation and should be designed to prevent any further injury.

EMERGENCY SCHOOL EVACUATION

When an emergency within a school or department necessitates total or partial closure of the schools within the district, threatens the safety and well being of students, and/or interferes in the normal operation of the school, the following emergency procedure shall be followed:

- A. The report of an emergency shall be directed to the superintendent's office.
- B. If the nature of the emergency calls for immediate action on the part of a principal, he/she shall take necessary action and report such action to the superintendent's office.
- C. The superintendent's office shall contact those departments and/or schools who must assist in the emergency action.
- D. When appropriate the superintendent's office shall contact the city police department and the county department of emergency services.

The principal shall instruct staff including teachers, secretaries, cooks, custodians, aides, and bus drivers as to their respective responsibilities in an evacuation exercise.

The principal shall be responsible for organizing and conducting such emergency evacuation drills as are necessary and shall objectively evaluate the activity following each such drill. In the absence of the principal, staff should be able to conduct all aspects of the evacuation procedure.

ASSOCIATED STUDENT BODIES

An associated student body (ASB) shall be formed in each school within the district whenever one or more students in that school engage in money-raising activities with the approval and at the direction or under the supervision of the district. An associated student body shall be a formal organization of students, including sub-components or affiliated student groups. Each associated student body shall submit a constitution and bylaws to the board for approval. The constitution and bylaws shall identify how student activities become approved as student body activities and establish standards for their supervision, governance and financing. Subject to such approval process, any lawful activity which promotes the educational, recreational or cultural growth of students as an optional extracurricular or co-curricular activity may be considered for recognition as an associated student body activity. Any lawful fund raising practices that are consistent with the goals of the district and which do not bring disrespect to the district or its students may be acceptable methods and means for raising funds for student body activities. The board of directors may act or delegate the authority to a staff member to act as the associated student body for any school which contains no grade higher than grade six.

The principal shall designate a staff member as the primary advisor to the ASB and ensure that all groups affiliated with the ASB have an advisor assigned to assist them. Advisors shall have the authority and responsibility to intervene in any activities that are inconsistent with district policy, ASB standards, student safety or ordinarily accepted standards of behavior in the community. When in doubt, advisors shall consult the principal regarding the propriety of proposed student activities. Student activities cannot include support or opposition to any political candidate or ballot measure.

Each ASB shall prepare and submit annually a budget for the support of the ASB program to the board for approval. All property and money acquired by ASB's, except private nonassociated student body funds, shall be district funds and shall be deposited and disbursed from the district's associated student body program fund. Private nonassociated student body funds shall be held in trust by the district for the purposes indicated during the fund raising activities until the student group doing the fund raising requests disbursement of the funds and the accounts of the fundraising are complete and reconciled.

Cross Reference: Board Policy 6020 System of Funds and Accounts

Legal References: RCW 28A.325.020 Associated student bodies--Powers and responsibilities affecting
28A.325.030 Associated student body program fund--Created-- Source of funds--Expenditures -- Budgeting--Care of other moneys received by students for private purposes

Adoption Date: March 15, 2000, Rev. 11-20-01

ASB

The ASBs in the schools of the district shall operate within the following guidelines:

Structure

- A. ASBs are mandatory in grades 7 and 8 whenever students engage in money raising activities with the approval and under the supervision of the district. ASBs are not mandatory at the elementary level (K-6). However, any money raised with the approval and under the supervision of the district must be administered in the same way as ASB money. The school principal is designated to act as the ASB for K-6 school buildings.
- B. The school board has authority over ASBs. ASBs are subject to the same laws as the district, including accounting procedures, budgets and warrants.

Financial Operations

- A. The district must have an ASB program fund budget approved by the school board.
- B. All ASB money is accounted for, spent, invested and budgeted the same way as other public money.
- C. Disbursements may be made either by warrant, imprest bank accounts, procurement card, or petty cash funds.
- D. ASB purchases in excess of \$15,000 must comply with state bid procedure as outlined in the district bid requirements policy and procedure.
- E. All property acquired with ASB moneys becomes property of the school district.
- F. Associated student body groups may raise private non-associated student body fund moneys through fund raising and donations for scholarships, student exchanges, and charitable purposes. Such fund raising and donation solicitation must meet the requirements for other ASB fundraising and those requirements specific to non-associated student body funds, including clear notice to all donors of the purpose of the fund raising. Students wishing to use district facilities to raise private non-associated student body funds must comply with district policy and procedures regarding community use of school facilities. For handling the accounting for complex fundraising programs for private nonassociated student body fund money, the district shall recoup its cost.

G. ASB funds may not be used for gifts or recognition to individuals for private benefit. Private, non-associated student body funds may be raised for scholarships, student exchanges and charitable purposes, pursuant to district policy and procedure.

AGO	1973, No. 11	Tuition & Fees--Authority of school districts to charge various fees
RCW	28A.225.330	Enrolling students from other districts
	28A.320.230(f)	Instructional materials--Instructional materials committee
	28A.330.100	Additional powers of board
	28A.635.060	Defacing or injuring school property--Liability of parent or guardian
	28A.220.040	Fiscal support--Reimbursement to school districts--Enrollment fees--Deposit
WAC	246-100-166	Immunization of daycare and school children against certain vaccine-preventable diseases

Student Fees, Fines, Charges

Student fee schedules for individual buildings must be approved on an annual basis. Each building shall submit an annual report which includes a report indicating the fees collected by each department. In establishing fees for classes, the following guidelines shall be used:

- A. Class literature shall describe fees for each class or activity and the process for obtaining a waiver or fee reduction.
- B. A fee may be collected for any program in which the resultant product is in excess of minimum requirements and, at the student's option, becomes the personal property of the student. Fees may not exceed the cost of the materials. The district shall furnish materials for those introductory units of instruction where a student is acquiring the fundamental skills for the course. A student must be able to obtain the highest grade offered for the course without being required to purchase extra materials.
- C. A fee may be collected for personal physical education and athletic equipment, apparel and towels or towel service. However, any student may provide his/her own if it meets reasonable requirements and standards relating to health and safety.
- D. A reasonable fee, not to exceed the actual annual maintenance cost, for the use of musical instruments and uniforms owned or rented by the district may be collected.
- E. Students may be required to furnish personal or consumable items including pencils, paper, erasers, notebooks.
- F. Security deposits for the return of materials or equipment may be collected. Provisions shall be made to return the deposit when the student returns the item at the conclusion of the school term.
- G. A fee may be collected for a unit of instruction where the activity necessitates the use of facilities not available on the school premises, and participation in the course is optional on the part of the student. A waiver or fee reduction need not be offered for such activities.

Fees shall not be levied for:

- A. Field trips required as part of a basic educational program or course.
- B. Textbooks (nonconsumable) which are designated as basic instructional material for a course of study.

C. Instructional costs for necessary staff employed in any course or educational program.

Fee waivers and reductions shall be granted to students whose families would have difficulty paying by reason of their low income.

Fines or damage charges may be levied for lost textbooks, library books or equipment. In the event the student does not make proper restitution, grades will be withheld. A student may make restitution through a voluntary work program. If a student has transferred to another school that has requested the student's records without paying an outstanding fine or fee, only records pertaining to the student's academic performance, special placement, immunization history and discipline actions shall be sent to the enrolling school. This information shall be communicated to the enrolling district within two school days and the confirming records shall be sent as soon as possible. The official transcript will not be sent until the outstanding fee or fine is discharged. The enrolling school shall be notified that the official transcript is being withheld due to an unpaid fee or fine.

A charge for lost or damaged materials or equipment may be appealed to the superintendent. The superintendent's decision may be appealed to the board. Care shall be exercised by advising students and their parents, in writing, regarding the nature of the damages, how restitution may be made, and how a student or his/her parents may request a hearing. When damages are \$100 or less, a parent and/or student has a right to appeal the imposition of a fine in a manner similar to that specified for a short-term suspension (Policy #3300). When damages exceed \$100, the parent and/or student may request a hearing in the manner provided for in a long-term suspension (Policy #3300).

All fees shall be deposited with the business office on a regular basis. The respective departments and schools shall be credited by the amount of their deposit.

FUND RAISING ACTIVITIES INVOLVING STUDENTS

The board acknowledges that the solicitation of funds from students, staff and citizens must be limited since students are a captive audience and since solicitation can disrupt the program of the schools. Solicitation and collection of money by students for any purpose including the collection of money in exchange for tickets, papers, magazine subscriptions, or for any other goods or services for the benefit of an approved school organization may be permitted by the superintendent providing that the instructional program is not adversely affected.

The superintendent shall establish rules and regulations for the solicitation of funds by approved school organizations, official school-parent groups and by outside organizations. The principal shall distribute these rules and regulations to each student organization granted permission to solicit funds.

Cross Reference:	Board Policy 3510	Associated Student Bodies
Legal References:	WAC 392-138-030(2)	Powers--Authority and policy of board of directors

Adoption Date: March 15, 2000

Student Fund Raising Activities

Guidelines for student fundraising activities are as follows:

- A. Student participation must be voluntary.
- B. The fund raising activity must be such that it is not likely to create a poor public relations image.
- C. Fund raising activity efforts must not interfere with the educational program.
- D. Fund raising activities conducted by associated student bodies or sub-groups thereof must conform to the district ASB accounting requirements. Expenditures of all ASB funds must be approved by the ASB.
- E. Fund raising activities conducted by outside groups (including parent groups) must not involve the official student body organizations and must not utilize district materials, supplies, facilities or staff unless reimbursement is made.
- F. Sponsorship of fund raising activities by schools' official parent groups, even where moneys realized shall be donated to associated student bodies, is encouraged to minimize accounting difficulties. If fund raising activities are co-sponsored by a student body organization and a parent group, an arrangement for the proportional sharing of expenses and profits or losses should be made prior to initiation of fund raising.
- G. The following fund raising activities are approved:
 - 1. Sales of goods (candy, T-shirts, etc.), magazines, apples (if maintained in cold storage),
 - 2. Car washes, school supplies, rummage and garage sales, pancake breakfasts, spaghetti dinners,
 - 3. Paper drives, bottle drives, etc. that do not interfere with the school day,
 - 4. Carnivals when organized and supervised by the school and/or the recognized parent group,
 - 5. Skating and bowling parties provided there is adequate supervision and liability protection,

6. Bandathons, bikeathons, and walkathons provided that there are no more than one during a school year,
7. Basketball games if liability insurance for participants and facilities is included in the contract, and
8. Talent, variety, musical, and drama productions (after school hours).

Any major purpose, fund-raising activity that is not listed above must have the approval of the superintendent.

- H. Fund-raising activities in excess of \$1,000 must be submitted by the principal to the superintendent for approval. Application for approval must include:
1. the sponsoring group,
 2. the proposed activity,
 3. the manner in which the money is to be collected, and
 4. the purpose.
- I. When the ASB shares in the receipts derived from vending machine operations or from the sale of student pictures, such activities must be in compliance with policy 8500 (Provision of Certain Goods and Services to Students and Patrons).
- J. Any outside group other than an official school-parent group must have central office approval before conducting fund raising activities within a school or schools. Such outside organizations or persons seeking to raise funds from or through students:
1. Must work through established official parent organizations and not with or through student body organizations or the administration.
 2. May not use school materials, supplies, facilities, or staff without proper reimbursement. Requests to the administration for access to students for purposes of fund raising should be referred to the appropriate parent organization, which shall have the option of permitting the outside group to use the parent organization's normal method of communication to transmit information concerning the fund raising.

3. Shall not collect money in school buildings as part of fund raising activities. Fund collections must be made by other means in other locations under the supervision of the official parent groups, except that each school may permit the official parent organization to maintain one box in the school's central office for deposit of envelopes containing funds from a permissible fund raising activity.
4. May display a sign announcing a fund raising activity. Brochures explaining the program may be made available to students through the school office.