“All students ready for college, careers, and life”
OUR MISSION

Our mission is: All students ready for college, careers, and life.

All Students Ready for College:
Ensuring that Orting students will possess the skills and dispositions to explore post-high school graduation education and internships including academic, technical, and/or experiential opportunities for professional development

All Students Ready for Careers:
Equipping Orting students to enter into a highly complex, diverse, and evolving workforce

All Students Ready for Life:
Endowing Orting students with the grit and perseverance to tackle and achieve their goals through a growth mindset that empowers them to approach their future with confidence and the social and emotional skills they will need for success in the future

Dear students, families, and staff,

We are committed to our mission of all students ready for college, careers, and life.

We want Orting schools to be a place where students love to learn, staff love to work, and the community loves to engage.

We are focusing on having a culture of learning and caring. We know that happens when students and staff feel safe and cared for physically, socially, emotionally, and intellectually. This takes teamwork! The rights and responsibilities outlined in this handbook help us understand the roles we each play in building our culture.

Families, please take the time to review these guidelines with your students and discuss their rights and responsibilities as they become ready for college, careers and life.

Thank you for your partnership in supporting our Orting students and community.

Dr. Marci Shepard
Superintendent
STUDENT END RESULTS AND STRATEGIC GOALS

Our why: Our mission is all students ready for college, careers, and life.

E1 All Students Ready for College: Ensuring that Orting students will possess the skills and dispositions to explore post-high school graduation education and internships including academic, technical, and/or experiential opportunities for professional development

E2 All Students Ready for Careers: Equipping Orting students to enter into a highly complex, diverse, and evolving workforce

E3 All Students Ready for Life: Endowing Orting students with the grit and perseverance to tackle and achieve their goals through a growth mindset that empowers them to approach their future with confidence and the social and emotional skills they will need for success in the future

Our how: We align the people in our system to engage in continuous improvement to support student learning.

We believe if central services provide...
•effective leadership, quality teaching and learning support, system-wide improvement, and clear and collaborative relationships

The principals will...
•serve as excellent instructional leaders

Which will help teachers...
•provide quality instruction in every classroom every day for every student

So that all students will...
•achieve high levels of learning and be ready for college, careers, and life

Our what: We focus on our strategic goals.

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1.2 Provide high-quality teaching and learning in every classroom  
1.3 Provide targeted professional development  
1.4 Utilize data to support student learning and monitor progress |
| 2      | Ensure the academic success for each student by managing and improving effective operations of the district | 2.1 Recruit, hire, and retain quality personnel  
2.2 Develop and communicate a sustainable budget that supports our strategic goals  
2.3 Develop and implement a long-term facilities plan  
2.4 Upgrade technology and infrastructure to support 21st century learning  
2.5 Develop and implement a long-term safety plan  
2.6 Develop and implement a long-term transportation plan |
| 3      | Ensure the academic success for each student by collaborating and improving communication with stakeholders | 3.1 Improve district communication and collaboration with stakeholders  
3.2 Engage parents, staff, and the community in district improvement initiatives  
3.3 Develop and implement the foundation and systems for collaborative work |
2017-18
Assistance Directory

District Administration

Superintendent
Dr. Marci Shepard (360) 893-6500 ext. 222

Assistant Superintendent for Business, Operations and Safety
Jeff Role (360) 893-6500 ext. 223

Executive Director for Teaching, Learning, and Assessment
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Executive Director for Special Services and Intervention
Chris Willis (360) 893-6500 ext. 233

Executive Director for Human Resources
Debi Christensen (360) 893-6500 ext. 243

Transportation Supervisor
Barbara Woolery (360) 893-2302 ext. 227

Food Service Supervisor
JoAnne Petredis (360) 893 –3405

Maintenance Supervisor
John Christian (360) 893-2302 ext. 230

School Board

President
Stanley Holland (360) 893-6500 ext. 221

Vice President
Tyson Bryant (360) 893-6500 ext. 221

Member
Jennifer Lloyd (360) 893-6500 ext. 221

Member
Clementina Perez (360) 893-6500 ext. 221

Member
Carrie Thibodeaux (360) 893-6500 ext. 221

School Contacts

Orting Primary School (P-3)
Lisa Couch, Principal (360) 893-2248 ext. 5138
Lori Cottle, Assistant Principal (360) 893-2248 ext. 5139

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Kevin Collins, Assistant Principal (360) 893-3565 ext. 219

Orting High School (9-12)
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Scott Petersen, Assistant-Principal (360) 893-2246 ext. 423
Marty Parkhurst, Dean of Students/Athletic Director (360) 893-2246 ext. 442
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### STUDENT RIGHTS

1. Learn and work in schools free from violence, intimidation, threats, harassment and fear
2. Not be denied an educational opportunity or be unlawfully discriminated against because of race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression, gender identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability
3. Have a school environment where they are free to express themselves openly through verbal and written expression
4. Engage in non-disruptive, peaceful demonstrations and assemble to discuss matters, following school and district rules
5. Have an open space where students can gather, collaborate and work together
6. Determine personal dress and grooming standards with their parents, provided that they meet school and district standards
7. Constitutional right to be secure in their persons, papers, and effects against unreasonable searches and seizures
8. Not be required to submit to survey, analysis or evaluation that concerns sensitive material and have student privacy protected
9. Attend a wholesome and orderly school environment where all students conform to standards of student conduct
10. Receive information and have knowledge regarding the rules of the school district that establish types of misconduct and the written procedures of the district for administering corrective action
11. Appeal decisions regarding classroom management, corrective actions or punishment
12. Drive vehicles to and from school so long as they meet requirements under state law and follow state, district, and school guidelines
13. Not be given corporal punishment
14. Elect peers and form associated student bodies
15. Be openly welcomed to consult with teachers, administrators and other school personnel
16. Receive a meaningful education that allows them to develop the knowledge, skills and attitudes necessary for college, careers, and life
17. Expect high educational standards in the district and know the requirements for their course of study and how grades are determined

### STUDENT RESPONSIBILITIES

1. Be prepared to learn and achieve at the highest levels
2. Attend school/class every day, on time
3. Be aware of all rules regarding student behavior and conduct themselves accordingly
4. Respect the educational needs of their fellow students
5. Respect the diversity of their fellow students and know how to live as a citizen in a global society
6. Express their opinion and ideas in a respectful manner so as not to libel or slander others
7. Follow the school’s electronic use policy
8. Demonstrate respect for all persons in the school community
9. Respect the authority of teachers, administrators and other school personnel
10. Comply with the reasonable requests of school employees
11. Act as good citizens in a diverse, global society
12. Read, understand, and commit to the Rights and Responsibilities handbook and school rules
**ACTIVITIES AND ATHLETICS**

The Board recognizes the value of a program of interscholastic activities as an integral part of the total school experience to all students of the district and to the community.

The district will not exclude any person from participation in the interscholastic program, deny any person the benefits of such a program or otherwise discriminate against any person in any interscholastic program on the basis of the categories identified in the district’s Nondiscrimination policy.

When individual students with disabilities are unable to participate in existing activities even when offered reasonable modifications and necessary accommodations, aids or services, the district may offer opportunities for students with disabilities to participate in separate or different recreational or athletic activities.

The district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport. However, when the district operates or sponsors a team in a particular sport for members of one sex but not the other, and athletic opportunities for members of the other sex have previously been limited, members of the excluded sex will be allowed to try out for the team offered. For the purposes of this policy, contact sports include boxing, wrestling, rugby, ice hockey, football, basketball and other sports in which the major activity involves bodily contact.

The district will provide equal athletic opportunities for both sexes within each school for interscholastic, club or intramural athletics.

(Board Policy 2151)

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**ATTENDANCE**

Orting School District believes daily class attendance is one of the most critical indicators for being “Career Ready.” Each school is committed to providing social and emotional support to all of our students. Additionally, our district provides targeted supports for students in homeless situations and in foster care.

**Impact of Chronic Absenteeism**

- Preschool is a great time to start building a habit of good attendance. Young children with poor attendance in preschool also lose out on valuable learning time and, if chronic absence continues into kindergarten, it can impact academic achievement.
- Studies show many children who miss too many days in kindergarten and first grade can struggle academically in later years. They often have trouble mastering reading by the end of third grade.
- By middle and high school, chronic absence is a leading warning sign that a student will drop out.

**Good Attendance Strategies**

Students who have good attendance are sure to do the following:

- Staying healthy, get plenty of sleep, eat a balanced diet, wash your hands regularly, and make sure you are up to date on your immunizations.
- Make a plan for good attendance. Keep a copy of your school calendar accessible.
- Ask your parents to make appointments outside of the school day or on non-school days.
- Know the time you need to arrive at your bus stop.
- Keep up on your school work. Students will often be anxious and tempted to miss school if they have not done their homework or studied for a test. Approach each day with confidence.
- “Report-It.” If you are not attending because someone is harassing, intimidating or bullying you, it has become a serious issue and it is time to enlist the assistance of an adult.
Excused and Unexcused Absences

Students are expected to attend all assigned classes each day. Policy and Procedure 3122 describes the definition of excused and unexcused absences.

Excused Absences

Regular school attendance is necessary for mastery of the educational program provided to students of the district. At times, students may be appropriately absent from class. School staff will keep a record of absence and tardiness, including a record of excuse statements submitted by a parent/guardian, or in certain cases, students, to document a student’s excused absences. The following principles will govern the development and administration of attendance procedures within the district:

The following are valid excuses for absences:

1. Participation in a district or school approved activity or instructional program;
2. Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental or optometry);
3. Family emergency, including, but not limited to, a death or illness in the family;
4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
5. Court, judicial proceeding or serving on a jury;
6. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
7. State-recognized search and rescue activities consistent with RCW 28A.225.055;
8. Absence directly related to the student’s homeless status;
9. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and
10. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

A. If an absence is excused, the student will 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 make up the activities conducted during a class period.

B. An excused absence will be verified by a parent/guardian or an adult, emancipated or appropriately aged student, or school authority responsible for the absence. If attendance is taken electronically, either for a course conducted online or for students physically within the district, an absence will default to unexcused until such time as an excused absence may be verified by a parent or another responsible adult. 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.

Unexcused Absences

A. Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria above for an excused absence.

B. As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused will experience the consequences of his/her absence. A student’s grade may be affected if a graded activity or assignment occurs during the period of time when the student is absent.

C. The school will 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 will include the potential consequences of additional unexcused absences.

D. A conference with the parent or guardian will be held after three 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 will be notified in writing in his/her primary language that the student has unexcused absences. A conference will 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 conference may be conducted with the student and a school official. However, parent will be notified of the steps the district has decided to take to eliminate or reduce the student’s absences.
**ATTENDANCE CONT.**

E. After the second and before the fifth unexcused absence, the district will take data informed steps to eliminate or reduce the student’s absences. In middle and high school, these steps will include application of the Washington Assessment of Risks and Need’s of Students (WARNS) or other assessment by district’s designated employee.

F. For any student with an existing Individualized Education Program (IEP) or Section 504 Plan, these steps will include convening the student’s IEP team or Section 504 team, including a behavior specialist or mental health specialist where appropriate, to consider the reasons for the student’s absences. If necessary, and if the student’s parent gives consent, the district will conduct a functional behavior assessment and will complete a detailed behavior plan to explore the function of the absence behavior.

G. For any student who does not have an IEP or Section 504 Plan, but who is reasonably believed to have a mental or physical disability or impairment, these steps will include informing the student’s parent/guardian of the right to obtain an appropriate evaluation at no cost to the parent to determine whether the student has a disability or impairment and needs accommodations, special education services, or related services. This includes students with suspected emotional or behavioral disabilities. If the school obtains consent to conduct an evaluation, time should be allowed for the evaluation to be completed, and if the student is found to be eligible for accommodations, special education services, or related services, a plan will be developed to address the student’s needs.

H. Not later than the student’s fifth unexcused absence in a month the district will 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.

I. If such action is not successful, the district will 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.

J. All suspensions and/or expulsions will be reported in writing to the superintendent within 24 hours after imposition.

The superintendent will 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 will be disseminated broadly and made available to parents and students annually.

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**Students dependent pursuant to Chapter 13.34, RCW**

A school district representative or certificated staff member will review unexpected or excessive absences of a student who has been found dependent under the Juvenile Court Act with that student and adults involved with that student. Adults includes the student’s caseworker, educational liaison, attorney if one is appointed, parent or guardians, foster parents and/or the person providing placement for the student.

(Board Policy / Procedure 3122)
SAFETY AND CIVILITY IN SCHOOLS

This district is committed to a positive and productive education free from discrimination, including sexual harassment. This commitment extends to all students involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation or at a class or school training held elsewhere.

Any school employee who witnesses sexual harassment or receives a report, informal complaint, or written complaint about sexual harassment is responsible for informing the district Title IX or Civil Rights Compliance Coordinator. All staff are also responsible for directing complainants to the formal complaint process.

Reports of discrimination and discriminatory harassment will be referred to the district’s Title IX/Civil Rights Compliance Coordinator. Reports of disability discrimination or harassment will be referred to the district’s Section 504 Coordinator. (Board Policy/Procedure 3205)

Because of wise, consistent enforcement of the rules and ethical decision making by both youth and adults, the school environment is attractive to students and creates the most favorable conditions in which to learn.

SAFE AND ORDERLY LEARNING ENVIRONMENT

The learning environment and the staff’s time for students shall be free from interruption. Except in emergencies, staff shall not be interrupted in their work. Brief messages shall be recorded so as to permit the staff member to return the call when free.

Certificated staff shall be available for consultation with students and patrons ½ hour before and ½ hour after school. Students and patrons are urged to make appointments with staff to assure an uninterrupted conference.

No one shall solicit funds or conduct private business with staff on school time and premises.

Visitors

We welcome and encourage visits to school by parents/guardians, other adult residents of the community and interested educators. All visitors must register at the office upon their arrival at school. If the visitor wishes to observe a classroom, the time shall be arranged after the principal has conferred with the teacher.

(Board Policy/Procedure 4200)
A. Introduction
The Orting School District strives to provide students with optimal conditions for learning by maintaining a school environment where everyone is treated with respect and no one is physically or emotionally harmed.

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

Any school staff who observes, overhears, or otherwise witnesses harassment, intimidation or bullying or to whom such actions have been reported must take prompt and appropriate action to stop the harassment and to prevent its reoccurrence.

B. Definitions
Aggressor is a student, staff member, or other member of the school community who engages in the harassment, intimidation or bullying of a student.

Harassment, intimidation or bullying is an intentional electronic, written, verbal, or physical act that:

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

Conduct that is “substantially interfering with a student’s education” will be determined by considering a targeted student’s grades, attendance, demeanor, interaction with peers, participation in activities, and other indicators.

Conduct that may rise to the level of harassment, intimidation and bullying may take many forms, including, but not limited to: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, ostracism, physical attacks or threats, gestures, or acts relating to an individual or group whether electronic, written, oral, or physically transmitted messages or images.

There is no requirement that the targeted student actually possess the characteristic that is the basis for the harassment, intimidation or bullying.

Incident Reporting Forms may be used by students, families, or staff to report incidents of harassment, intimidation or bullying. A sample form is provided on the Office of Superintendent of Public Instruction’s (OSPI) School Safety Center website: www.k12.wa.us/SafetyCenter/BullyingHarassment/pubdocs/sampleHIBincidentreporting.pdf

Retaliation is when an aggressor harasses, intimidates, or bullies a student who has reported incidents of bullying.

Staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, classified staff, substitute and temporary teachers, volunteers, or paraprofessionals (both employees and contractors).

Targeted Student is a student against whom harassment, intimidation or bullying has allegedly been perpetrated.

C. Relationship to Other Laws
This procedure applies only to RCW 28A.300.285 – Harassment, Intimidation and Bullying prevention. There are other laws and procedures to address related issues such as sexual harassment or discrimination.
At least four Washington laws may apply to harassment or discrimination:

- RCW 28A.300.285 – Harassment, Intimidation and Bullying
- RCW 28A.640.020 – Sexual Harassment
- RCW 28A.642 – Discrimination Prohibition
- RCW 49.60.010 – The Law Against Discrimination

The district will ensure its compliance with all state laws regarding harassment, intimidation or bullying. Nothing in this procedure prevents a student, parent/guardian, school or district from taking action to remediate harassment or discrimination based on a person’s gender or membership in a legally protected class under local, state, or federal law.

D. Prevention

1. Dissemination

In each school and on the district’s website the district will prominently post information on reporting harassment, intimidation and bullying; the name and contact information for making a report to a school administrator; and the name and contact information for the district compliance officer. Annually, the superintendent will ensure that a statement summarizing the policy and procedure is provided in student, staff, volunteer, and parent handbooks, is available in school and district offices and/or hallways, or is posted on the district’s website.

Additional distribution of the policy and procedure is subject to the requirements of Washington Administrative Code 392-400-226.

2. Education

Students will receive age-appropriate information on the recognition and prevention of harassment, intimidation or bullying at student orientation sessions and on other appropriate occasions on an annual basis. The information will include a copy of the Incident Reporting Form or a link to a web-based form.

3. Training

Staff will receive annual training on the school district’s policy and procedure, including staff roles and responsibilities, how to monitor common areas and the use of the district’s Incident Reporting Form.

4. Prevention Strategies

The district will implement a range of prevention strategies including individual, classroom, school, and district-level approaches. Whenever possible, the district will implement evidence-based prevention programs that are designed to increase social competency, improve school climate, and eliminate harassment, intimidation and bullying in schools.

E. Compliance Officer

The district compliance officer will:

1. Serve as the district’s primary contact for harassment, intimidation and bullying.
2. Provide support and assistance to the principal or designee in resolving complaints.
3. Receive copies of all Incident Reporting Forms, discipline Referral Forms, and letters to parents providing the outcomes of investigations.
4. Be familiar with the use of the student information system. The compliance officer may use this information to identify patterns of behavior and areas of concern.
5. Ensure implementation of the policy and procedure by overseeing the investigative processes, including ensuring that investigations are prompt, impartial, and thorough.
6. Assess the training needs of staff and students to ensure successful implementation throughout the district, and ensure staff receive annual fall training.
7. Provide the OSPI School Safety Center with notification of policy or procedure updates or changes on an annual basis.
8. In cases where, despite school efforts, a targeted student experiences harassment, intimidation or bullying that threatens the student’s health and safety, the compliance officer will facilitate a meeting between district staff and the child’s parents/guardians to develop a safety plan to protect the student. A sample student safety plan is available on the OSPI website: [www.k12.wa.us/SafetyCenter/default.aspx](http://www.k12.wa.us/SafetyCenter/default.aspx).
### PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING CONT.

#### F. Staff Intervention

All staff members shall intervene when witnessing or receiving reports of harassment, intimidation or bullying. Minor incidents that staff are able to resolve immediately, or incidents that do not meet the definition of harassment, intimidation or bullying, may require no further action under this procedure.

#### G. Filing an Incident Reporting Form

Any student who believes he or she has been the target of unresolved, severe, or persistent harassment, intimidation or bullying, or any other person in the school community who observes or receives notice that a student has or may have been the target of unresolved, severe, or persistent harassment, intimidation or bullying may report incidents verbally or in writing to any staff member.

Upon receipt of this information, the HIB compliance officer must notify the complainant that their complaint will proceed under the discrimination complaint procedure in WAC 392-190-065 through WAC 392-190-075. The investigation and response timeline set forth in WAC 392-190-065 begins when the district knows or should have known that a written report of harassment, intimidation or bullying involves allegations that the district has violated this procedure or the guidelines adopted under WAC 392-190-059 or 392-190-005.

#### H. Addressing Bullying – Reports

**Step 1: Filing an Incident Reporting Form**

In order to protect a targeted student from retaliation, a student need not reveal his identity on Reporting Form. The form may be filed anonymously, confidentially, or the student may choose to disclose his or her identity (non-confidential).

**Status of Reporter**

a) **Anonymous**

   Individuals may file a report without revealing their identity. No disciplinary action will be taken against an alleged aggressor based solely on an anonymous report. Schools may identify complaint boxes or develop other methods for receiving anonymous, unsigned reports. Possible responses to an anonymous report include enhanced monitoring of specific locations at certain times of day or increased monitoring of specific students or staff. (Example: An unsigned Incident Reporting Form dropped on a teacher’s desk led to the increased monitoring of the boys’ locker room in 5th period).

b) **Confidential** Individuals may ask that their identities be kept secret from the accused and other students. Like anonymous reports, no disciplinary action will be taken against an alleged aggressor based solely on a confidential report. (Example: A student tells a playground supervisor about a classmate being bullied but asks that nobody know who reported the incident. The supervisor says, “I won’t be able to punish the bullies unless you or someone else who saw it is willing to let me use their names, but I can hanging out near the basketball court, if that would help.”)

c) **Non-confidential**

   Individuals may agree to file a report non-confidentially. Complainants agreeing to make their complaint non-confidential will be informed that due process requirements may require that the district release all of the information that it has regarding the complaint to any individuals involved in the incident, but that even then, information will still be restricted to those with a need to know, both during and after the investigation. The district will, however, fully implement the anti-retaliation provision of this policy and procedure to protect complainants and witnesses.

**Step 2: Receiving an Incident Reporting Form of Harassment, Intimidation and/or Bullying**

All staff are responsible for receiving oral and written reports. Whenever possible staff who initially receive an oral or written report of harassment, intimidation or bullying shall attempt to resolve the incident immediately. If the incident is resolved to the satisfaction of the parties involved, or if the incident does not meet the definition of harassment, intimidation or bullying, no further action may be necessary under this procedure.

All reports of confirmed harassment, intimidation or bullying will be reported to the principal or designee, unless the principal or designee is the subject of the complaint.
### PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING CONT.

#### Step 3: Investigations of Harassment, Intimidation and Bullying

All reports of confirmed harassment, intimidation or bullying will be investigated with reasonable promptness. Any student may have a trusted adult with them throughout the report and investigation process.

a) Upon receipt of the report that alleges unresolved, severe, or persistent harassment, intimidation or bullying, the school or district designee will begin the investigation. If there is potential for clear and immediate physical harm to the complainant, the district will immediately contact law enforcement and inform the parent/guardian.

b) During the course of the investigation, the district will take reasonable measures to ensure that no further incidents of harassment, intimidation or bullying occur between the complainant and the alleged aggressor. If necessary, the district will implement a safety plan for the student(s) involved. The plan may include changing seating arrangements for the complainant and/or the alleged aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a safe person for the complainant; altering the aggressor’s schedule and access to the complainant, and other measures.

c) Within two (2) school days after receiving the reporting, the school designee will notify the families of the students involved that a complaint was received and direct the families to the district’s policy and procedure on harassment, intimidation and bullying.

d) In rare cases, where after consultation with the student and appropriate staff (such as a psychologist, counselor, or social worker) the district has evidence that it would threaten the health and safety of the complainant or the alleged aggressor to involve his or her parent/guardian, the district may initially refrain from contacting the parent/guardian in its investigation of harassment, intimidation and bullying. If professional school personnel suspect that a student is subject to abuse and neglect, they must follow district policy for reporting suspected cases to Child Protective Services.

e) The investigation shall include, at a minimum:
   a. An interview with the complainant;
   b. An interview with the alleged aggressor;
   c. A review of any previous complaints involving either the complainant or the alleged aggressor; and
   d. Interviews with other students or staff members who may have knowledge of the alleged incident.

f) The principal or designee may determine that other steps must be taken before the investigation is complete.

g) The investigation will be completed as soon as practicable but generally no later than five (5) school days from the initial complaint or report. If more time is needed to complete an investigation, the district will provide the parent/guardian and/or the student with weekly updates.

h) No later than two (2) school days after the investigation has been completed and submitted to the compliance officer, the principal or designee shall respond in writing or in person to the parent/guardian of the complainant and the alleged aggressor stating:
   a. The results of the investigation;
   b. Whether the allegations were found to be factual;
   c. Whether there was a violation of policy; and
   d. The process for the complainant to file an appeal if the complainant disagrees with results.

Because of the legal requirement regarding the confidentiality of student records, the principal or designee may not be able to report specific information to the targeted student’s parent/guardian about any disciplinary action taken unless it involves a directive that the targeted student must be aware of in order to report violations.

If the district chooses to contact the parent/guardian by letter, the letter will be mailed to the parent/guardian of the complainant and alleged aggressor by United States Postal Service with return receipt requested unless it is determined, after consultation with the student and appropriate staff (psychologist, counselor, social worker) that it could endanger the complainant or the alleged aggressor to involve his or her family. If professional school personnel suspect that a student is subject to abuse or neglect, as mandatory reporters they must follow district policy for reporting suspected cases to Child Protective Services.
PROHIBITION OF HARASSMENT, INTIMIDA-TION AND BULLYING CONT.

If the incident cannot be resolved at the school level, the principal or designee shall request assistance from the district.

Step 4: Corrective Measures for the Aggressor
After completion of the investigation, the school or district designee will institute any corrective measures necessary. Corrective measures will be instituted as quickly as possible, but in no event more than five (5) school days after contact has been made to the families or guardians regarding the outcome of the investigation. Corrective measures that involve student discipline will be implemented according to district policy 3241, Classroom Management, Corrective Actions or Punishment. If the accused aggressor is appealing the imposition of discipline, the district may be prevented by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.

If in an investigation a principal or principal’s designee found that a student knowingly made a false allegation of harassment, intimidation or bullying, that student may be subject to corrective measures, including discipline.

Step 5: Targeted Student’s Right to Appeal

1. If the complainant or parent/guardian is dissatisfied with the results of the investigation, they may appeal to the superintendent or his or her designee by filing a written notice of appeal within five (5) school days of receiving the written decision. The superintendent or his or her designee will review the investigative report and issue a written decision on the merits of the appeal within five (5) school days of receiving the notice of appeal.

2. If the targeted student remains dissatisfied after the initial appeal to the superintendent, the student may appeal to the school board by filing a written notice of appeal with the secretary of the school board on or before the fifth (5) school day following the date upon which the complainant received the superintendent’s written decision.

3. An appeal before the school board or disciplinary appeal council must be heard on or before the tenth (10th) school day following the filing of the written notice of appeal to the school board. The school board or disciplinary appeal council will review the record and render a written decision on the merits of the appeal on or before the fifth (5th) school day following the termination of the hearing, and shall provide a copy to all parties involved. The board or council’s decision will be the final district decision.

Step 6: Corrective Action
The district will take prompt and equitable corrective measures within its authority on findings of harassment, intimidation or bullying. Depending on the severity of the conduct, corrective measures may include counseling, education, discipline, and/or referral to law enforcement.

Corrective measures for a student who commits an act of harassment, intimidation or bullying will be varied and graded according to the nature of the behavior, the developmental age of the student, or the student’s history of problem behaviors and performance. Corrective measures that involve student discipline will be implemented according to district policy 3241, Classroom Management, Corrective Actions or Punishment.

If the conduct was of a public nature or involved groups of students or bystanders, the district should strongly consider school wide training or other activities to address the incident.

If staff have been found to be in violation of this policy and procedure, school districts may impose employment disciplinary action, up to and including termination. If a certificated educator is found to have committed a violation of WAC 181-87, commonly called the Code of Conduct for Professional Educators, OSPI’s Office of Professional Practices may propose disciplinary action on a certificate, up to and including revocation. Contractor violations of this policy may include the loss of contracts.

Step 7: Support for the Targeted Student
Persons found to have been subjected to harassment, intimidation or bullying will have appropriate district support services made available to them, and the adverse impact of the harassment on the student shall be addressed and remedied as appropriate.
The district will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The district will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. District programs will be free from sexual harassment. Auxiliary aids and services will be provided upon request to individuals with disabilities.

(Full text continues on the next page)
**STUDENT DRESS**

Preserving a beneficial learning environment and assuring 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 students' 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, 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. (Board Policy 3224)

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**STUDENT PRIVACY AND SEARCHES**

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.

**A. 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. Staff shall take particular care to respect students' privacy.

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 as provided by board policy.

A search is required when there are reasonable grounds to suspect a student has a firearm on school grounds, transportation or at school events.

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:

1. 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.
2. 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.
STUDENT PRIVACY AND SEARCHES CONT.

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.

School officials may consult with local law enforcement officials regarding the advisability of a search on school premises by a law enforcement officer if evidence of criminal activity is likely to be seized.

B. 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 or 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.  

(Boards Policy 3230)

STUDENT RECORDS

The district shall maintain those student records necessary for the educational guidance and/or welfare of students, for orderly and efficient operation of schools and as required by law. All information related to individual students shall be treated in a confidential and professional manner. The district will use reasonable methods to ensure that teachers and other school officials obtain access to only those education records in which they have legitimate educational interests. When information is released in compliance with state and federal law the district and district employees are immune from civil liability unless they acted with gross negligence or in bad faith.

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, including:
1. To inspect and review the student’s education records within 45 days of the day the district receives a request for access.
2. To request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.
3. To inspect or review information including when the student is a dependent under IRS tax code, when the student has violated a law or the school rules regarding alcohol or substance abuse (and the student is under 21), and when the information is needed to protect the health or safety of the student or other individuals.
4. 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.
5. To file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

Pursuant to Chapter 28A.605.030 A school may not release the education records of a student without the written consent of the student's parent or guardian, except as authorized by RCW 28A.600.475 and the family educational and privacy rights act of 1974, 20 U.S.C. Sec. 1232g.
assessed as a result of losing or damaging school materials or equipment. If a student has transferred to another school district that has requested the student’s records, but the student has an outstanding fee or fine, only records pertaining to the student's academic performance, special placement, immunization history and discipline actions shall be sent to the enrolling school. The content of those records shall be communicated to the enrolling district within two school days and copies of the records shall be sent as soon as possible. The official transcript will not be released 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.

The superintendent shall establish procedures governing the content, management and control of student records. (Board Policy 3231)

### STUDENT RECORDS CONT.

### STUDENT CONDUCT

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. Respect the rights, person and property of others;
B. Pursue the required course of study;
C. Preserve the degree of order necessary for a positive climate for learning; and
D. Comply with district rules and regulations;
E. Submit to the authority of staff, and reasonable discipline imposed by school employees and respond accordingly.

**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 local ordinances and laws. The student will respect the rights of others while in school, on school property, at all school activities, on district provided transportation or otherwise under school authority.

**Compliance with Rules**

All students will obey the written rules and regulations established for the orderly operation of the district and the reasonable requests, instructions, and directives of district personnel. For purposes of Policy 3240 and this procedure, the term “district personnel” includes all adults, including contractors and volunteers, authorized to supervise student activities. Failure to do so will be cause for disciplinary action. All students will submit to reasonable discipline by the school district and its representatives for violations of policies, regulations and rules.

### Student Rights

In addition to individual rights established by law and district policies, students served by or on behalf of the district will have the right to:

- High educational standards in a safe and sanitary building;
- Education consistent with stated district goals;
- Equal educational opportunity and in all aspects of the educational process freedom from discrimination based on economic status, pregnancy, marital status, sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of trained dog guide or service animal by a person with a disability;
- Access to their own education records at reasonable school times upon request;
- Fair and just treatment from school authorities and freedom from mistreatment and physical abuse;
- Freedom from unlawful interference in their pursuit of an education while in the custody of the district;
- Security against unreasonable searches and seizures;
- The substantive constitutional rights listed in WAC 392-400-215, subject to reasonable limitations upon the time, place, and manner of exercising such rights consistent with the maintenance of an orderly and efficient educational process within limitations set by law, including the right to:
STUDENT CONDUCT

- Freedom of speech and press,
- Peaceably assemble
- Petition the government and its representatives for a redress of grievances,
- The free exchange of religion and to have their schools free from sectarian control or influence, and
- Participate in the development of the rules and regulations to which they are subject and to be instructed on rules and regulations that affect them;
- Establish appropriate channels to voice their opinions in the development of curriculum;
- Representation on advisory committees affecting students and student rights;
- Present petitions, complaints, or grievances to school authorities and the right to prompt replies;
- Consult with teachers, counselors, administrators and other school personnel at reasonable times;
- Be involved in school activities, provided they meet the reasonable qualifications of the sponsoring organization;
- Free election of their peers in student government and the right to hold office;
- Know the requirements of the course of study, be informed about and know upon what basis grades will be determined;
- Citizenship privileges as determined by the United States and Washington State Constitution and its amendments; and,
- Annual information pertaining to the district's rules and regulations regarding students, discipline and rights.

Scope of District Authority

Students who involve themselves in acts that have a detrimental effect on the maintenance and operation of the school or the school district; criminal acts; and/or violations of school rules and regulations, may be subject to disciplinary action by the school and prosecution under the law.

The rules will be enforced by school officials:
- On school grounds during and immediately before or immediately after school hours;
- On school grounds at any other time, including when school is being used by a school group(s) or for a school activity;
- Off school grounds at a school activity, function, or event;
- Off the school grounds if the actions of the student materially or substantially affects or interferes with the educational process; or,
- In school-provided transportation, designated school district bus stops, or any other place while under the authority of school personnel.

Disruptive Conduct

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

- Intentionally obstructing normal pedestrian or vehicular traffic on a school campus;
- Intentionally obstructing the entrance or exit of any school building or room in order to deprive others of passing through;
- Causing a disturbance or disruption on school grounds, at school activities, or on district-provided transportation, including substantially interfering with any class or activity;
- Cheating or disclosure of exams;
- Defiance of school personnel by;
- Disobedience of reasonable requests, instruction, and directives of school personnel;
- Refusal to leave an area when instructed to do so by school personnel;
- Refusing a reasonable request to identify oneself to district personnel (including law enforcement officers) while under the supervision of the school; and
- Refusal to cease prohibited behavior;
- Disruptive and/or dangerous use of motor vehicles or conduct on a school bus that endangers students;
- Extortion, theft, forgery;
- Fighting: Fighting and instigating, promoting or escalating a fight, as well as failure to disburse. Engaging in any form of fighting where blows are exchanged is prohibited, regardless of who initiated the fight. This prohibition includes hitting, slapping, pushing, pulling hair, biting, kicking, scratching and bodily fluids, or any other acts in which a student intentionally inflicts or attempts to inflict injury on another;
• Gambling or encouraging other students to gamble;
• Gang-related behavior, association, and/or affiliation;
• Harassment of others;
• Inappropriate dress or appearance (see Policy 3224);
• Trespassing on school property or school transportation at a time or place the student’s presence is not permitted;
• Occupying a school building or school grounds in order to deprive others of its use;
• Preventing students from attending class or school activities;
• Use or possession of tobacco;
• Using any object in a dangerous manner;
• Intentionally defacing or destroying the property of another.

**Exceptional Misconduct**
Exceptional misconduct is a violation of rules so serious in nature and/or so disruptive as to warrant an immediate short-term or long-term suspension, or expulsion. Exceptional misconduct includes the following:

• Arson;
• Assault: Includes hitting, slapping, pushing, pulling hair, kicking, scratching and bodily fluids or any other acts in which a student intentionally inflicts or attempts to inflict injury on another;
• Commission of any crime on school grounds, or the commission of a crime or other dangerous conduct anywhere that indicates the student’s presence on school grounds poses a danger to other students or staff;
• Cumulative violations;
• Causing intentional, substantial damage or destruction to school property or the property of another on school grounds or at school activities;
• Dangerous use of motor vehicles on school grounds or at school activities, or endangering students on a school bus;
• Disruption of the school program by bomb scares, false fire alarms, firecrackers, etc.;
• Extortion;
• Fighting: Fighting and instigating, promoting, or escalating a fight, as well as failure to disperse. Engaging in any form of fighting where physical blows are exchanged is prohibited, regardless of who initiated the fight. This prohibition includes hitting, slapping, pushing, pulling hair, biting, kicking, choking, scratching and bodily fluids or any other acts in which a student intentionally inflicts or attempts to inflict injury on another;
• Harassment/intimidation/bullying of others;
• Knowingly possessing stolen property;*
• Possession, use, sale, or delivery of illegal or controlled chemical substances, including marijuana or substances containing marijuana and alcoholic beverages, as well as possession of items reasonably determined to be drug paraphernalia as used or possessed;
• Presence on school property or at a school activity following the consumption or use elsewhere of an alcoholic beverage or a controlled substance, including marijuana;
• Sexual misconduct on school grounds, at school activities, or on school provided transportation;*
• Theft on school grounds, at school activities, on school provided transportation, or of school property at any time;*
• Threats of violence to other students or staff;
• Use or possession of dangerous weapons, including firearms, airguns, knives, nun-chu-ka sticks, throwing stars, stun guns, explosives and other weapons prohibited by state law and Board Policy 4210.
In addition to school sanctions, administrators should determine whether restitution for damage or injury should be considered.

(Board Policy /Procedure 3240)

CLASSROOM MANAGEMENT, CORRECTIVE ACTIONS OR PUNISHMENT

Rules of student conduct are essential to maintain a school environment conducive to learning. A student’s refusal to comply with written rules and regulations established for the governing of the school will constitute sufficient cause for discipline or corrective action.

For the purposes of the district’s policies relating to corrective action or punishment:

Definitions

- Discipline means all forms of corrective action other than emergency removal, suspension or expulsion. Discipline includes the exclusion of a student from any type of activity conducted by or on behalf of the school district and exclusion of a student from a class by a teacher or administrator for a period of time that does not exceed the balance of the immediate class period, provided the student is in the custody of a school district employee for the balance of such period.

- Discretionary discipline, under RCW 28A.600.015 refers to any form of corrective action taken in response to student misconduct that violates the rules, policies, or procedures adopted by the board of directors, other than the misconduct listed in one or more of the categories in this procedure set forth below in the section entitled “Suspension, Expulsions, and Discretionary Offenses.” Discretionary discipline cannot include long-term suspension or expulsion.

- Emergency removal means a student’s immediate removal from a class, subject or activity by a certified teacher or an administrator or a school bus driver and sending of that student to the building principal or
designee, when 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 school staff or an immediate and continuing threat of substantial disruption of the class, subject, activity, or educational process.

- Suspension means the denial of attendance for any single subject or class or for any full schedule of subjects or classes for a stated period of time. Suspension may also include denial of admission to, or entry upon, real and personal property that is owned, leased, rented or controlled by the district.
  - Short-term suspension means suspension for any portion of a calendar day up to and not exceeding ten (10) consecutive school days.
  - Long-term suspension means a suspension that exceeds ten (10) consecutive school days. A long-term suspension may not exceed the length of an academic term as defined by the school board and may not be imposed as a form of discretionary discipline except for the offenses listed below in the section entitled “Suspension, Expulsions, and Discretionary Discipline.”
- Emergency expulsion means an emergency removal from school for up to, but not exceeding, ten (10) consecutive school days from the student’s current school placement by the superintendent or designee. An emergency expulsion requires the superintendent or designee to have good and sufficient reason to believe that the student’s presence poses an immediate and continuing danger to other students or school staff or an immediate and continuing threat of substantial disruption of the educational process. An emergency expulsion must end or be converted to another form of corrective action within ten (10) school days from the date of the emergency removal from school. If the district converts the emergency expulsion to another form of corrective action, it must provide notice and an explanation of due process rights to the student and parent/guardian.
- Expulsion means a denial of attendance for a period of time up to but no longer than length of an academic term (as defined by the board of directors) from the time the student is removed from his/her current school placement by a school district superintendent or designee. An expulsion may not be for an indefinite period of time and may not be imposed as a form of discretionary discipline except for the offenses listed below in the section entitled “Suspension, Expulsions, and Discretionary Discipline.” An expulsion may be extended beyond the length of an academic term if: 1) the school petitions the superintendent for an extension; and 2) the superintendent authorizes the extension pursuant to the superintendent of public instruction’s rules adopted for this purpose (see Petition for Extension of Length of Expulsion below). An expulsion may also include a denial of admission to, or entry upon, real or personal property that is owned, leased, rented or controlled by the district.
- School business day means any calendar day except Saturdays, Sundays and any federal and school holidays upon which the office of the superintendent is open to the public for business. A school business day concludes upon the closure of the superintendent’s office for the calendar day.
- School day means a calendar day except school holidays on which enrolled students are engaged in educational activity which is planned, supervised and conducted by or under the supervision of certificated staff and on which day all or any portion of enrolled students participate in such educational activity.
- Reengagement meeting means a meeting held between the district and the student and parent/guardian to discuss how to return a long-term suspended or expelled student to an educational setting as soon as possible.
- Reengagement plan means a culturally sensitive and culturally responsive written plan developed between the district and a student and his/her parent or guardian designed to aid the student in taking the necessary steps to remedy the situation that led to the student’s suspension or expulsion and to return the student to the educational setting as soon as possible. Parents or guardians of students must have access to, provide
### Classroom Management, Corrective Actions or Punishment Cont.

meaningful input on, and have the opportunity to participate in the student’s reengagement plan.

**Superintendent authority**
The superintendent will have the authority to discipline, suspend or expel students. The superintendent will:

- Identify the conditions under which a teacher may exclude a student from his or her class; and
- Designate which staff members have the authority to initiate or to impose discipline, suspensions or expulsions.

No student will 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.

No form of discipline will be enforced in such a manner as to prevent a student from accomplishing a specific academic grade, subject or graduation requirements.

**Rights and responsibilities of certificated staff**

Certificated staff will have the right to:

- Expect students to comply with school rules;
- Develop and/or review building rules relating to student conduct and control at least once each year. Building rules will be consistent with district rules relating to student conduct;
- Receive any complaint or grievance regarding corrective action of students. Certificated staff will 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;
- Use such reasonable action as is necessary to protect himself/ herself, a student, or others from physical abuse or injury;
- Detain a student after school for up to 120 minutes with due consideration for bus transportation.

Teachers have the right to exclude any student who creates a disruption of the educational process in violation of building disciplinary standards, while under the teacher’s supervision, from his/her individual classroom or instructional or activity area for all or any portion of the balance of the school day or until the principal or designee and teacher have conferred, whichever occurs first. Except in emergency circumstances as provided for in WAC 392-400-290 (see Emergency Removal below), the teacher will attempt one or more forms of corrective action prior to excluding the student. In no event without the consent of the teacher may an excluded student return to the class during the balance of that class or activity period or up to the following two days, or until the principal and the teacher have conferred.

Certificated staff will have the responsibility to:

- Observe the rights of students;
- Supervise student behavior and enforce the rules of student conduct fairly, consistently, and without discrimination. Any infractions will be reported orally and in writing to the principal as soon as possible regardless of any corrective actions taken by the teacher;
- Maintain good order in the classroom, in the hallways, on the playgrounds or other common areas of the school, and on school buses (i.e., during field trips);
- Maintain accurate attendance records and report all cases of truancy;
- Set an appropriate example of personal conduct and avoid statements which may be demeaning or personally offensive to any student or group of students; and
- 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 are being employed in the classroom.

**Principals will have the responsibility to:**

- Impose suspension or expulsion when appropriate;
- Notify parents when students are suspended or expelled; and
- 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 that may be employed in the event of rule infractions.
Emergency removal from class or subject
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 will continue only until:

- The danger or threat ceases; OR
- The principal or designee acts to impose corrective action.

The principal or designee will meet with the student as soon as reasonably possible following the removal and take or initiate appropriate corrective action. The meeting will take place no later than the beginning of the school day following the student’s emergency removal. The teacher or administrator who removed the student will be notified of the action taken or initiated.

Suspensions, Expulsions, and Discretionary Discipline
Suspensions (including long-term suspensions) and expulsions may be imposed for any of the following student behaviors:

- Having a firearm on school property or school transportation in violation of RCW 28A.600.420;
- Any of the following offenses listed in RCW 13.04.155, including: any violent offense as defined in RCW 9.94A.030, including any felony that Washington law defines as a class A felony or an attempt, criminal conspiracy, or solicitation to commit a class A felony;
- Manslaughter;
- Indecent liberties committed by forcible compulsion;
- Kidnapping;
- Arson;
- Assault in the second degree;
### CLASSROOM MANAGEMENT, CORRECTIVE ACTIONS OR PUNISHMENT CONT.

- assault of a child in the second degree;
- robbery;
- drive-by shooting; and
- vehicular homicide or vehicular assault caused by driving a vehicle while under the influence of intoxicating liquor or any drug, or by operating a vehicle in a reckless manner;
- any sex offense as defined in RCW 9.94A.030, which includes any felony violation of chapter 9A.44 RCW (other than failure to register as a sex offender in violation of 9A.44.132), including rape, rape of a child, child molestation, sexual misconduct with a minor, indecent liberties, voyeurism, and any felony conviction or adjudication with a sexual motivation finding;
- inhaling toxic fumes in violation of chapter 9.47A RCW;
- any controlled substance violation of chapter 69.50 RCW;
- any liquor violation of RCW 66.44.270;
- any weapons violation of chapter 9.41 RCW, including having a dangerous weapon at school in violation of RCW 9.41.280;
- any violation of chapter 9A.36 RCW, including assault, malicious harassment, drive-by shooting, reckless endangerment, promoting a suicide attempt, coercion, assault of a child, custodial assault, and failing to summon assistance for an injured victim of a crime in need of assistance;
- any violation of chapter 9A.40 RCW, including kidnapping, unlawful imprisonment, custodial interference, luring, and human trafficking;
- any violation of chapter 9A.46 RCW, including harassment, stalking, and criminal gang intimidation; and
- any violation of chapter 9A.48 RCW, including arson, reckless burning, malicious mischief, and criminal street gang tagging and graffiti;

Two or more violations of the following within a three-year period

- criminal gang intimidation in violation of RCW 9A.46.120:
  - gang activity on school grounds in violation of RCW 28A.600.455;
  - willfully disobeying school administrative personnel in violation of RCW 28A.635.020; and
  - defacing or injuring school property in violation of RCW 28A.635.060; and

Any student behavior that adversely affects the health or safety of other students or educational staff.

*Policy/Procedure* 3241 excerpts; see full documents for additional information

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### DISCIPLINE MATRICES

See elementary, middle school and high school discipline matrices on Pages 27, 28, 29 and 30.

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### DISCIPLINE FOR STUDENTS WITH DISABILITIES

**Discipline for Students with Disabilities**

Discipline procedures for students with disabilities are consistent with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act. These procedures are found in *Notice of Special Education Procedural Safeguards* and *Board Policies and Procedures 2161*, and *Board Policies and Procedures 2162*.

These procedures apply under the following conditions:

The student has an Individual Education Program (IEP), Individual Health Plan (IHP), and/or a Section 504 Plan. The student has not yet been determined eligible for Special Education services, but the parent/guardian has expressed concern in writing (or orally) to district supervisory or administrative personnel, or a teacher, that the student be evaluated for special education and related services; or the parent/guardian has requested that the student be evaluated for Special Education; or the teacher or other school personnel has expressed specific concern about a pattern of behavior demonstrated by the student to the Executive Director of Special Services or other supervisory personnel.
Elementary Discipline Matrix (Grades K-5)*

- All students are expected to be safe, respectful and responsible to people and property.
- Bullying behavior will not be tolerated. Bullying behavior is being mean on purpose in a repeated way, and/or there is a difference in power (size, strength, social standing).
- We utilize progressive discipline and consequences based on age appropriateness, severity, and frequency of the offense.

<table>
<thead>
<tr>
<th>1st Discipline Referral</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
<th>Repeated Offense</th>
<th>Severe or Chronic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference with student</td>
<td>Conference with student</td>
<td>Conference with student</td>
<td>Conference with student</td>
<td>Conference with student</td>
</tr>
<tr>
<td>Reprimand/Warning</td>
<td>Call to family within 24 hours</td>
<td>Reprimand/Warning</td>
<td>Call to family within 24 hours</td>
<td>Reprimand/Warning</td>
</tr>
<tr>
<td></td>
<td>Reprimand/Warning</td>
<td></td>
<td>Loss of recess or alternative consequence</td>
<td>Conference with family in person or by phone</td>
</tr>
<tr>
<td></td>
<td>Possible loss of recess</td>
<td></td>
<td></td>
<td>Suspension in school or out; re-entry to school conference with principal, counselor, and family</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Conference with student</td>
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<td></td>
<td>Conference with family in person or by phone</td>
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<td></td>
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<td></td>
<td></td>
<td>Suspension in school or out; re-entry to school conference with principal, counselor, and family</td>
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<tr>
<td></td>
<td></td>
<td>Counseling Referral</td>
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</tbody>
</table>

*Research based interventions and supports will be implemented as appropriate.

Electronic devices including cell phones may be used during class time for academic purposes with teacher permission, or to meet individualized educational plans (IEPs). The use of cell phones will be permitted only during lunch times and during passing periods. Students are not to use cell phones in the hallways, or in the restrooms, whether for calls, text-messaging, or functions during class time.
<table>
<thead>
<tr>
<th>1st Level</th>
<th>2nd Level</th>
<th>3rd Level</th>
<th>Tobacco</th>
<th>Alcohol/Drugs</th>
<th>Truancies/Off Campus Violation</th>
<th>Tardies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disruptive Behavior</td>
<td>Severe Behavior</td>
<td>Exceptional Misconduct</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teacher Conference w/ student</td>
<td>Administration contacts parent &amp; assigns a 2 hour detention</td>
<td>Exceptional misconduct offenses are those so serious in nature or character that have a disruptive effect upon the operation of the school as to warrant an immediate or extended suspension or expulsion on a first offense. Police may be notified.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>3 days of In-School Suspension (ISS)</td>
<td>Parent Contact conference w/ student</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>1st Offense</td>
<td>6 days of Out of school Suspension (OSS)</td>
<td>Staff completes referral and contacts family</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Staff documents offense &amp; calls family</td>
<td>Parent Contact conference w/ student &amp; student conference</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>2nd Offense</td>
<td>5-10 days of OSS</td>
<td>Short Term Suspension 1-10 days</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff documents offense &amp; calls family</td>
<td>Parent Contact conference w/ student &amp; student conference</td>
<td>Emergency Suspension: Reminder of the school year or more depending on the time and severity of the event.</td>
<td></td>
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</tr>
<tr>
<td>Staff assigns 30 minute detention time to student &amp; an alternative assignment</td>
<td></td>
<td>Emergency Suspension: Remind the student that they will receive a long term suspension if this behavior continues.</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>3rd Offense</td>
<td>3-5 days OSS</td>
<td>1st Offense</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff documents offense &amp; calls family</td>
<td>Parent Contact conference w/ student &amp; student conference</td>
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<td></td>
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<tr>
<td>4th Offense</td>
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<td></td>
</tr>
<tr>
<td>Staff completes referral to administration &amp; calls family</td>
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<td></td>
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<tr>
<td>5th Offense</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Staff assigns 30 minute detention time to student &amp; an alternative assignment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6th Offense</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Staff assigns 30 minute detention time to student &amp; an alternative assignment</td>
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<tr>
<td>7th Offense</td>
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</tr>
<tr>
<td>Staff assigns 30 minute detention time to student &amp; an alternative assignment</td>
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<td></td>
</tr>
<tr>
<td>8th Offense</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Staff assigns 30 minute detention time to student &amp; an alternative assignment</td>
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</tr>
</tbody>
</table>

**Note:** Electronic devices including cell phones may be used during class time for academic purposes with teacher permission or to meet individualized educational plans, (IEP's). The use of cell phones will be permitted only during lunch times and during passing periods. Students are not to use cell phones in the hallways, or in the restrooms, whether for calls, text-messaging, or other functions during class time. Age, maturity and associated standard behavior will be considered when assigning discipline to 6th grade students. This may result in reduced corrective actions at the discretion of the principal and/or his/her designee.
## High School Discipline Matrix (Grades 9-12)

<table>
<thead>
<tr>
<th>1st Level</th>
<th>2nd Level</th>
<th>3rd Level</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>(Classroom Issues)</strong></td>
<td><strong>(Minor Offenses)</strong></td>
<td><strong>Severe Behavior</strong></td>
</tr>
<tr>
<td>1st Offense</td>
<td></td>
<td><strong>Exceptional Misconduct</strong></td>
</tr>
<tr>
<td>Conference w/ student/staff</td>
<td>Administration contacts parent</td>
<td>Exceptional misconduct offenses are those so</td>
</tr>
<tr>
<td>(document conference)</td>
<td>and assigns a 1 hour detention</td>
<td>serious in nature and/or serious in terms of</td>
</tr>
<tr>
<td>Warning regarding behavior</td>
<td>2 Friday Afternoon Schools</td>
<td>disruptive effect upon the operation of the</td>
</tr>
<tr>
<td>infraction</td>
<td>Parent contact,</td>
<td>school as to warrant an immediate resort to</td>
</tr>
<tr>
<td></td>
<td>conference w/student</td>
<td>suspension or expulsion on a first offense.</td>
</tr>
<tr>
<td><strong>2nd Offense</strong></td>
<td></td>
<td><strong>Police may be notified.</strong></td>
</tr>
<tr>
<td>Staff documents offense &amp;</td>
<td>Administration contacts parent</td>
<td></td>
</tr>
<tr>
<td><strong>family contact</strong></td>
<td>and assigns a 2 hour detention</td>
<td></td>
</tr>
<tr>
<td>Staff assigns 15 minute</td>
<td>3 days of Out of school</td>
<td></td>
</tr>
<tr>
<td>detention and/or an alternative</td>
<td>Suspension (OSS).</td>
<td></td>
</tr>
<tr>
<td>assignment w/teacher</td>
<td>Parent Contact</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Conference w/Student &amp; re-entry</td>
<td></td>
</tr>
<tr>
<td></td>
<td>conference</td>
<td></td>
</tr>
<tr>
<td><strong>3rd Offense</strong></td>
<td>Administration contacts parent</td>
<td>If restitution is required, a full plan for</td>
</tr>
<tr>
<td></td>
<td>and assigns 1-2 Friday</td>
<td>repayment must be developed prior to</td>
</tr>
<tr>
<td></td>
<td>Afternoon Schools</td>
<td>readmittence to school.</td>
</tr>
<tr>
<td>Staff documents offense &amp;</td>
<td>3-5 days of OSS.</td>
<td></td>
</tr>
<tr>
<td><strong>family contact</strong></td>
<td>Parent contact,</td>
<td></td>
</tr>
<tr>
<td>Staff assigns 30 minute</td>
<td>conference w/Student &amp; re-</td>
<td></td>
</tr>
<tr>
<td>detention time w/teacher and/or</td>
<td>entry conference</td>
<td></td>
</tr>
<tr>
<td>an alternative assignment w/teacher</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administration handles the</td>
<td>Referral to counselor</td>
<td></td>
</tr>
<tr>
<td>referral</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4th Offense</strong></td>
<td>Administration contacts parent</td>
<td></td>
</tr>
<tr>
<td>Staff completes referral to</td>
<td>and assigns a 1-2 day out</td>
<td></td>
</tr>
<tr>
<td><strong>administration &amp; contacts</strong></td>
<td>of school suspension</td>
<td></td>
</tr>
<tr>
<td>family,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administration handles the</td>
<td></td>
<td></td>
</tr>
<tr>
<td>referral</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>5th Offense</strong></td>
<td>Administration contacts parent</td>
<td>10 days of OSS, parent contact,</td>
</tr>
<tr>
<td>5th Offense/ Semester:</td>
<td>and assigns a 3 day out of</td>
<td>conference w/student &amp; re-entry conference,</td>
</tr>
<tr>
<td>Referral to administration.</td>
<td>school suspension.</td>
<td>counselor/admin Intervention</td>
</tr>
<tr>
<td><strong>Further Offenses:</strong></td>
<td>10 days of OSS, parent</td>
<td></td>
</tr>
<tr>
<td>Parent contact &amp; short to</td>
<td>contact, conference w/student</td>
<td></td>
</tr>
<tr>
<td>long term suspension</td>
<td>&amp; re-entry conference,</td>
<td></td>
</tr>
<tr>
<td><strong>6th Offense</strong></td>
<td>counselor/admin Intervention</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5+ offense: Long term suspension,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>emergency expulsion or expulsion</td>
<td></td>
</tr>
<tr>
<td>Misbehavior Examples</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Electronic Devices

Electronic devices including cell phones may be used during class time for academic purposes with teacher permission, or to meet individualized educational plans (IEPs). The use of cell phones will be permitted only during lunch times and during passing periods. Students are not to use cell phones in the hallways, or in the restrooms, whether for calls, text-messaging, or functions during class time.
<table>
<thead>
<tr>
<th>Offense</th>
<th>Tobacco</th>
<th>Alcohol/Drugs</th>
<th>Truancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Offense</td>
<td>Suspension: 3 Friday Afternoon Schools; 2 days will be held in abeyance if student will work w/our intervention specialist &amp; attend the tobacco classes.</td>
<td>30 Day Suspension and referral to a drug and alcohol assessment – Suspension can be reduced if the student follows through w/ assessment recommendations.</td>
<td>2 hour detention by administration Family contact by Administrator</td>
</tr>
<tr>
<td>2nd Offense</td>
<td>Suspension: Out of School Suspension</td>
<td>90 Day Suspension Referral to Drug and Alcohol Assessment</td>
<td>1 Friday Afternoon School Family contact by Administrator</td>
</tr>
<tr>
<td>3rd Offense</td>
<td>Suspension: Out of School Suspension</td>
<td>3rd Offenses: Expulsion The sales or distribution of alcohol or controlled substances will result in a long term suspension/emergency expulsion with probable loss of credit.</td>
<td>2 Friday Afternoon Schools Family contact by Administrator</td>
</tr>
<tr>
<td>4th Offense</td>
<td>Suspension: Out of School Suspension</td>
<td></td>
<td>Short Term Suspension (3 days out of school) Parent Conference Required</td>
</tr>
<tr>
<td>5th Offense</td>
<td>Possible Long Term Suspension: 11 days or more</td>
<td>The sales or distribution of alcohol or controlled substances will result in a long term suspension/emergency expulsion with probable loss of credit.</td>
<td>Short Term Suspension Petition to Juvenile Court Parent Conference</td>
</tr>
</tbody>
</table>

**Misbehavior Examples**
- Possession or use of tobacco, tobacco paraphernalia, and/or electronic cigarettes.
- Possession, use, or being under the influence of drugs and/or alcohol including look-a-like drugs.
- Possession of drug paraphernalia

**Truancy:** When all or part of a class period is missed without permission and/or a student is in an area that his/her teacher did not grant permission to be in.

Missing 10 + minutes out of a given period

Overting High School is a closed campus. Once a student arrives on campus he/she must obtain administrator permission before leaving school property.
Bus Passes

1. Students will be issued bus passes in the beginning of the year, assigning them to a specific route and stop.
2. Passes must be presented to the driver when getting onto the bus.
3. Students who wish to change their stop assignment should contact the Transportation Department to get a change made.
4. Temporary Bus Passes may be requested through the main office in situations where a student may need to change their transportation plan for a day. Students must bring a signed parent note and receive an official temporary bus pass from their school’s office. These requests may be denied due to space limitations or a lack of proper permission.

Students who do not have a proper bus pass cannot get onto a bus. Drivers do not issue bus passes and it is the responsibility of the student and the parent to get proper documentation.

Getting On and Off the Bus

1. Students must only get on/off the bus at their assigned stop and present their pass to the driver when they get onto the bus.
2. Students should not cross the roadway until consent has been given by the driver. Students must cross only in front of the bus; they should never cross behind the bus.
3. Students should line up in a safe place when waiting to get onto the bus.
4. Students should enter/exit the bus one at a time, only when the bus driver signals that it is safe to get on/off.
5. Kindergarten students will only be let off the bus if there is an adult waiting for them. Families should register pickup information with the school. Kindergarten students will not be dropped off on their own, drivers will take them back to school where they will wait for parent pickup.

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:

A. 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;
B. 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;
C. 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
D. 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)

(Board Policy 3244)

BUS RULES

Waiting at the Bus Stop

1. Students should remain at a safe distance (at least 6 feet) from the bus until it is completely stopped. Playing in the roadway is prohibited.
2. Students shall respect private property at bus stops.
3. Students should wait in an orderly fashion and be respectful to their fellow riders.
4. Fighting or any other disorderly conduct in not permitted and may result in disciplinary action.
5. Obscene or profane language is also not permitted at the bus stop, on the bus, or at school.
Riding the Bus

1. Students should give their correct names promptly and willingly when asked by the bus driver. Improper language is not acceptable - any language that is not appropriate in the classroom is not appropriate on the bus.

2. The driver is in full charge of the bus and passengers at all times. Insubordination or willful disobedience will not be tolerated.

3. Disruptive conduct is not permitted. Quiet conversation will be permitted to your immediate neighbor only. Aggressive play is not permitted.

4. Eating, drinking, and gum chewing are not permitted. If specifically authorized on supervised field trips, eating may be permitted.

5. Students should remain seated and facing forward while on the bus. Students may be given an assigned seat. Walking or standing is not permitted when bus is moving.

6. Students are responsible for keeping the bus clean. Students may not throw anything out of bus windows.

7. Tampering with any bus controls or equipment is prohibited.

8. If bus has seat belts, they must be used.

9. Bus aisles should be kept clear at all times. All materials should be stowed under seat or carried on student’s lap. Emergency exits and windows should also be kept clear.

10. Bus windows should be left closed unless the driver gives permission to open them. Students should not extend their head, hands, or arms out of bus windows.

11. Electronic devices should be used in accordance with school policies and should be used in a respectful manner.

12. In the event of an emergency, students must follow emergency exit procedures.

Prohibited Items

- Food and drink are not allowed on the bus.
- Drugs, alcohol, matches, weapons, fireworks, etc. are not permitted on the bus.
- Additional items that may cause injury to others, such as breakable containers, sharp objects and pins extending from clothing are not allowed on the bus. Also, animals (including reptiles, fish and birds) are not permitted on the bus, with the exception of service animals.
- Any items that are not permitted at school (skateboards, cell phones, MP3 players, etc.) are also prohibited on the bus. Please consult schools for specific lists as they do vary by grade level.

Sports Team Participants

1. Nothing is to be placed on back shelf of bus or in front of emergency exits.

2. No cleats will be worn on the bus

The following are guidelines for handling misconduct:

- The driver will identify the student(s) responsible when a behavior problem occurs.
- A misconduct report will be issued to the student, if deemed necessary by the bus driver. The driver will cite the rule violated (Refer to Orting School District Bus Misconduct Form).
- When a student receives a second misconduct report, bus privileges will be denied for a period of two (2) school days, and after a third misconduct report for a period of five (5) school days. Parents will be notified in writing/verbally of the denial by the Transportation Supervisor. Appeal conferences with the Superintendent or his/her designee may be requested.
- Missing school because of loss of bus privilege will result in an unexcused absence.
- When a student receives a fourth misconduct report, the following procedures will apply: In the case of elementary students, a denial of bus privileges for a period of up to ten (10) days will be imposed if determined appropriate by the Transportation Supervisor. In the case of secondary students, a denial of bus privileges for a period of up to ninety (90) days will be imposed if determined appropriate by the Transportation Supervisor and building principal. When riding privileges have been revoked, the parent shall be contacted and sent written notification by the Transportation Supervisor.
**BUS RULES CONT.**

**EXCEPTIONAL MISCONDUCT:**

Automatic five (5) days minimum suspension from bus (see bus rules below). Additional consequences may be imposed at the school/building level.

**EMERGENCY ACTION:**

Any student whose behavior is of such a nature that his or her continued presence on the bus would, in the judgment of the driver, endanger the health or safety of others, will be removed immediately if possible, or brought back to the school and the bus driver will issue a misconduct report at that time.

(Board Policy 6605)

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**MEDICATIONS AT SCHOOL**

“Medication” means oral medication, topical medication, eye or ear drops and nasal spray. This definition DOES NOT include over-the-counter topical sunscreen products regulated by the US Food and Drug Administration (see Sunscreen section below). Oral medications are administered by mouth either by swallowing or by inhaling and may include administration by mask if the mask covers the mouth or mouth and nose.

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 will 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 will:

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;

C. Maintain a daily record which indicates that the prescribed or non-prescribed medication was dispensed; Provide for supervision by a physician or registered nurse;

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

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

Prescribed and over-the-counter oral or topical medications, eye drops or ear drops may be administered by a registered nurse, a licensed practical nurse or an authorized staff member.

Nasal sprays containing legend (prescription) drugs or controlled substances may only be administered by a school nurse or, if a school nurse is not present on school premises, an authorized school employee, or a parent-designated adult with training as required by RCW 28A.210.260.

No prescribed medication will be administered by injection by staff except when a student is susceptible to a predetermined, life-endangering situation. The parent will submit a written statement which grants a staff member the authority to act according to the specific written orders and supporting directions provided by licensed health professional prescribing within his or her prescriptive authority (e.g., medication administered to counteract a reaction to an insect sting). Such medication will be administered by staff trained by the supervising registered nurse 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 will:

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

B. Identify the drug, the mode of administration, 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 will 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
MEDICATIONS AT SCHOOL CONT.

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.

**Sunscreen**

Over-the-counter topical sunscreen products may be possessed and used by students, parents, and school staff without a written prescription or note from a licensed health care provider, if the following conditions are met:

A. The product is regulated by the US Food and Drug Administration as an over-the-counter sunscreen product; and
B. If possessed by a student, the product is provided to the student by their parent or guardian.

Students who possess over-the-counter topical sunscreen products that meet the above criteria may carry up to 8 ounces at a time, preferably with the container in a plastic bag.

Violations of any conditions placed on the student permitted to carry and/or self-administer his or her own sunscreen products may result in confiscation and termination of that permission, as well as the imposition of discipline when appropriate.

School staff may assist students in application of sunscreen products in certain circumstances and in the presence of another staff member. The appropriate staff member will take into account the age, maturity, and capability of the student, the need for the application of the sunscreen, and other issues relevant in the specific case, before assisting students in application of sunscreen products at school or during school-sponsored events. However, staff members are not required to assist students in applying sunscreen.

(Board Policy/Procedure 3416)

### ELECTRONIC INFORMATION SYSTEMS

The Orting School District is pleased to offer students’ access to the District Electronic Information System. To gain access to the E-Mail and the Internet, students under the age of 18 must obtain signed permission from a parent/guardian. Students 18 years of age and over may sign their own permission forms.

**The Electronic Information System**

Access to e-mail and the Internet will enable students to explore thousands of libraries, data bases, and websites. We believe that the benefits to students from access to Internet information will enrich student's learning and understanding of concepts and educational content.

The network is provided to students to conduct research and communication with others.

**Acceptable Use Guidelines**

**Acceptable network use by district students and staff include:**

A. Creation of files, digital projects, videos, web pages and podcasts using network resources in support of education and research;
B. Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, e-mail and webpages that support education and research;
C. With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;
D. Staff use of the network for incidental personal use in accordance with all district policies and procedures; or
E. Connection of personal electronic devices (wired or wireless) when authorized, including portable devices with network capabilities to the district network after checking with the Technology Services Administrator to confirm that the device is equipped with up-to-date virus software, compatible network card and is configured properly. Connection of any personal electronic device is subject to all procedures in this document and district policy.

**Unacceptable network use by district students and staff includes but is not limited to:**

A. Personal gain, commercial solicitation and compensation of any kind;
B. Actions that result in liability or cost incurred by the district;
C. Downloading, installing and use of games, audio files, video files, games or other applications (including shareware or freeware) without permission or approval from the Technology Services Administrator;
D. Support for or opposition to ballot measures, candidates and any other political activity;
E. Hacking, cracking, vandalizing, the introduction of malware, including viruses, worms, Trojan horses, time bombs and changes to hardware, software and monitoring tools;

F. Unauthorized access to other district computers, networks and information systems;

G. Action constituting harassment, intimidation or bullying including cyberbullying, hate mail, defamation, discriminatory jokes and remarks; This may also include the manufacture, distribution, or possession of inappropriate digital images;

H. Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacturing);

I. Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material; or

J. Attaching unauthorized devices to the district network. Any such device will be confiscated and additional disciplinary action may be taken.

K. Any unlawful use of the district network, including but not limited to stalking, blackmail, violation of copyright laws, and fraud.

The district will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, misdirected deliveries or service interruptions caused by his/her own negligence or any other errors or omissions. The district will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the district’s computer network or the Internet.

STAFF members ARE NOT allowed to give their passwords to any student or to leave their workstations unattended for any reason!

REMEMBER:
It is a privilege to have access to the Internet. If the rules of use are not followed, use of the Internet will be canceled. Further computer usage violations will/shall result in complete network rights being revoked. There will be no second chance. Only network administration will have access to all users’ accounts, e-mail, and users’ folders

(Board Policy/Procedure 2022)
Nondiscrimination Statement and Contact Information

Orting School District provides equal opportunities in education and employment. The District does not discriminate on the basis of race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression, gender identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups. The following employees are designated to handle questions and complaints of alleged discrimination: Civil Rights Compliance Coordinator, Title IX/Sex Equity Officer, or Section 504/ADA Coordinator, for 28A.640 and 28A.642 RCW, in writing at 121 Whitesell Street NE Orting, WA 98360 or by telephone at 360-893-6500.

Debi Christensen, Executive Director for Human Resources  
ADA Coordinator  
Civil Rights Compliance Coordinator  
Title IX/Sex Equity Officer  
121 Whitesell St NE  
Orting, WA 98360  
360-893-6500, ext. 243  
christensend@orting.wednet.edu

Steve Rabb, Executive Director for Teaching, Learning, and Assessment  
K-12 Student Discipline  
121 Whitesell St NE  
Orting, WA 98360  
360-893-6500, ext. 226  
rabbs@orting.wednet.edu

Christopher Willis, Executive Director for Special Services and Intervention  
Section 504 Coordinator  
121 Whitesell St NE  
Orting, WA 98360  
360-893-6500, ext. 233  
willisc@orting.wednet.edu

The information contained in this handbook was current at the time of printing. Federal, state and local laws may influence updates to district policies and procedures.

All policy and procedures can be found on Orting School District’s webpage at:

https://www.boarddocs.com/wa/orting/Board.nsf/Public
This handbook is adopted and distributed pursuant to RCW 28A.600.010 which prescribes substantive and procedural due process rights of students, and should be interpreted in accordance with those regulations. This also fulfills the requirements of WAC Chapter 392-400. A copy of all applicable board policies, procedures, statutes and regulations mentioned herein may be viewed on the web at: [www.ortingschools.org](http://www.ortingschools.org).

Further Information

If you have any questions regarding this material, please contact the Orting School District Central Office at (360) 893-6500. More information regarding district policies can be found on our website at: [https://www.boarddocs.com/wa/orting/Board.nsf/Public](https://www.boarddocs.com/wa/orting/Board.nsf/Public).

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This handbook also complies with the Drug-Free Schools and Communities Act, P.L 101-226. Compliance with standards of conduct is mandatory.
Acknowledgement of Receipt

With our signatures below, we acknowledge we have received and reviewed the contents of the 2017-2018 Orting School District Student and Parents Rights and Responsibilities Handbook. This document has given my child and I notice of the types of misconduct, including, attendance procedures/BECCA notice and User Agreement for the district wide electronic information system, for which discipline, suspension, or expulsion may be imposed and the procedures for administering such corrective action.

____________________________________  ____________________________________
Parent Signature                                                            Date

____________________________________
Student Signature                                                            Date

____________________________________  ____________________________________
Student Name (Please Print)                                                            Student’s School

With my signature below, I give permission for my student(s) to participate in off campus activities between Orting School District campuses that may require transportation and/or off campus activities that do not require transportation, such as walking field trips and physical education classes.

____________________________________  ____________________________________
Parent Signature                                                            Date

NSF CHECK POLICY:

All non-sufficient funds (NSF) checks are subject to a $12 fine. In addition, upon bank notification of an NSF check, the applicable student account (including food services) will be placed in a negative balance due. Such debts are cleared only after the NSF check amount, as well as the fine, is fully paid to the district in cash.
“All students ready for college, careers, and life”